

CITY OF
WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

**Plan Commission/Zoning Board of Appeals
Tuesday, October 3, 2023
7:00 p.m.**

**West Chicago City Hall
Council Chambers
475 Main Street
West Chicago, IL 60185**

A G E N D A

1. **Call to Order, Roll Call and Determination of a Quorum**
2. **Pledge of Allegiance**
3. **Chairperson's Comments**
4. **Public Comment**
5. **Approval of the Draft August 1, 2023 Plan Commission Meeting Minutes**
6. **Public Hearing of Case PC 23-08 – Special Use Permit – 151 S Neltnor Boulevard**
Special Use Permit for *Motor Vehicle Laundry*, in accordance with Section 10.3-4(D) of the Zoning Code to allow a car wash in the B-2 General Business District.
7. **Review and Recommendation of Case PC 23-08 – Special Use Permit – 151 S Neltnor Boulevard**
8. **Public Hearing of Case PC 23-09 – Special Use Permit Amendment – 1200 North Prince Crossing Road**
Special Use Permit Amendment to amend the Paving and Layout Plan identified as Exhibit “C” in Ordinance 19-O-0003.
9. **Review and Recommendation of Case PC 23-09 – Special Use Permit Amendment – 1200 North Prince Crossing Road**
10. **Public Hearing of Case PC 23-10 – Zoning Text Amendment – Section 6.27 (Outside Vending – Continuous)**
Zoning Text Amendment to allow vending machines to be placed outside on non-single-family residential properties.
11. **Review and Recommendation of Case 23-10 – Zoning Text Amendment – Section 6.27 (Outside Vending – Continuous)**

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West Chicago, Illinois
60185

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www.westchicago.org

Ruben Pineda
MAYOR
Nancy M. Smith
CITY CLERK

Michael L. Guttman
CITY ADMINISTRATOR

DRAFT
PLAN COMMISSION/ZONING BOARD OF APPEALS
August 1, 2023 7:00 P.M.

1. Call to Order, Roll Call and Establishment of a Quorum

Chairperson Laimins called the meeting to order at 7:00 p.m. Roll call found Chairperson Laimins, and Commissioners Banasiak, Slattery, Billingsley, Hale, and Henkin present. Commissioner Kasprak was absent. With six members present, a quorum was established.

Staff in attendance included City Planner John Sterrett.

2. Pledge of Allegiance

Commissioner Hale led the Commission in the Pledge of Allegiance.

3. Chairperson's Comments

None.

4. Public Comment

None.

5. Approval of draft meeting minutes from June 6, 2023

Commissioner Slattery made a motion, seconded by Commissioner Henkin, to approve the draft meeting minutes of the June 6, 2023 Plan Commission meeting. With a voice vote of five ayes, zero noes, and one abstention, the motion carried.

6. Public Hearing of Case PC 23-06 – Special Use Permit – 1280 Powis Road

Commissioner Hale made a motion, seconded by Commissioner Billingsley, to open the public hearing. With a voice vote of all ayes, the motion carried.

Mr. Sterrett was duly sworn in. Mr. Sterrett stated that this is a request from Robert Freeman, on behalf of Ruler CDL School, Inc., for approval of a Special Use Permit application to operate an Adult Education Facility at the property at 1280 Powis Road in the M Manufacturing District. The proposed facility is for a CDL Training school that will operate on the property Monday through Friday, 9:00 am to 5:00 pm. The use will include classroom learning within an existing office building on the property and will also have vehicle operation training in the rear of the building on an existing paved area.

The property was previously used by the Illinois Secretary of State as a DMV that included CDL testing on site. No major site improvements are proposed. The existing paved area and existing parking lot on the property will be repaved and restriped. No exterior changes to the building are proposed.

The petitioner has performed all public notice requirements including notification to all property owners within 250 feet and posting a public hearing sign. A notice in the Daily Herald was published on or about July 11, 2023. Staff finds that the proposal will comply with all Zoning Code requirements and recommends that the Plan Commission pass a motion recommending approval of the proposed special use permit with the recommended conditions contained in the staff report, which include:

1. That the site shall be developed in substantial conformance with the Site and Landscape Plan prepared by County Engineers, Inc. consisting of one page dated May 17, 2023.
2. All trucks/trailers used, kept, and parked on the property shall be clearly marked identifying them for CDL training and may not be used for any other purpose.
3. The amount of trucks/trailers used, kept, and parked on the property shall be limited to no more than four, unless a request to increase the amount is approved by the City Council.
4. A sign permit application shall be approved prior to the installation of the proposed freestanding sign.

Staff has also drafted findings of fact for consideration by the Plan Commission to incorporate into their recommendation.

Jeffrey Cernak, attorney for the petitioner was duly sworn in and provided background on the proposed use. Robert Freeman, petitioner, was duly sworn in and answered questions from the Plan Commission.

With all members of the public having had the opportunity to speak, and with all Plan Commissioners having the opportunity to question the petitioner and staff, Commissioner Billingsley made a motion, seconded by Commissioner Henkin, to close the public hearing. With a voice vote of all ayes, the motion carried and the public hearing was closed.

7. Review and Recommendation of Case PC 23-06 – Special Use Permit – 1280 Powis Road

The Plan Commission deliberated the proposed Special Use Permit. After a brief discussion, Commissioner Slattery made a motion, seconded by Commissioner Billingsley, to recommend approval of the proposed Special Use Permit with the following conditions:

1. That the site shall be developed in substantial conformance with the Site and Landscape Plan prepared by County Engineers, Inc. consisting of one page dated May 17, 2023.
2. All trucks/trailers used, kept, and parked on the property shall be clearly marked identifying them for CDL training and may not be used for any other purpose.
3. The amount of trucks/trailers used, kept, and parked on the property shall be limited to no more than four, unless a request to increase the amount is approved by the City Council.
4. A sign permit application shall be approved prior to the installation of the proposed freestanding sign.

And incorporate the following findings of fact with this recommendation:

(1) Is necessary for the public convenience at that location or, the case of existing nonconforming uses, a special use permit will make the use more compatible with its surroundings:

(This standard should be interpreted as indicating whether or not the proposed use is good for the public at that particular physical location, and not whether or not the use itself is *needed* there).

The proposed CDL training facility is best suited within an industrial area such as the subject property. The subject property is located within one of the City’s major industrial corridors in an area that contains a mixture of other industrial, service, and office uses.

(2) Is so designed, located and proposed to be operated that the public health, safety and welfare will be protected:

The proposed use of the subject property will not adversely impact the public health, safety and welfare of the community. The use is consistent with the surrounding properties and will be designed to enhance the aesthetics of the area. The property will be developed in conformance with all City Codes and Ordinances.

(3) Will not cause substantial injury to the value of other property in the neighborhood in which it is located:

The proposed CDL training facility will not cause substantial injury to the value of other property in the area in which it is located. The proposed use will be compatible with the other properties in the immediate area, which consist of uses involving warehousing, logistics, and outside storage.

(4) The proposed special use is designated by this code as a listed special use in the zoning district in which the property in question is located:

The proposed use of a CDL Training Facility is considered a Trade School and Adult Educational Facility which is considered a special use per Section 11.2-4(Y) of the Zoning Code.

A roll call vote found Commissioners Banasiak, Slattery, Hale, Billingsley, and Henkin, and Chairperson Laimins voting “aye” and no one voting “no”. With a roll call vote of six (6) “aye” and zero (0) “no”, the motion carried.

8. Petition Updates/Staff Report

Mr. Sterrett provided a brief update on upcoming projects and previously approved projects.

9. Adjournment

With no further business to discuss, Commissioner Kasprak made a motion, seconded by Commissioner Hale to adjourn the meeting. With a voice vote of all ayes, the motion carried and the Plan Commission, at 7:23 p.m., adjourned.

Respectfully Submitted,
John Sterrett, City Planner

City of West Chicago
Community Development Department
Report for the Plan Commission/Zoning Board of Appeals
October 3, 2023



- Case:** PC 23-08
- Petitioner:** 151 Neltnor LLC, represented by Alan Jacob, Car Wash Pro Designers
- Owner:** Naveed Tejany
- Location:** 151 South Neltnor Boulevard
- Zoning:** B-2 Regional Shopping District
- Existing Use:** Vacant
- Comp Plan:** Corridor Commercial
- Requests:** A Special Use Permit for Motor Vehicle Laundry (i.e. car wash), in accordance with Sections 5.5 and 10.3-4 (D) of the Zoning Code. The request, if approved would allow the property to be developed and used for a car wash known as “Mango Car Wash”.
- Summary:** The proposed car wash meets the standards for a SUP in accordance with Section 5.5 of the Zoning Code.
- Recommendation:** Staff recommends the Plan Commission adopt the Findings of Fact suggested by staff on page 3 of this report and pass a motion recommending **APPROVAL** of the proposed Special Use Permit, subject to the following conditions:
1. That the site be developed in substantial conformance with the following plans:
 - a. Geometric Plan, consisting of one page (Sheet C-3), prepared by Terra Consulting Group, dated June 22, 2023 with a latest revision date of August 8, 2023.
 - b. Landscape Plan, consisting of two pages (Sheets L-1.1 and L-1.2), prepared by Neri Architects, dated April 26, 2023 with a latest revision date of August 8, 2023.
 - c. Building Elevations, consisting of two pages (Sheets A-5.0 and A-5.1, prepared by Neri Architects, dated April 26, 2023 with a latest revision date of August 8, 2023.
 - d. Vacuum Canopy and Trash Enclosure Elevations, consisting of one page (Sheet A-7.1), prepared by Neri Architects, dated April 26, 2023 with a latest revision date of August 8, 2023.
 - e. Signage Plan, consisting of one page (Sheet A-7.0), prepared by Neri Architects, dated April 26, 2023 with a latest revision date of August 8, 2023.
 2. Landscaping consisting of evergreen and deciduous shrubs shall be installed around the perimeter of the trash enclosure.

Public Notice.

All public notice requirements were completed including a notice of public hearing published in the Daily Herald on Monday, September 18, 2023, notification to all property owners within 250 feet of the subject property, and placement of hearing signs on the property visible from Neltnor Boulevard.

Adjacent Property Zoning and Land Use Information

<i>Location</i>	<i>Adjacent Zoning</i>	<i>Adjacent Land Use</i>	<i>Comprehensive Plan</i>
North	B-2 General Business	Office	Corridor Commercial
South	B-2 General Business	Retail	Corridor Commercial
East	R-5 Single-Family Res.	Single-Family Res.	Single-Family Residential
West	B-2 General Business R-5 Single-Family Res.	Commercial Office	Corridor Commercial

Existing Conditions and Proposal.

The subject property is a 0.83-acre vacant tract of land located on the east side of Neltnor Boulevard, approximately 450 feet south of Washington Street, in the B-3 Regional Shopping District. The petitioner is proposing to develop the site with a 3,850 square foot single-lane carwash facility with an ancillary vacuum area. The carwash is proposed to operate 7 days a week, 8:00 a.m. to 8:00 p.m. on weekdays, 9:00 a.m. to 7:00 p.m. on Saturdays, and 9:00 a.m. to 5:00 p.m. on Sundays.

Site Access and Traffic Circulation.

The subject property will have only one access point onto Neltnor Boulevard, which is under the jurisdiction of the Illinois Department of Transportation. An existing raised median is located in Neltnor Boulevard directly in front of the subject property which will prevent left-in/left-out turn movements and allow right-in/right-out traffic only.

The car wash will be able to accommodate up to three (3) cars at any one time, requiring a total of 15 stacking spaces outside the carwash, which is being provided via a double-stacked queuing lane. The petitioner has submitted an automobile and firetruck auto-turn analysis demonstrating vehicles can maneuver safely throughout the site.

Stormwater/Utilities.

No floodplain or wetlands exist on the property. Stormwater runoff from the development will be addressed with a proposed underground vault. The size and design of the proposed stormwater vault has received preliminary approval by the City’s stormwater engineer and complies with the DuPage County Stormwater Ordinance. The proposed utility layout and connections have been reviewed and received preliminary approval by the Public Works Department.

Parking.

The petitioner is proposing 14 parking stalls south of the building. Eight of these parking stalls will also serve as vacuum accessible spaces. One stall reserved for accessibility is being provided to comply with the Illinois Accessibility Code.

Architectural Elevations

The building will be constructed with masonry that includes a 4-inch face brick with a Sioux City-Cherry Creek color and 4-inch stone block with a Fon-Du-Lac Rustic color. A decorative tower will be located at each end of the building. Sconce down lighting is proposed on the building. The proposed trash enclosure will be constructed of the same materials as the building. All architectural aspects of the

building will comply with the City's Design Standards. Please refer to the attached Exterior Building Elevation Plans and 3-D Site Renderings for specific details.

Signage.

Three flush-mounted wall signs are proposed on the building. Each tower will have a 35 square foot sign consisting of the name and logo of the operation. The third wall sign will be located on the north side of the building consisting of 56 square feet and will feature wording advertising the car wash. All three wall signs will comply with the flush mounted size requirements of the Zoning Code. A 53 square foot freestanding sign is proposed near the entrance of the property. The freestanding sign will be below the maximum height and square footage permitted. The sign will also be setback 21 feet from the Neltnor Boulevard right-of-way and will be located outside the of visibility triangle at the entrance to the property.

Landscaping.

The petitioner is providing a mixture of shade trees and shrubs around the perimeter of the property to comply with the landscape yards requirement. A 6-foot solid vinyl privacy fence is also proposed along the east property line to provide additional screening of the proposed use from the adjacent residential properties. Foundation landscaping is being provided around the proposed facility in compliance with the landscape requirements. All parking lot landscape islands will contain the required three-inch caliper shade tree. Landscaping around the base of the sign is being provided consisting of a mix of evergreens and deciduous shrubs. Although not required, staff recommends a condition be placed on the controlling ordinance requiring landscaping consisting of evergreen and deciduous shrubs be added around the perimeter of the trash enclosure.

Lighting.

The petitioner has provided a photometric plan indicating that illumination levels will be at or below the maximum illumination level permitted of 2.0 foot-candles at the property line. Illumination levels will drop to 0.0 at the east property line adjacent to the residential area. Light fixtures for all proposed building and parking lot lights will be shielded to prevent glare onto adjacent properties. Light poles will each have a height of 20.5 feet, below the maximum 25 foot height permitted.

Special Use Findings of Fact:

As stated under Section 5.5-4, the Plan Commission/Zoning Board of Appeals shall recommend a special use only if it shall make findings of fact based upon evidence presented that the special use:

(1) Is necessary for the public convenience at the location or, the case of existing nonconforming uses, a special use permit will make the use more compatible with its surroundings. ***This standard should be interpreted as indicating whether or not the proposed use is good for the public at that particular physical location, and not whether or not the use itself is needed there***

A motor vehicle laundry facility (i.e. carwash) is a use that is best suited to be located within a commercial corridor that is along a major arterial road with a high traffic volume. Neltnor Boulevard, fits those criteria. Furthermore, the property is located along one of the City's main commercial corridor hubs. *Staff is of the opinion the petitioner has satisfied this finding.*

(2) Is so designed, located and proposed to be operated that the public health, safety and welfare will be protected:

Consideration has been given to the residential area to the east with additional landscaping and fencing to screen the proposed use. The proposed design of the site complies with all engineering and stormwater requirements. Staff is of the opinion the petitioner has satisfied this finding.

(3) Will not cause substantial injury to the value of other property in the neighborhood in which it is located:

The proposed development will contain fencing as well as a significant amount of landscaping including evergreen trees to screen the property and provide sound attenuation for the residential areas to the east. The petitioner has oriented the car wash building so the exit, which contains the dryer, will be facing away from the residential area. The proposed lighting will comply with the maximum illumination level of 0.1 foot-candles permitted adjacent to a residential district as well as the maximum illumination level of 2.0 foot-candles at all other property lines. All proposed lighting will be flat cut-off LED lighting to prevent glare. Staff is of the opinion the petitioner has satisfied this finding.

(4) The proposed special use is designated by this code as a listed special use in the zoning district in which the property in question is located:

The proposed car wash facility use is listed as a special use per Section 10.3-4 (D) of the Zoning Code. Staff is of the opinion the petitioner has satisfied this finding.

Exhibits.

Exhibit A – Location Map

Exhibit B – Zoning Map

Exhibit C – Aerial Photo

Exhibit D – Geometric Plan, consisting of one page (Sheet C-3), prepared by Terra Consulting Group, dated June 22, 2023 with a latest revision date of August 8, 2023

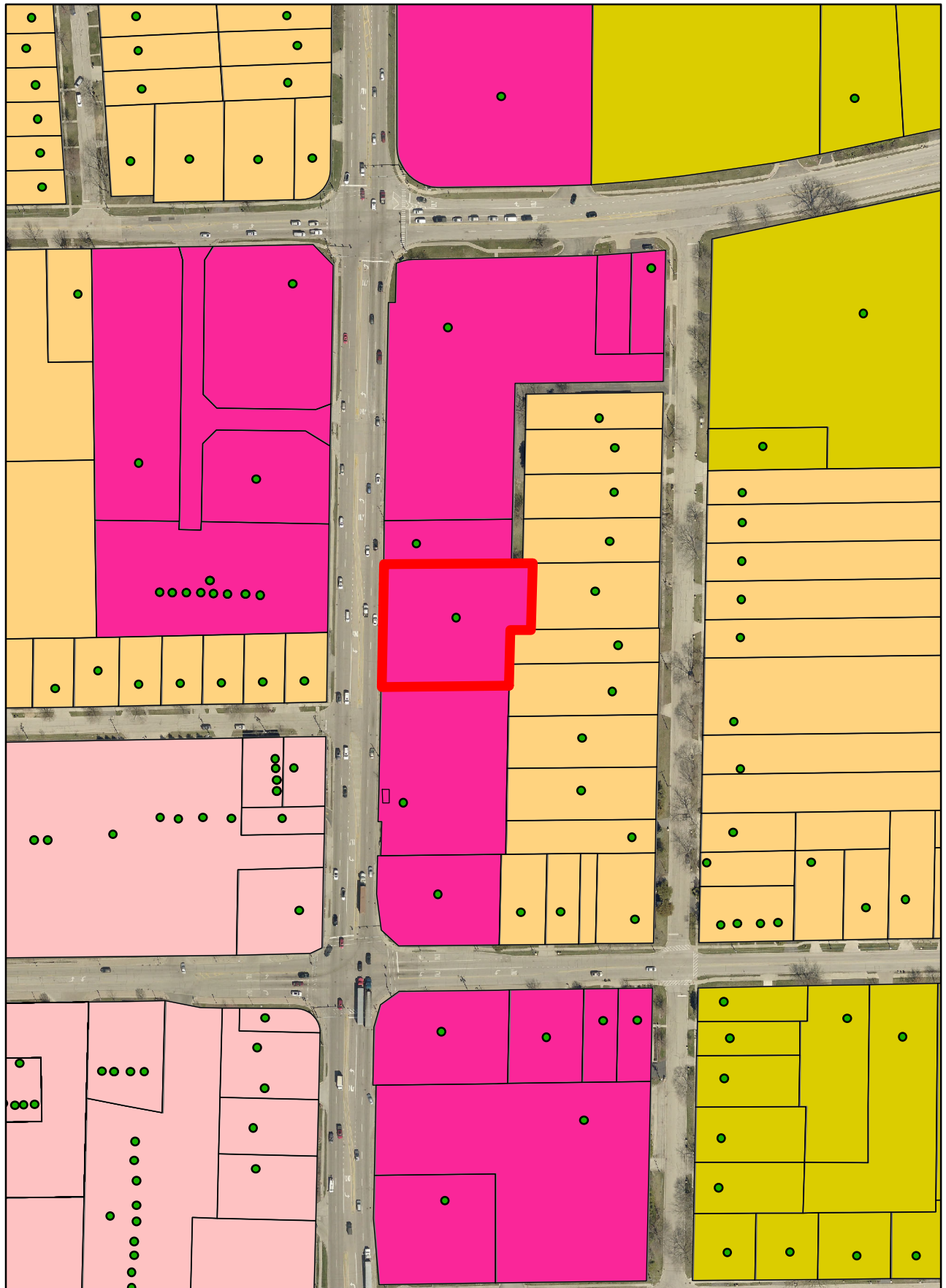
Exhibit E – Landscape Plan, consisting of two pages (Sheets L-1.1 and L-1.2), prepared by Neri Architects, dated April 26, 2023 with a latest revision date of August 8, 2023.

Exhibit F – Building Elevations, consisting of two pages (Sheets A-5.0 and A-5.1, prepared by Neri Architects, dated April 26, 2023 with a latest revision date of August 8, 2023

Exhibit G – Vacuum Canopy and Trash Enclosure Elevations, consisting of one page (Sheet A-7.1), prepared by Neri Architects, dated April 26, 2023 with a latest revision date of August 8, 2023.

Exhibit H – Signage Plan, consisting of one page (Sheet A-7.0), prepared by Neri Architects, dated April 26, 2023 with a latest revision date of August 8, 2023









2319
04/26/23
Z-1

1 VIEW LOOKING NORTHEAST
Z-1 SCALE: 12" = 1'-0"

**New Automated
Car Wash Facility**
151 S. NELTNOR BLVD.
WEST CHICAGO, IL 60185

NERI
ARCHITECTS
6400 N NORTHWEST HWY
SUITE 4
CHICAGO, IL 60631
TEL 847.825.9400



2319
04/26/23
Z-2

1
Z-2 VIEW LOOKING NORTHWEST
SCALE: 12" = 1'-0"

**New Automated
Car Wash Facility**
151 S. NELTNOR BLVD.
WEST CHICAGO, IL 60185

NERI
ARCHITECTS
6400 N NORTHWEST HWY
SUITE 4
CHICAGO, IL 60631
TEL 847.825.9400



2319
04/26/23
Z-4

1 VIEW LOOKING SOUTHWEST
Z-4 SCALE: 12" = 1'-0"

**New Automated
Car Wash Facility**
151 S. NELTNOR BLVD.
WEST CHICAGO, IL 60185

NERI
ARCHITECTS
6400 N NORTHWEST HWY
SUITE 4
CHICAGO, IL 60631
TEL 847.825.9400



2319
04/26/23
Z-3

1
Z-3 VIEW LOOKING SOUTHEAST
SCALE: 1/2" = 1'-0"

**New Automated
Car Wash Facility**
151 S. NELTNOR BLVD.
WEST CHICAGO, IL 60185

NERI
ARCHITECTS
6400 N NORTHWEST HWY
SUITE 4
CHICAGO, IL 60631
TEL 847.825.9400



2319
04/26/23
Z-5

1 VIEW LOOKING NORTH w/SIGN
Z-5 SCALE: 12" = 1'-0"

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WEST CHICAGO, IL 60185

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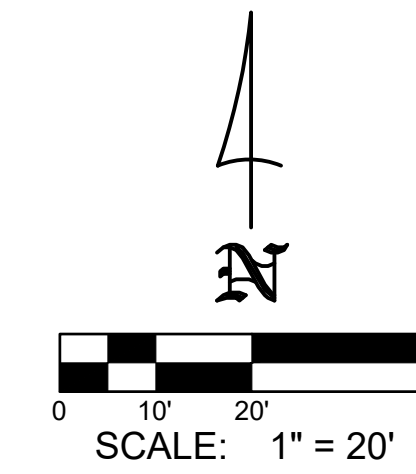


2319
04/26/23
Z-6

1 AERIAL VIEW LOOKING NORTHEAST
Z-6 SCALE: 12" = 1'-0"

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Car Wash Facility**
151 S. NELTNOR BLVD.
WEST CHICAGO, IL 60185

NERI
ARCHITECTS
6400 N NORTHWEST HWY
SUITE 4
CHICAGO, IL 60631
TEL 847.825.9400



SUBMITTALS AND REVISIONS		
No.	DESCRIPTION	DATE
1	CITY SUP REV. #1	08-08-23

PRELIMINARY ENGINEERING

FOR

CAR WASH FACILITY

151 S. NELTNOR BLVD.
 WEST CHICAGO, IL

DESIGNED BY: M.S.E.
 DRAWN BY: K.S.B.
 DATE: 06/22/2023
 PROJECT #: 1627

SHEET TITLE
GEOMETRIC PLAN

SHEET NUMBER
C-3

LOT DATA:

ADDRESS: 151 S. NELTNOR BLVD
 WEST CHICAGO, IL 60185

PIN: 04-10-201-064

MUNICIPALITY: WEST CHICAGO

PROPOSED USE: MOTOR VEHICLE LAUNDRY

ZONING: B-2 GENERAL BUSINESS
 (NELTNOR BLVD. DISTRICT)

SPECIAL USE: YES

COUNTY: DUPAGE COUNTY

AREA: 0.84 AC

PARKING SUMMARY:

EMPLOYEE STALLS: 2
 ADA/VACUUM STALLS: 1
 VACUUM STALLS: 13

TOTAL STALLS: 16

LOT IMPROVEMENTS COVERAGE:

TOTAL AREA = 0.84 AC
 IMPERVIOUS AREA = 0.52 AC, (62%)±
 PERVIOUS AREA = 0.32 AC, (38%)±

GENERAL NOTES:

- ALL DIMENSIONS ARE FROM FACE OF CURB, EDGE OF PAVEMENT, FACE OF BUILDING OR PERPENDICULAR TO PROPERTY LINE UNLESS OTHERWISE NOTED.
- PAVEMENT STRIPING DIMENSIONS ARE FROM CENTER OF STRIPE.
- ABBREVIATIONS:
 (BC-EC = DIMENSION BETWEEN BACK OF CURB & EDGE OF CONC.)
 BC = BACK OF CURB
 BL = BUILDING FACE/FOUNDATION LINE
 CL = CENTER OF, OR CENTER LINE
 D. CURB = DEPRESSED CURB
 EC = EDGE OF CONCRETE
 EP = EDGE OF PAVEMENT
 FC = FACE OF CURB
 O.C. = ON CENTER
 PL = PROPERTY LINE
 R = RADIUS
 T. CURB = TRANSITION HEIGHT OF CURB
 TYP. = TYPICAL

PROPOSED TRAFFIC SIGN KEY:

4 PROPOSED TRAFFIC CONTROL SIGN

(S1) STOP SIGN: AND 24" WIDE WHITE STOP BAR - STANDARD R1-1 SIGN (SIGN SIZE 30" x 30")

(S2) RIGHT TURN ONLY SIGN: - STANDARD R3-5 SIGN (SIGN SIZE 30" x 36")

(S3) DO NOT ENTER SIGN: - STANDARD R7-1 SIGN (SIGN SIZE 30" x 30")

(S4) ADA ONLY SIGNS: (PER LOCAL ORDINANCE) - R7-8 & R7-101 SIGN

LEGEND

PARKING STALLS IN EACH ROW

PAINTED ACCESSIBILITY SYMBOL

PROPOSED 6" CONCRETE BARRIER CURB

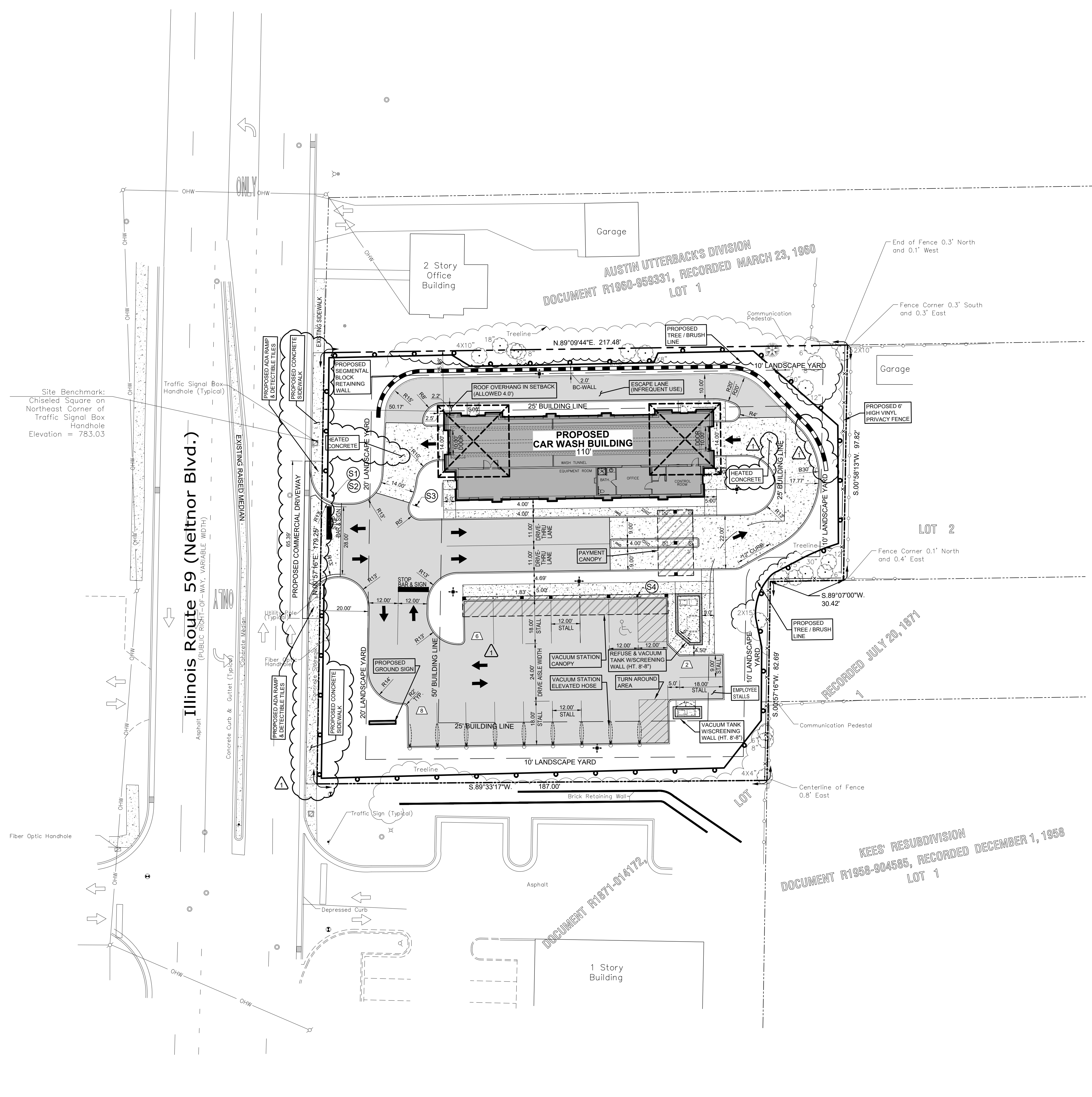
DIRECTIONAL TRAFFIC ARROW

PROPOSED BITUMINOUS PAVEMENT

PROPOSED CONCRETE

PROPOSED SITE LIGHT (REFER TO ARCHITECTURE PLANS)

SILT FENCE



AUSTIN UTTERBACK'S DIVISION
 DOCUMENT R1960-959331, RECORDED MARCH 23, 1960
 LOT 1

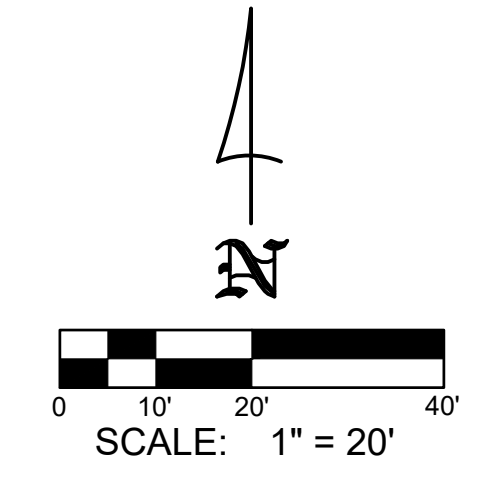
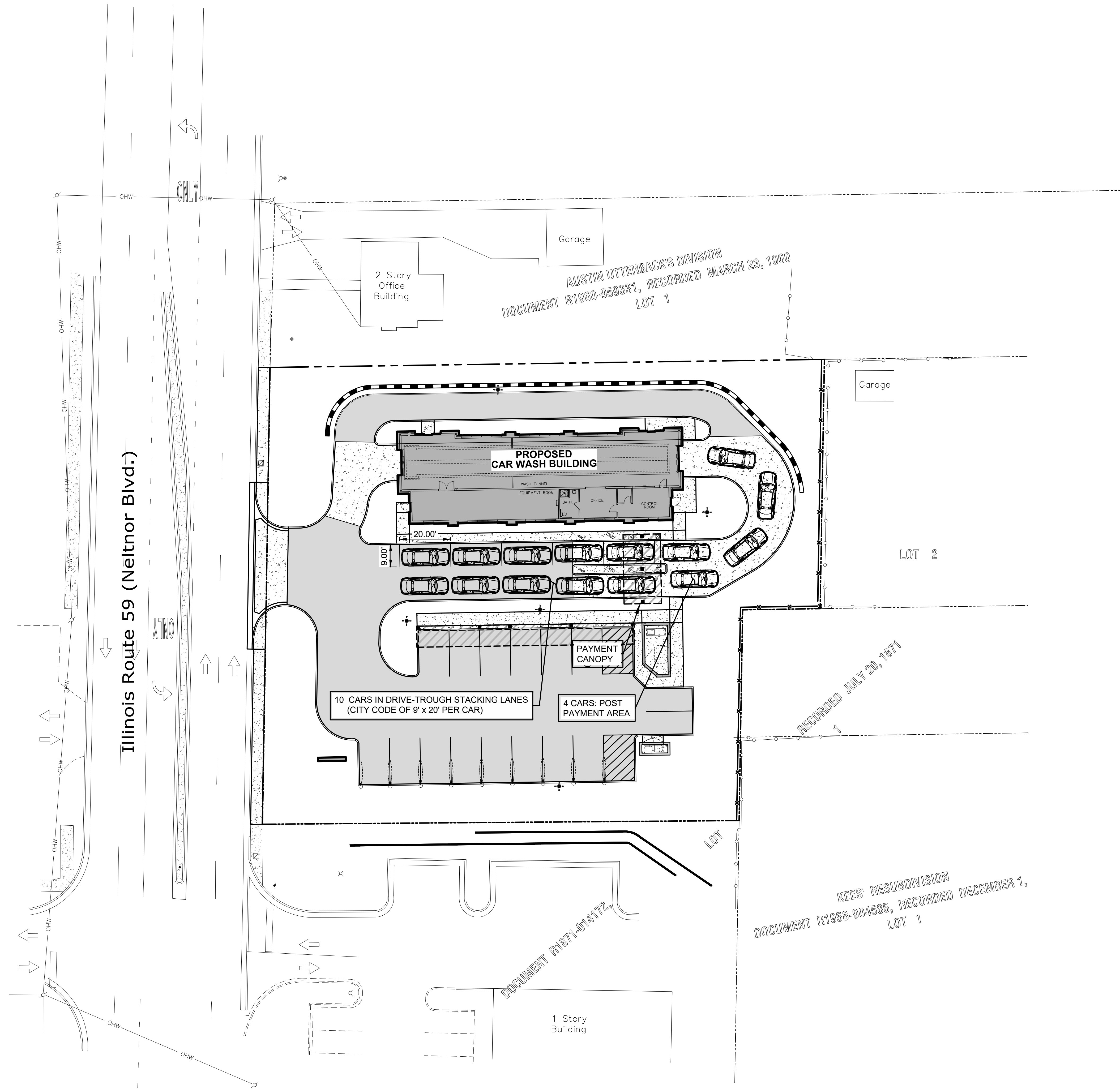
RECORDED JULY 20, 1971

KEES' RESUBDIVISION
 DOCUMENT R1958-904505, RECORDED DECEMBER 1, 1958
 LOT 1

DOCUMENT R1671-014172

Site Benchmark:
 Chiseled Square on
 Northeast Corner of
 Traffic Signal Box
 Handhole
 Elevation = 783.03

Illinois Route 59 (Neltnor Blvd.)
 (PUBLIC RIGHT-OF-WAY, VARIABLE WIDTH)



IL LICENSE #184.004548 EXP. 04/30/2023

SUBMITTALS AND REVISIONS		
No.	DESCRIPTION	DATE
1	CITY SUP REV. #1	08-08-23

**PRELIMINARY
ENGINEERING**

FOR

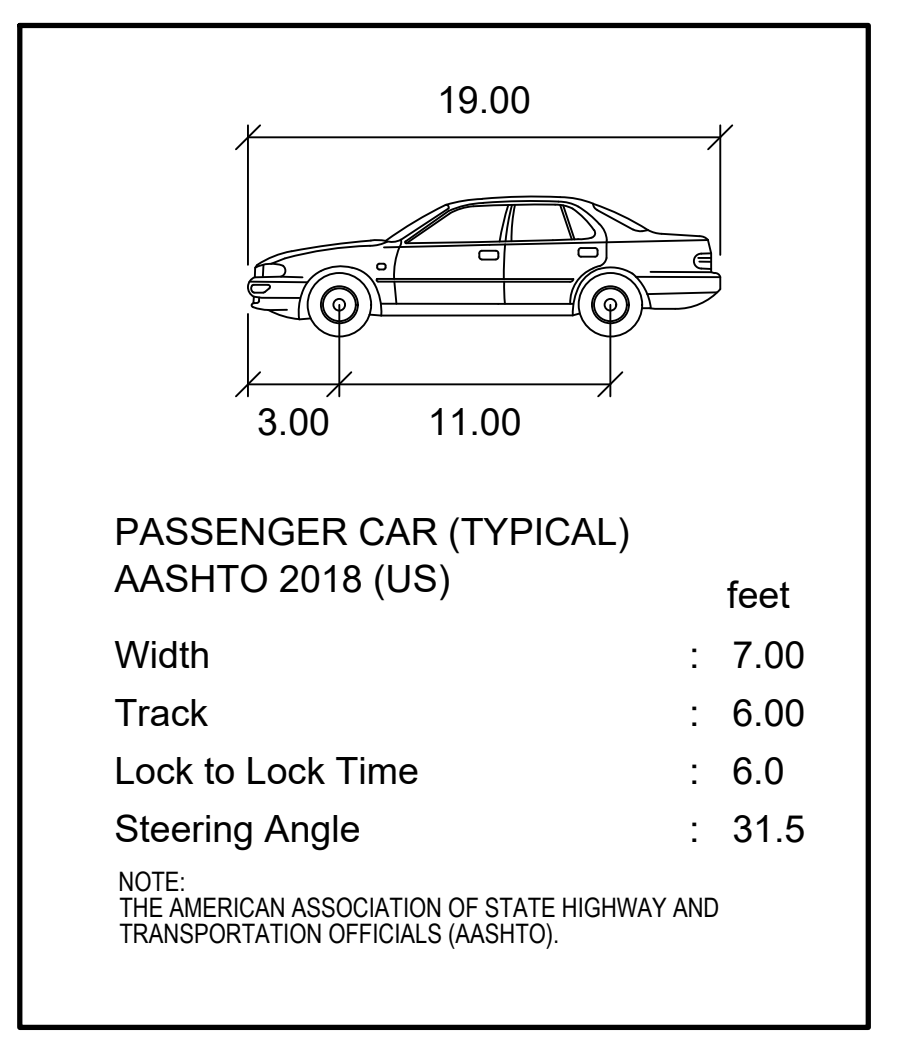
**CAR WASH
FACILITY**

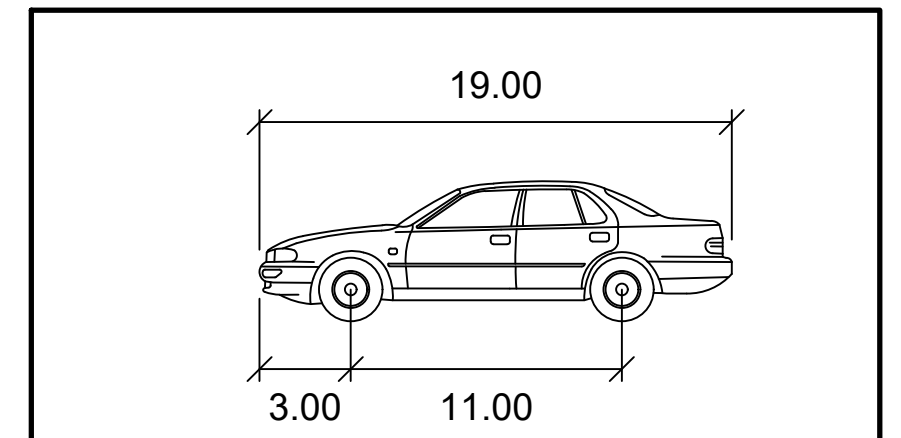
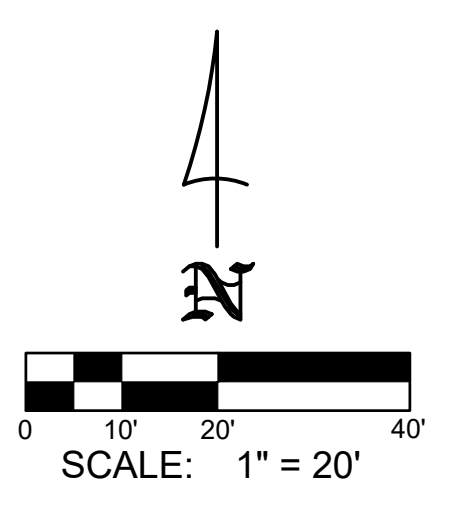
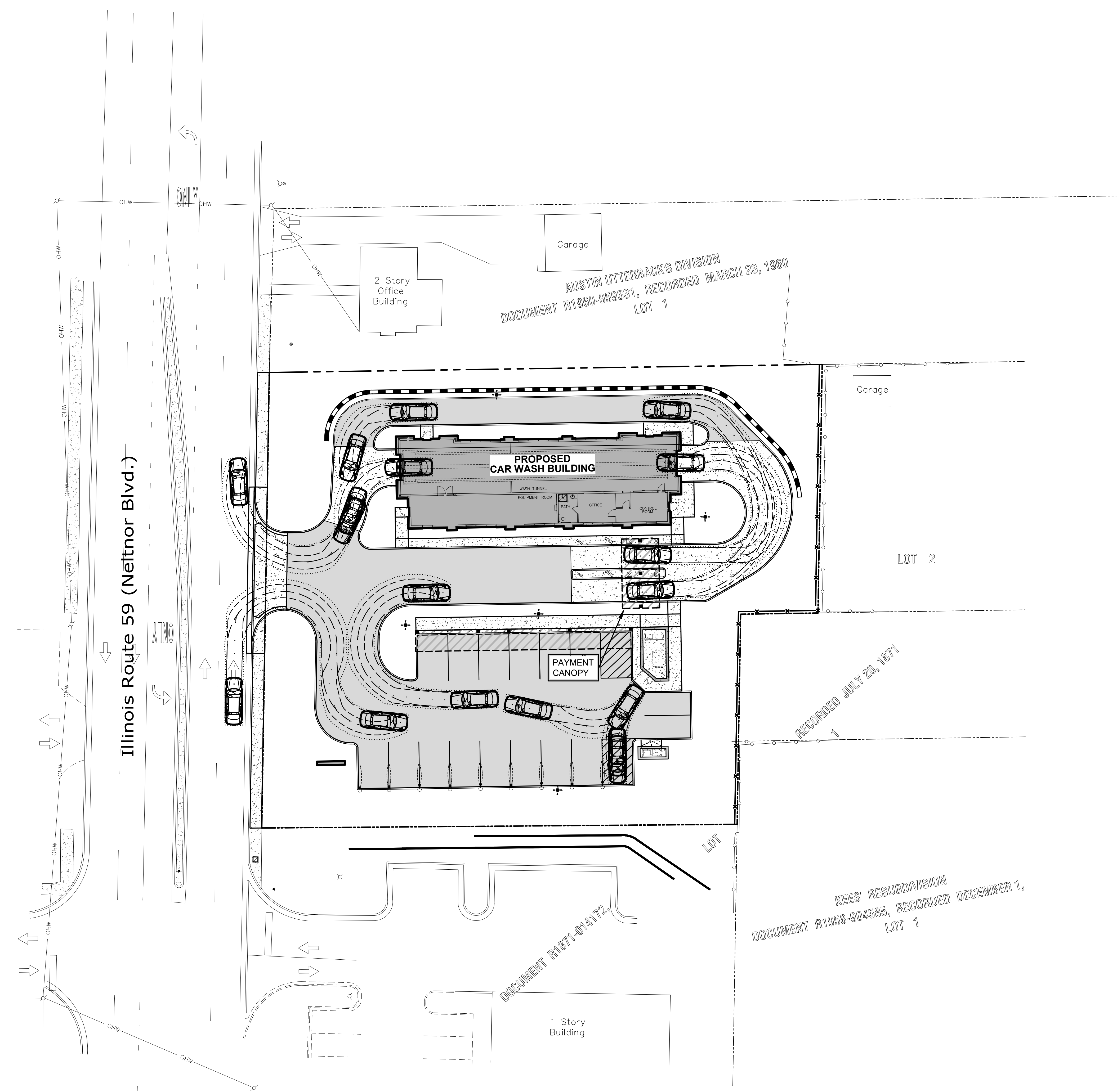
151 S. NELTNOR BLVD.
WEST CHICAGO, IL

DESIGNED BY: M.S.E.
 DRAWN BY: K.S.B.
 DATE: 06/22/2023
 PROJECT #: 1627

SHEET TITLE
**CAR
QUEUE LINE
EXHIBIT**

SHEET NUMBER
C-6





PASSENGER CAR (TYPICAL)	feet
AASHTO 2018 (US)	
Width	: 7.00
Track	: 6.00
Lock to Lock Time	: 6.0
Steering Angle	: 31.5

NOTE:
THE AMERICAN ASSOCIATION OF STATE HIGHWAY AND
TRANSPORTATION OFFICIALS (AASHTO).

LEGEND	
	FRONT WHEEL PATH
	REAR WHEEL PATH
	OVERHANG OF BODY

PREPARED FOR:
CAR WASH
Pro Designers
Design, Development, Consulting

PREPARED BY:
TERRA CONSULTING GROUP
600 Busse Highway
Park Ridge, IL 60068
Ph: 847/696-6400
Fax: 847/698-6401

SUBMITTALS AND REVISIONS		
No.	DESCRIPTION	DATE
1	CITY SUP REV. #1	08-08-23

PRELIMINARY ENGINEERING

FOR

CAR WASH FACILITY

151 S. NELTNOR BLVD.
WEST CHICAGO, IL

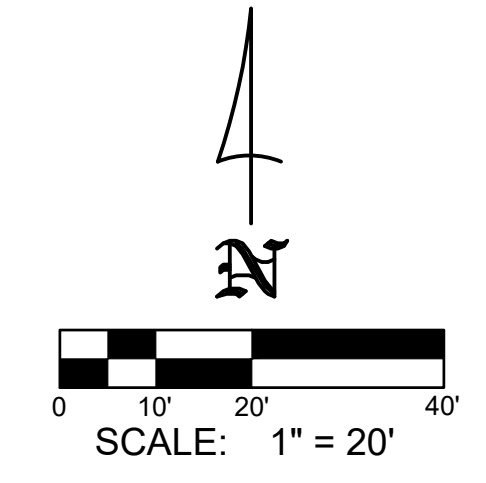
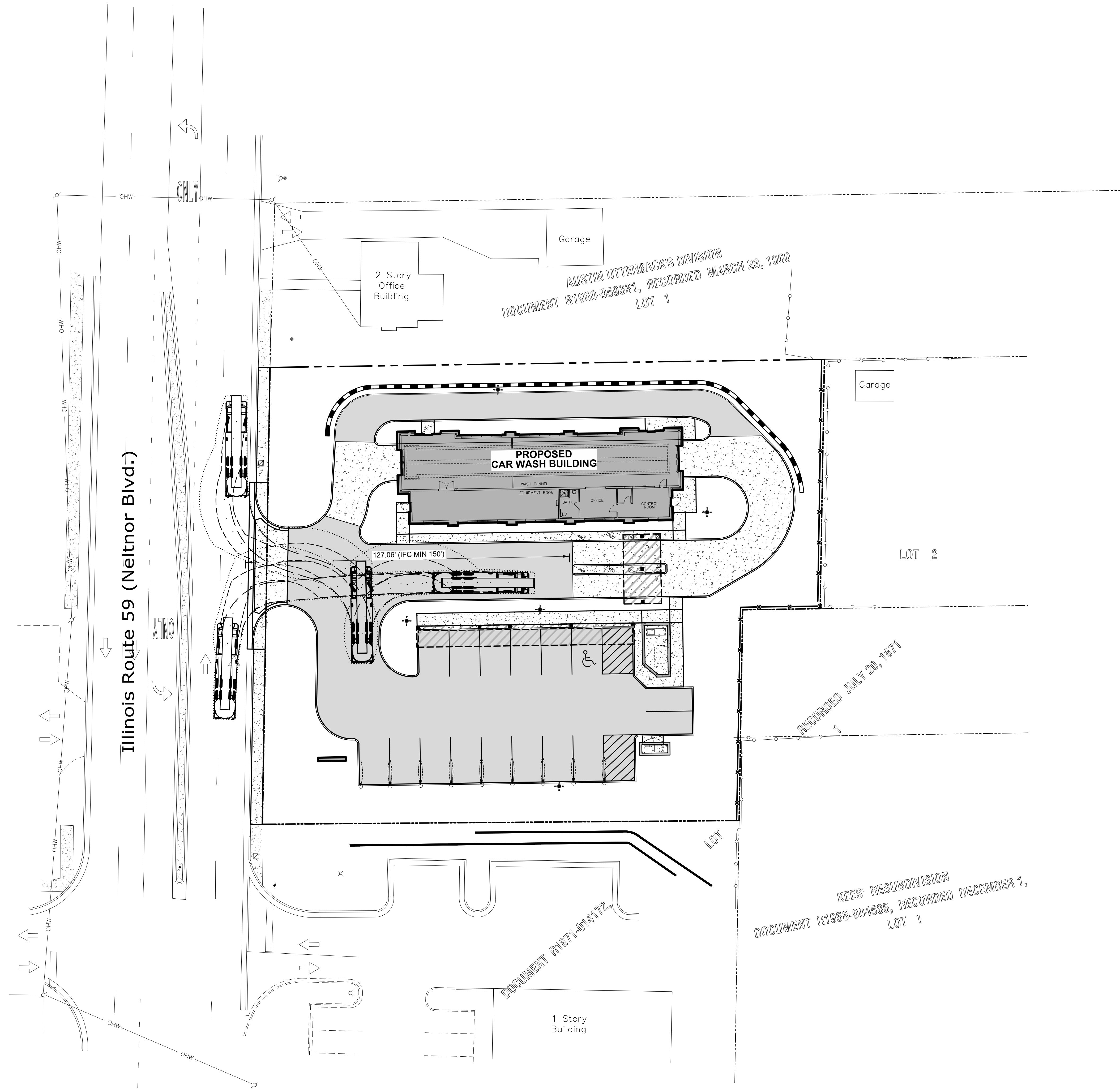
DESIGNED BY: M.S.E.
DRAWN BY: K.S.B.
DATE: 06/22/2023
PROJECT #: 1627

SHEET TITLE

CAR TURNING EXHIBIT

SHEET NUMBER

C-7



PREPARED FOR:
CAR WASH
Pro Designers
Design, Development, Consulting

PREPARED BY:
TERRA CONSULTING GROUP
600 Busse Highway
Park Ridge, IL 60068
Ph: 847/698-6400
Fax: 847/698-6401

IL LICENSE #184.004548 EXP. 04/30/2025

SUBMITTALS AND REVISIONS		
No.	DESCRIPTION	DATE
1	CITY SUP REV. #1	08-08-23

PRELIMINARY ENGINEERING

FOR

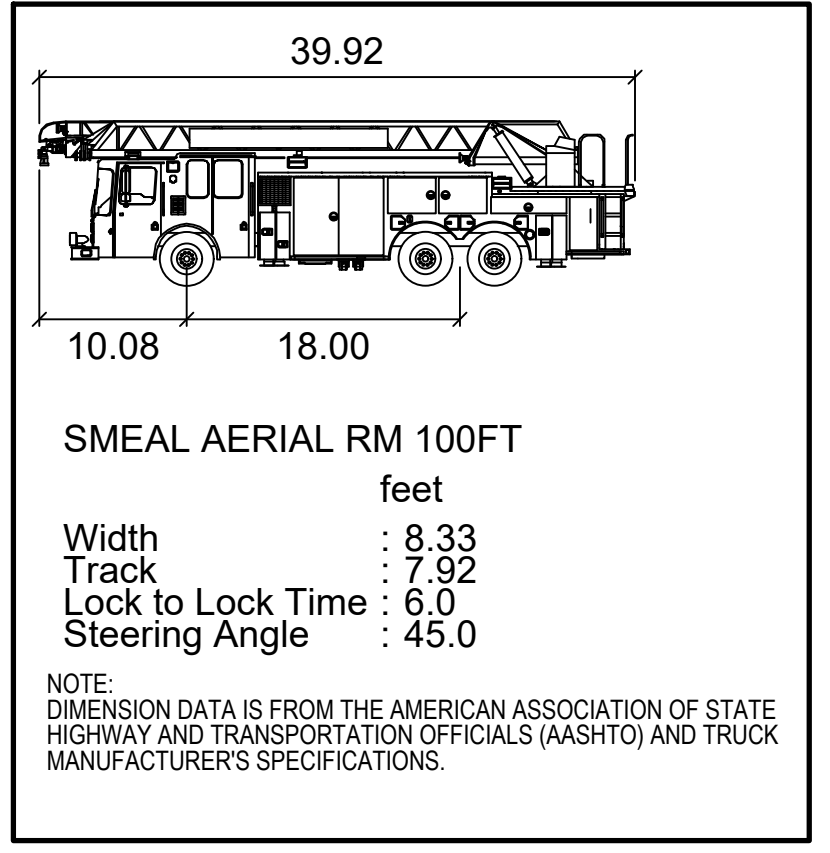
CAR WASH FACILITY

151 S. NELTNOR BLVD.
WEST CHICAGO, IL

DESIGNED BY: M.S.E.
DRAWN BY: K.S.B.
DATE: 06/22/2023
PROJECT #: 1627

SHEET TITLE
FIRE TRUCK TURNING EXHIBIT

SHEET NUMBER
C-8

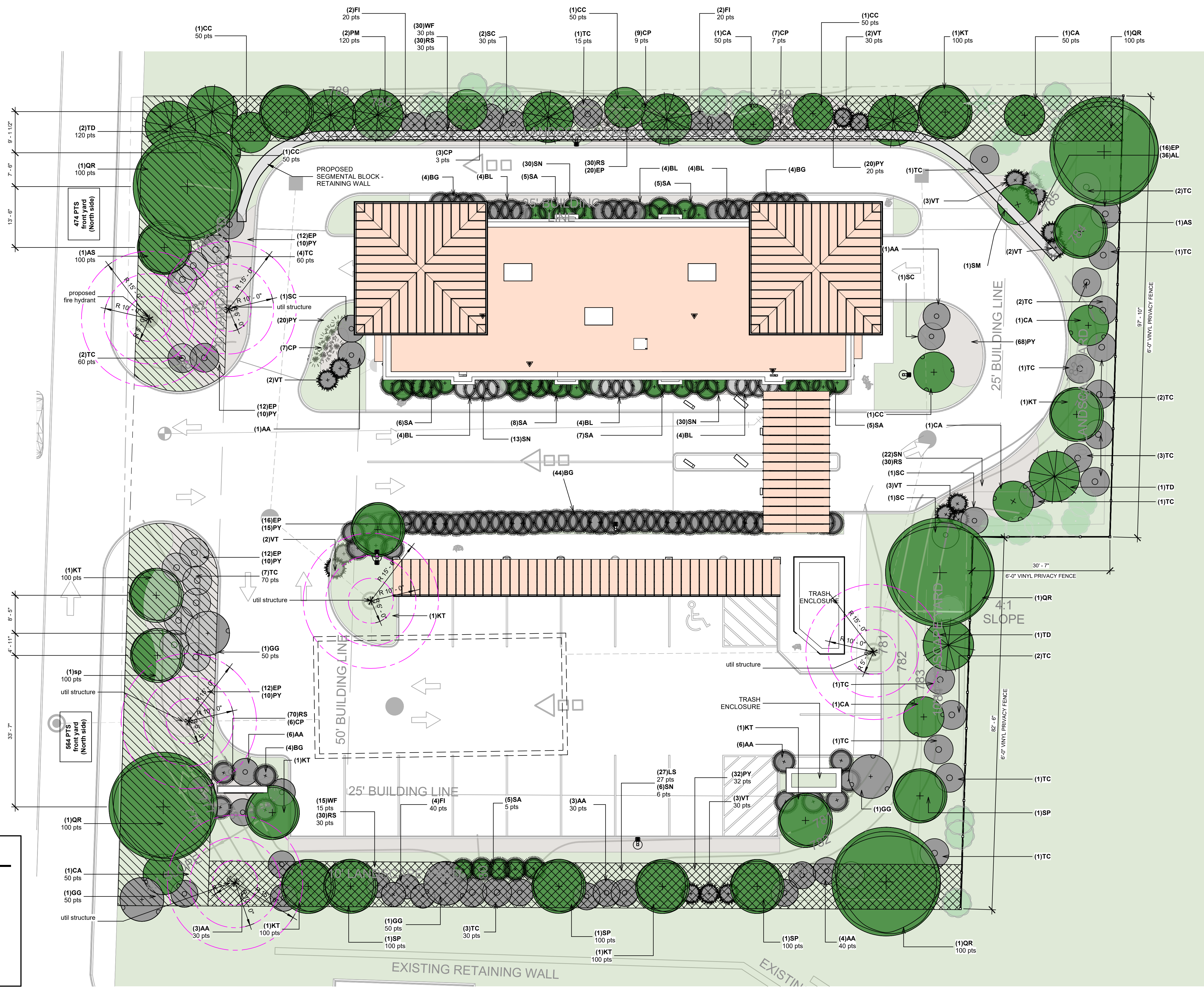


LEGEND

- - - - -	FRONT WHEEL PATH
- - - - -	REAR WHEEL PATH
.....	OVERHANG OF BODY

EXISTING TREE LEGEND

- EXISTING TREES TO REMAIN
- EXISTING EVERGREEN TREE TO REMAIN



SITE PLAN
 L-1.1 SCALE: 3/32" = 1'-0"

NERO ARCHITECTS
 6400 N NORTHWEST HWY SUITE 4
 CHICAGO, IL 60631
 TEL: 847.825.9400

PROJECT # 2319
 DATE: 04/26/23

DESIGN FIRM #: 184.003719-0001
 EXP: 04.30.25

NEW AUTOMATED CARWASH FACILITY

151 S. NELTNOR BLVD.
 WEST CHICAGO, IL 60185

DATE	REVISIONS
08/08/23	ZONING REVISIONS
04/26/23	ZONING REVIEW

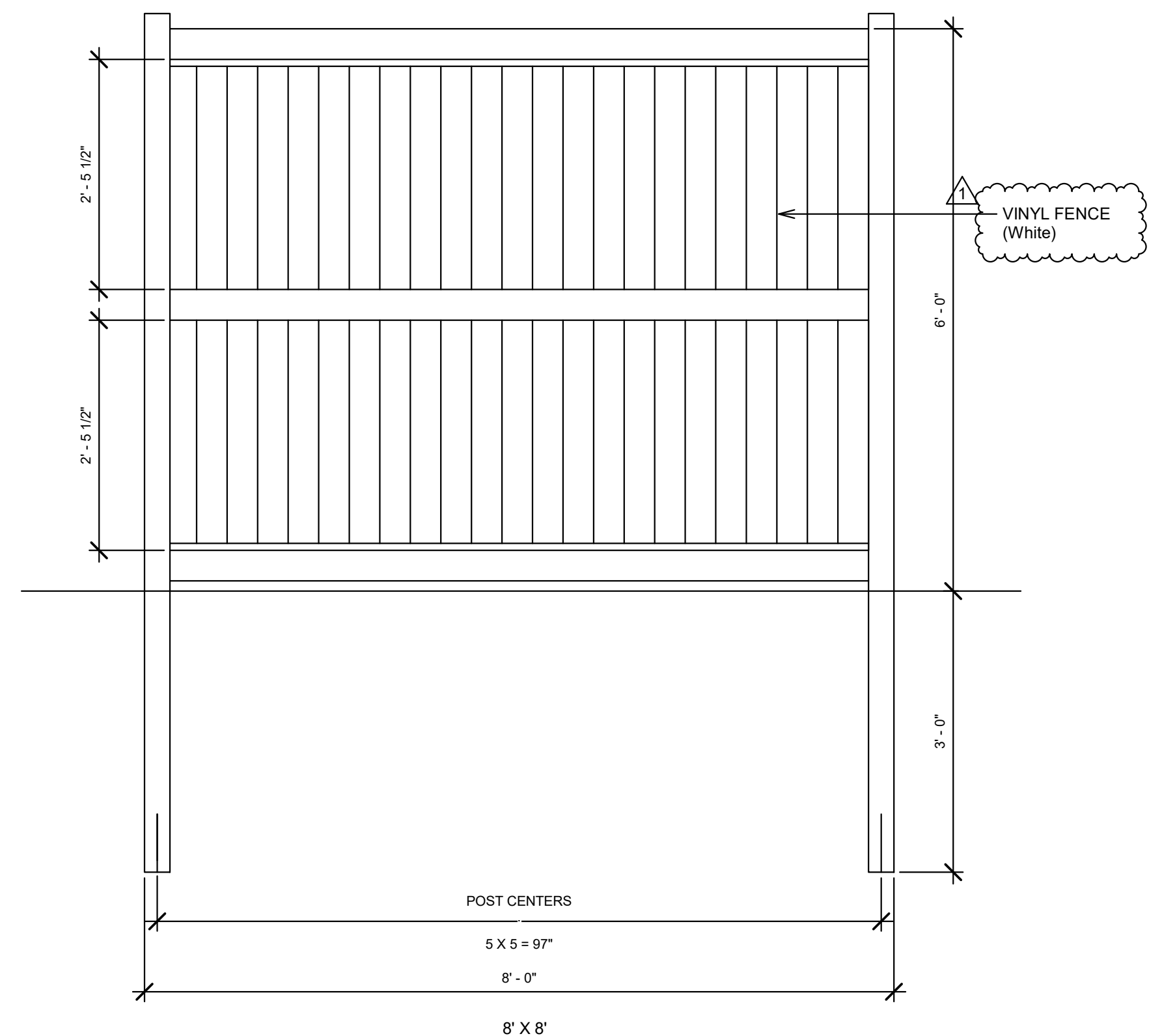
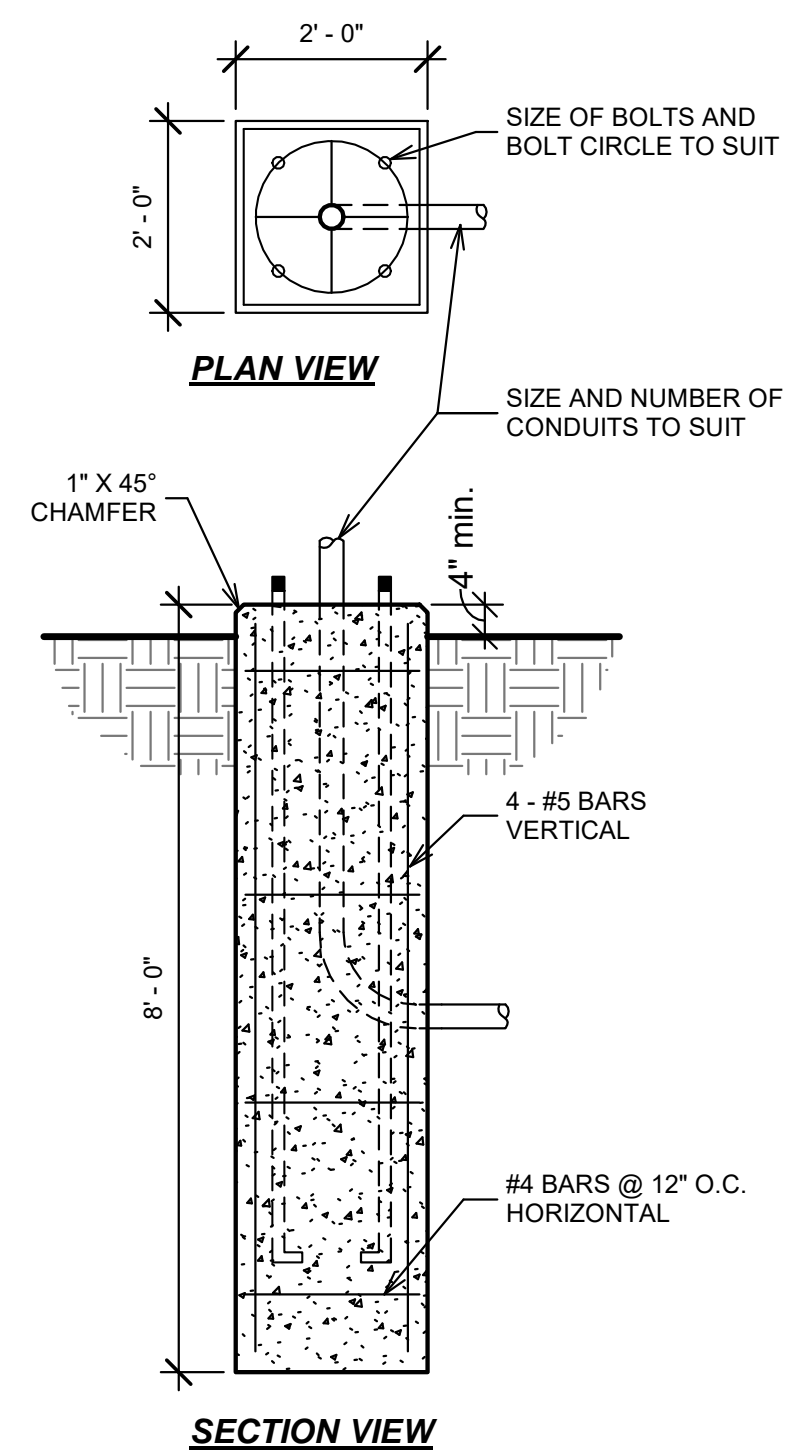
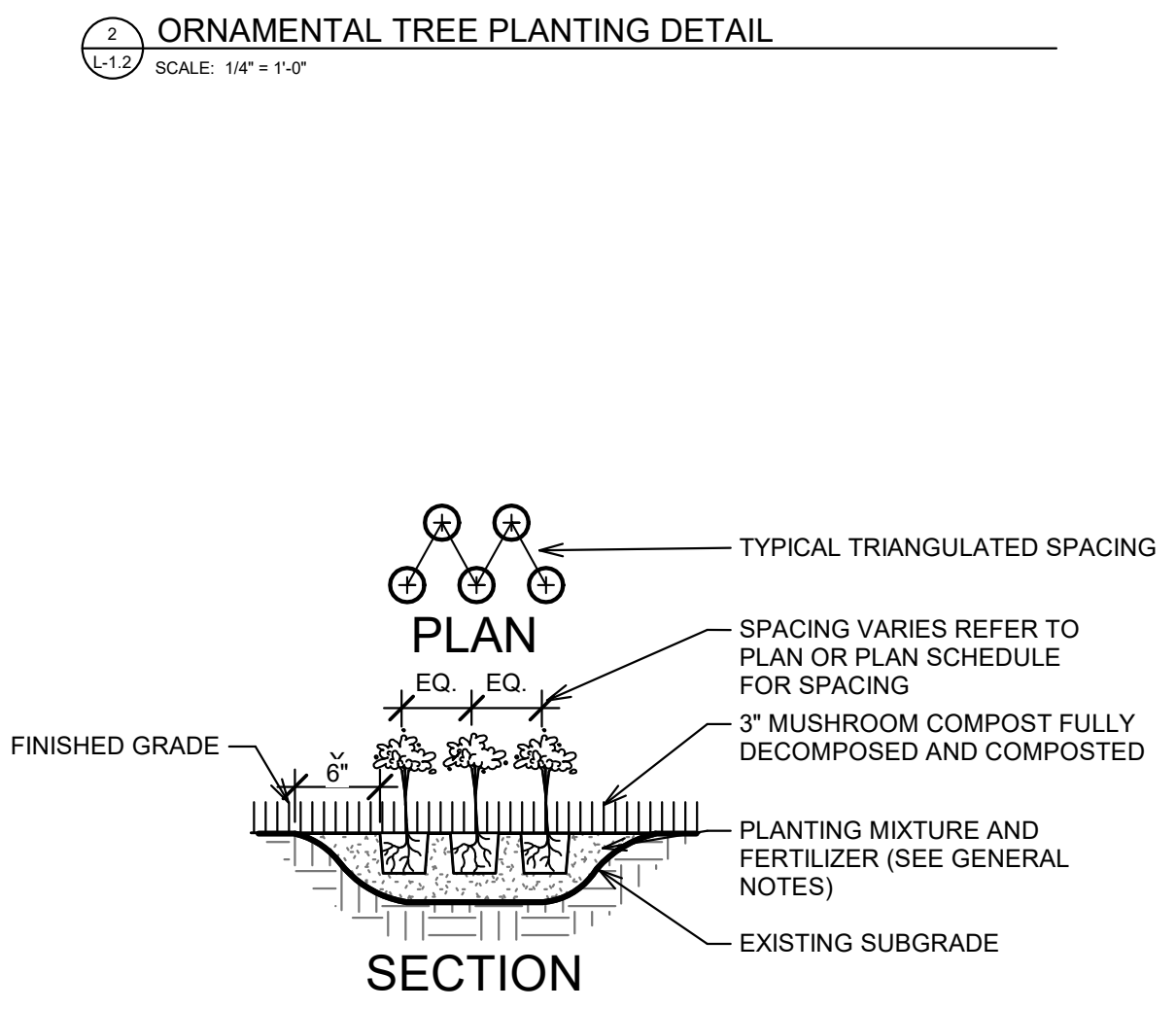
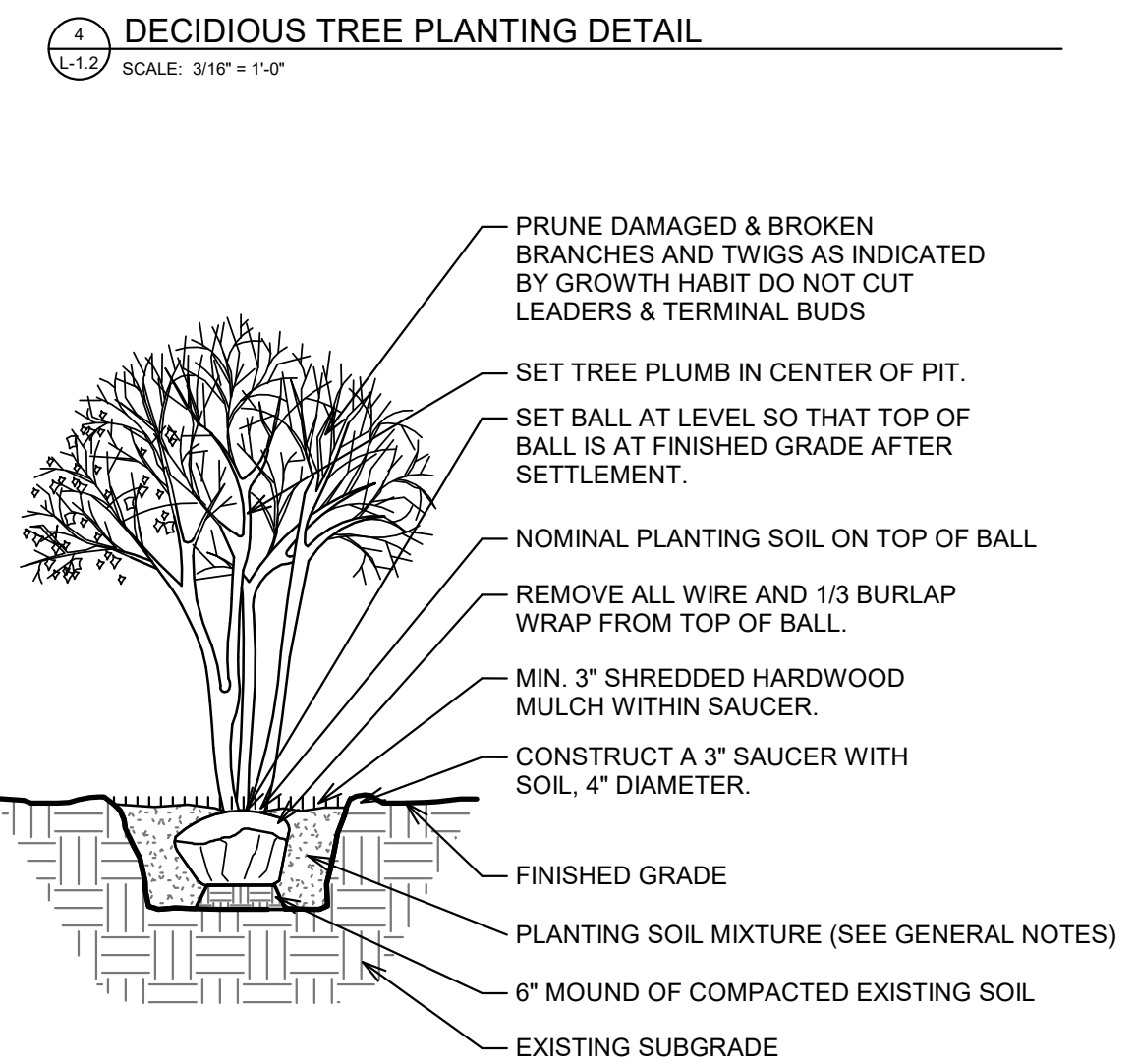
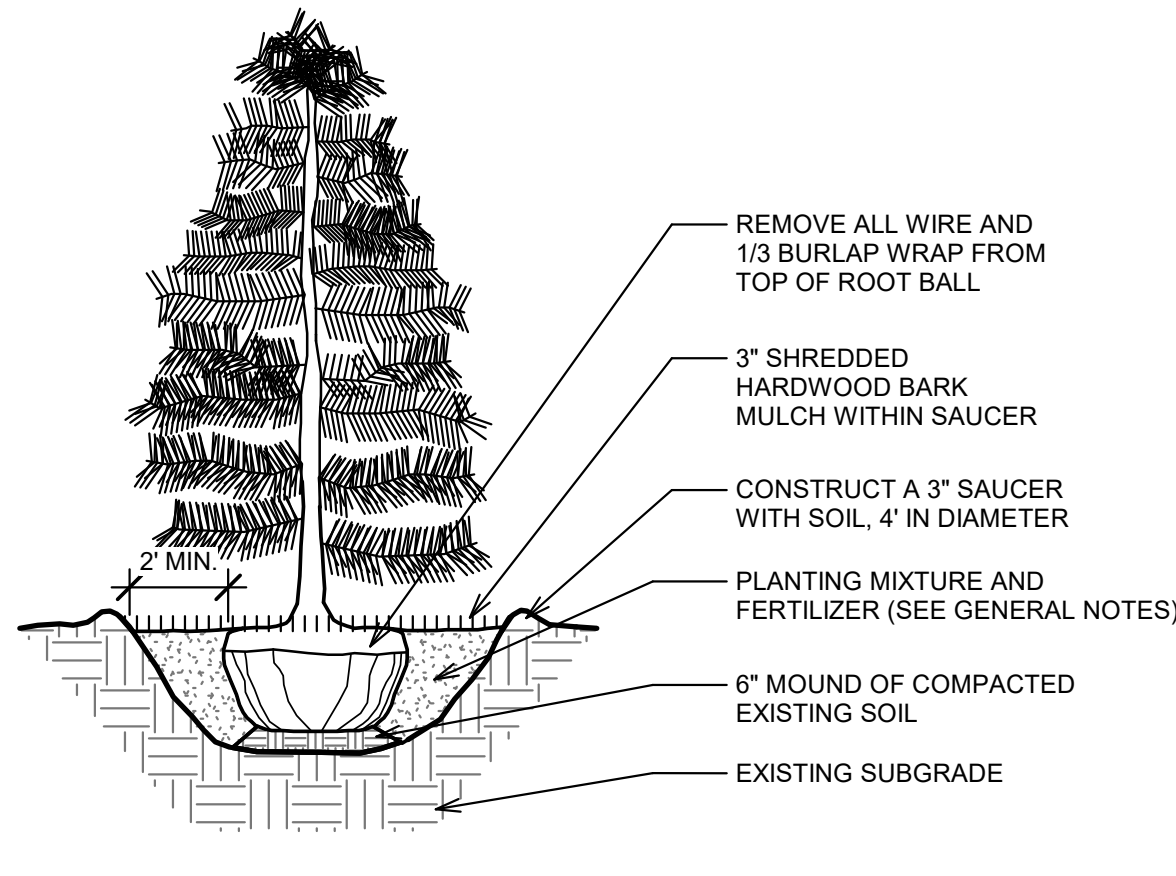
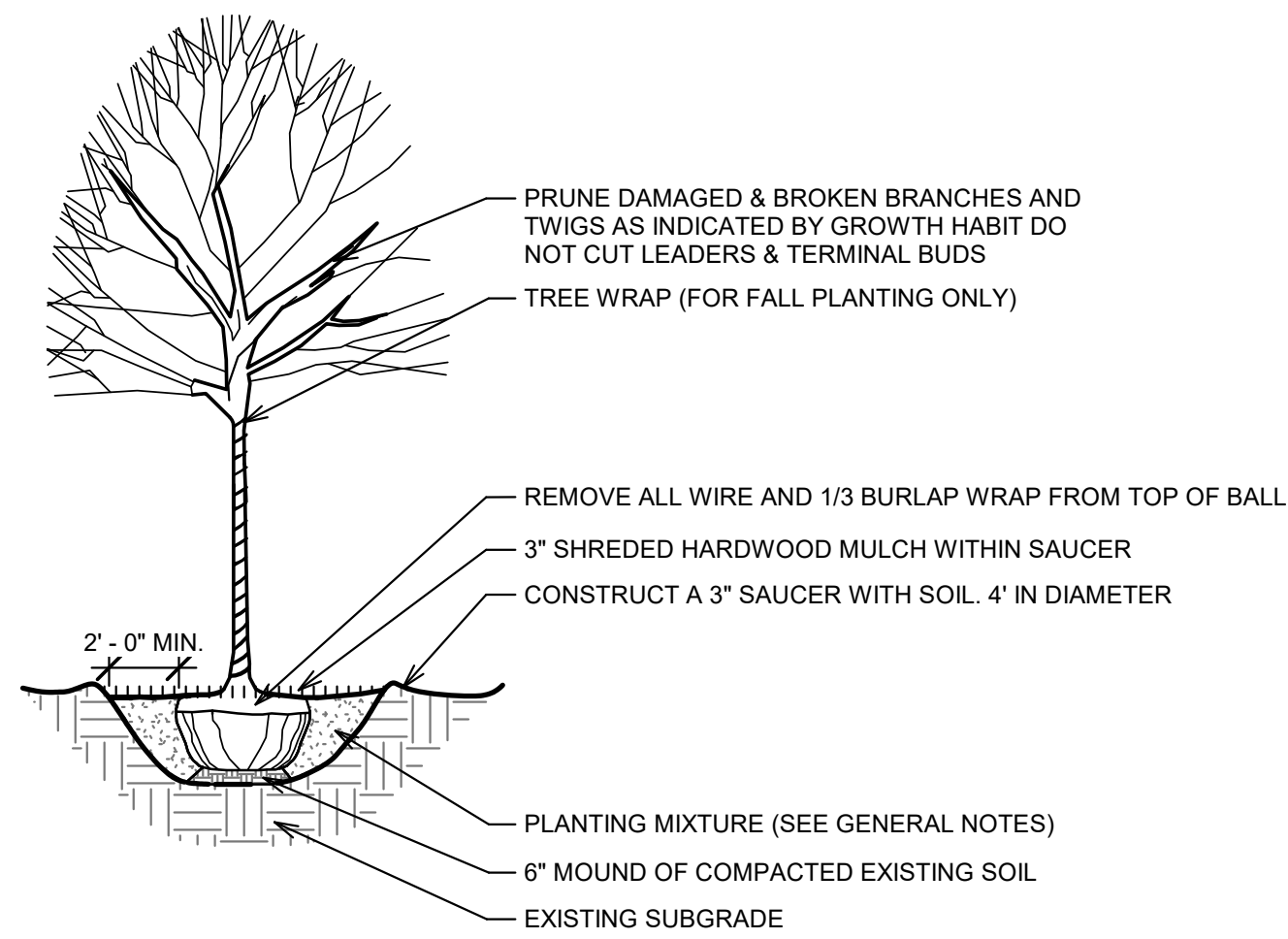
DRAWN BY: RAM
APPROVED BY: GCN / MAM
SCALE: AS NOTED
DESCRIPTION: LANDSCAPE PLAN

SHEET NO. **L-1.1**

- GENERAL NOTES**
- CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT /OWNER IMMEDIATELY OF ANY DISCREPANCIES, OBSTACLES AND/OR PROBLEMS.
 - VERIFICATION OF DIMENSIONS AND GRADES, BOTH EXISTING AND PROPOSED, SHALL BE THE CONTRACTOR'S RESPONSIBILITY PRIOR TO COMMENCEMENT OF WORK. THE CONTRACTOR SHALL NOTIFY THE OWNER OF ANY DISCREPANCIES.
 - ALL SURFACE DRAINAGE SHALL BE DIRECTED AWAY FROM STRUCTURES. SURFACE DRAINAGE SHALL BE DIRECTED TO EXISTING CATCH BASINS DESIGNATED FOR THE COLLECTION OF SURFACE RUN-OFF.
 - CONTRACTOR SHALL NOTIFY OWNER OF ANY UNDESIRABLE DRAINAGE CONDITIONS AND RECOMMEND SUITABLE SOLUTIONS. WHERE NECESSARY TO ACHIEVE PROPER DRAINAGE, UNDER DRAINAGE FOR TREE PITS SHALL BE INSTALLED AT THE DIRECTION OF THE LANDSCAPE ARCHITECT.
 - LANDSCAPE CONTRACTOR SHALL REPAIR IN KIND ALL AREAS DAMAGED AS A RESULT OF LANDSCAPE OPERATIONS.
 - ALL TREE AND SHRUB BEDS TO RECEIVE A MINIMUM 3" OF SHREDDED HARDWOOD MULCH.
 - ALL GROUND COVERS/ PERENNIAL BEDS TO RECEIVE A MINIMUM 2" OF MUSHROOM COMPOST.
 - SIZES SHOWN ON PLANTING PLAN ARE MINIMUM ACCEPTABLE SIZES.
 - LANDSCAPE CONTRACTOR SHALL WARRANT ALL TREES, SHRUBS, VINES, GROUNDCOVERS AND PERENNIALS UNDER THIS CONTRACT WILL BE HEALTHY AND IN FLOURISHING CONDITION OF ACTIVE GROWTH ONE YEAR FROM DATE OF FINAL ACCEPTANCE.
 - SOIL TO BE USED FOR THE PLANTING MEDIUM FOR THE PROJECT SHALL BE FERTILE, WELL DRAINED, OF UNIFORM QUALITY, FREE OF STONES OVER 1" IN DIAMETER, STICKS, OILS, CHEMICALS, PLASTER, CONCRETE AND OTHER DELETERIOUS MATERIALS.
 - THE LANDSCAPE CONTRACTOR SHALL PREPARE PLANTING BEDS BY ADDING SOIL AMENDMENTS TO TOPSOIL MIX IN THE FOLLOWING QUANTITIES: TOPSOIL MIX FOR TREES AND SHRUBS SHALL BE THREE (3) PARTS TOPSOIL, ONE (1) PART PEAT, AND ONE (1) PART SAND. TOPSOIL MIX FOR PERENNIALS, BULBS, AND GROUND COVERS SHALL BE THREE (3) PARTS TOPSOIL, ONE (1) PART SAND AND TWO (2) PARTS DECOMPOSED MUSHROOM COMPOST. SOIL SHALL MEET THE FOLLOWING REQUIREMENTS: SOIL COMPOSITION 45-77% SILT, 0-25% CLAY, 25-33% SAND; SOIL ACIDITY: Ph 6.0-7.0; SOIL ORGANIC CONTENT: THREE (3) TO FIVE (5) PERCENT.
 - ALL PLANTS TO BE BALLED IN BURLAP OR CONTAINER GROWN AS SPECIFIED ON PLANTING PLAN. ALL PLASTIC ROOT WRAPPING MATERIAL AND METAL WIRE BASKETS SHALL BE REMOVED.
 - LANDSCAPE CONTRACTOR SHALL STAKE THE LOCATION OF ALL TREES AND PLANTING BED LINES AND HAVE LAYOUT APPROVED BY LANDSCAPE ARCHITECT/OWNER PRIOR TO PLANTING.
 - WATER ALL PLANTS IMMEDIATELY AFTER PLANTING. FLOOD PLANTS TWICE DURING FIRST TWENTY-FOUR HOUR PERIOD AFTER PLANTING.
 - ALL NEW AND TRANSPLANTED PLANTS TO BE SPRAYED WITH AN ANTIDESSICANT WITHIN TWENTY-FOUR HOURS AFTER PLANTING. ANTI-TRANSPIRANT SHALL BE EQUAL TO "WILPROOF".
 - ALL MUD SHALL BE REMOVED FROM ALL TIRES BEFORE LEAVING THE SITE AND ROADS SHALL BE KEPT CLEAR OF MUD AND DEBRIS AT ALL TIMES.
 - ALL GRASS AREAS SHALL BE 6 INCHES OF TOPSOIL AND KENTUCKY BLUEGRASS SOD.

Planting Schedule

LEGEND	QUANT. - %	FULL SCREEN BUFFER (REAR YARD)	PTS	BOTANICAL NAME	COMMON NAME	MIN. SIZE	NOTES/SPECIAL CONDITIONS
SHADE / PARKWAY DECIDUOUS TREES (Min. Size at planting 3" Caliper) - Parkway Trees shall be max 40' apart							
OR	5	2	200	Quercus Rubrum	Red Oak	3" caliper / 8' ht	
KT	9	1	100	Cercidiphyllum japonicum	Katsura Tree	3" caliper / 8' ht	
SP	5	1	100	Syringa Pekinensis	Peking Lilac	3" caliper / 8' ht	Mature height 15-20 ft.
AS	2	1	100	Amelanchier x grandiflora	Apple Serviceberry		
AM	1	1	100	Acer myriophyllum	Slate Street / Maybabe Maple		
ORNAMENTAL DECIDUOUS TREES (Min. Size at planting 8' hgt. or 3" Caliper)							
CC	6			Cercis canadensis	Redbud	3" caliper / 8' ht	
CA	6	3	150	Cornus Alternifolia	Pagoda Dogwood	3" caliper / 8' ht	
SM	1			Magnolia Stellata	Star Magnolia	3" caliper / 8' ht	Parkway Alt - used under power lines also
GG	4			Golden Glory	Golden Glory Dogwood	3" caliper / 8' ht	
EVERGREEN TREES (Min. Size at planting 6' hgt.)							
TD	4			Taxodium distichum	Bald Cypress	6' ht	
PM	4			Picea Mariana	Black Spruce	6' ht	
EVERGREEN SHRUBS (All Hedges to be maintained and kept below @ max. 4'-0" tall)							
TC	33			Taxus Canadensis	Canada Yew	30" spr / 36" ht	mature height 3' to 5'
BG	56			Buxus x 'Green Velvet'	Green Velvet Boxwood	30" spr / 24" ht	mature height 3' to 4'
DECIDUOUS SHRUBS - (Height at Time of planting dwarf shrubs - 18 inches / shrubs - 26 inches)							
AA	12			Aronia Melanocarp 'Morton'	Black Chokeberry	30" spr / 36" ht	mature height 4' to 6'
SC	6	2	30	Sambucus Canadensis	Elderberry	30" spr / 36" ht	keep hedge max hgt. 5'-0" (mature hgt. 5'-12")
FI	7			Forsythia x intermedia	Border Forsythia	30" spr / 36" ht	keep hedge max hgt. 5'-0" (mature hgt. 10')
VT	17	3	45	Viburnum Trilobum	American Cranberry Bush	30" spr / 36" ht	keep hedge max hgt. 5'-0" (mature hgt. 10')
ORNAMENTAL GRASS							
CP	32			Carex Pensylvanica	Sedge	1ft spread / 1gal	ground cover (mature hgt. 6" - 12")
SA	41			Sesleria Autumnalis	Autumn Moor Grass	1ft spread / 1gal	mature height 8" - 12"
PERENNIALS, GROUNDCOVERS (plants in mulch beds)							
SN	101			Salvia Nemerosa	New Dimension Blue	30" spr / 1 gal. pots	perennials mature height 2'
EP	100			Echinacea purpurea	Purple Coneflower	18" spread / 2" pots	perennials
LS	27			Liatris Spicata	Blazing Star	18" spread / 2" pots	perennials
AL	36			Allium Lustanicum	Allium 'Summer Beauty'	30" spr / 1 gal. pots	perennials
WF	45			Waltsteinia Fragarioides	Barren Strawberry	18" spread / 2" pots	perennials
RS	190			Rudbeckia Speciosa	Black-eyed Susan	18" spread / 2" pots	perennials
PY	195			Pycnanthemum Terrestrifolium	Slender Mountain Mint	1ft spread / 1gal	ground cover
FENCE	450						

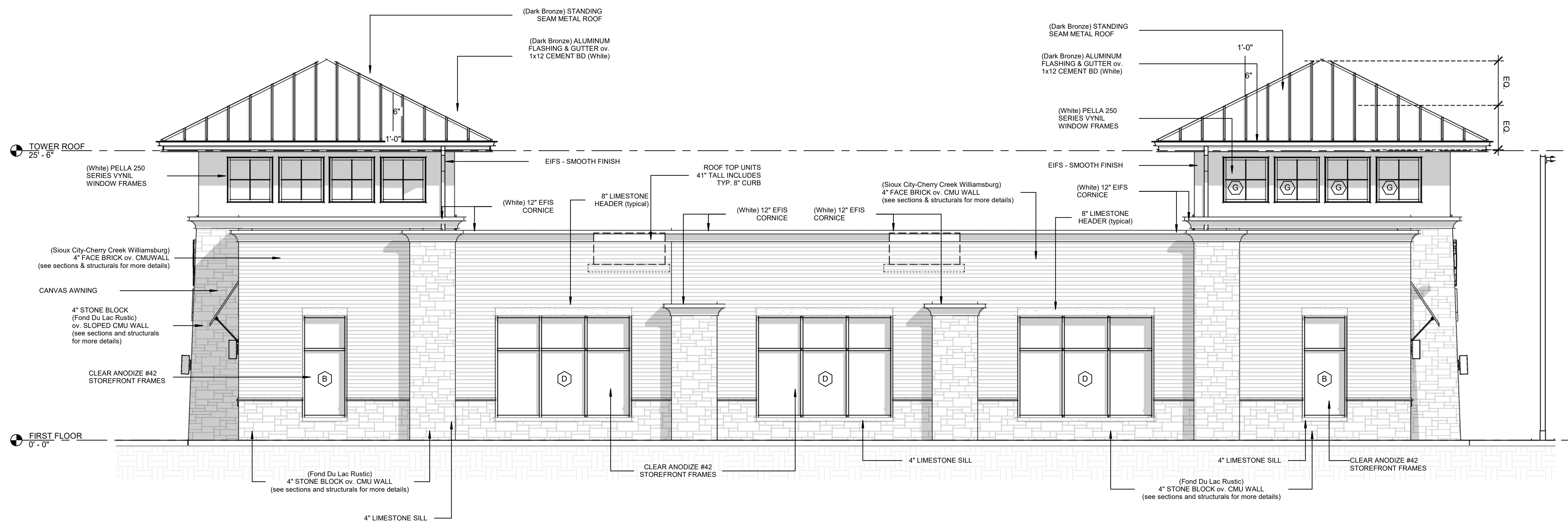


PROJECT # 2319
DATE: 04/26/23

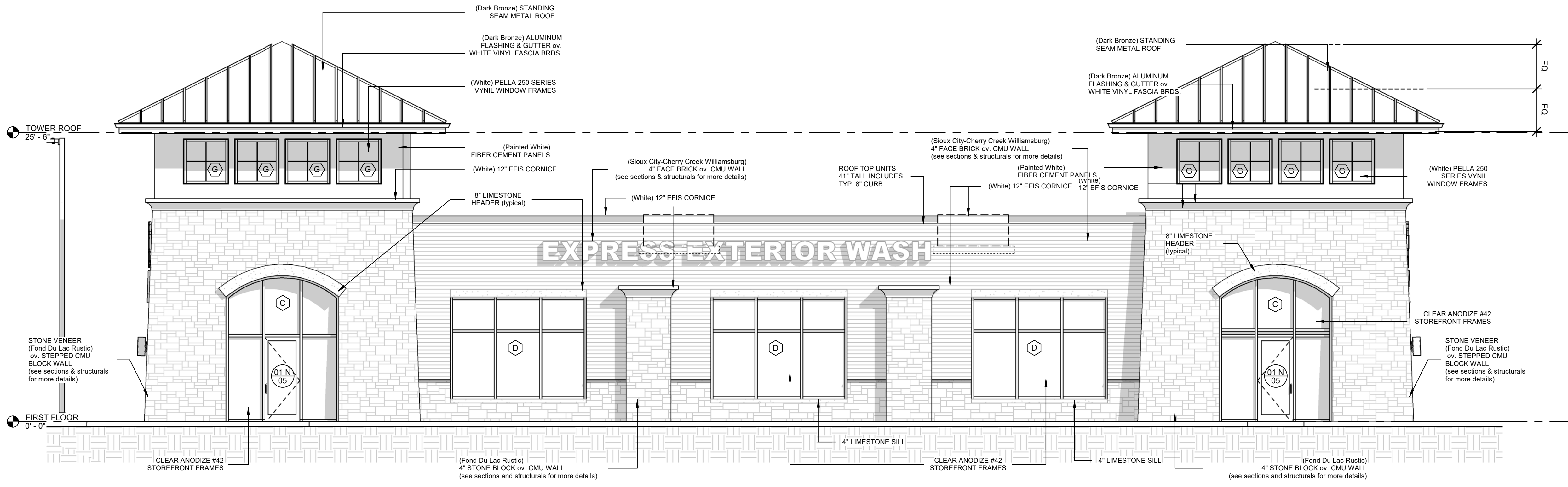
STATE OF ILLINOIS
GUIDO C NERI
061-012341
PARK RIDGE
ILLINOIS
DESIGN FIRM #: 184.003719-0001
EXP: 04.30.25

NEW AUTOMATED CARWASH FACILITY
151 S. NELTNOR BLVD.
WEST CHICAGO, IL 60185

DATE	REVISIONS
01/17/21	Issued for Zoning
04/26/23	ZONING REVIEW
REVISIONS	
DRAWN BY:	RAM
APPROVED BY:	GCN / MAM
SCALE:	AS NOTED
DESCRIPTION:	PLANTING SCHEDULE and LANDSCAPE DETAILS
SHEET NO.	L-1.2

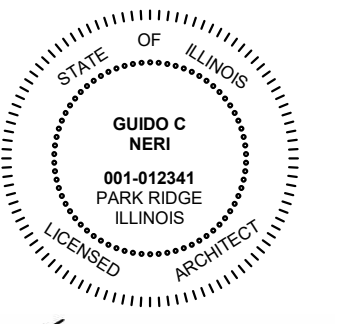


2 Main Elevation-South
SCALE: 3/16" = 1'-0"



3 Side Elevation-North
SCALE: 3/16" = 1'-0"

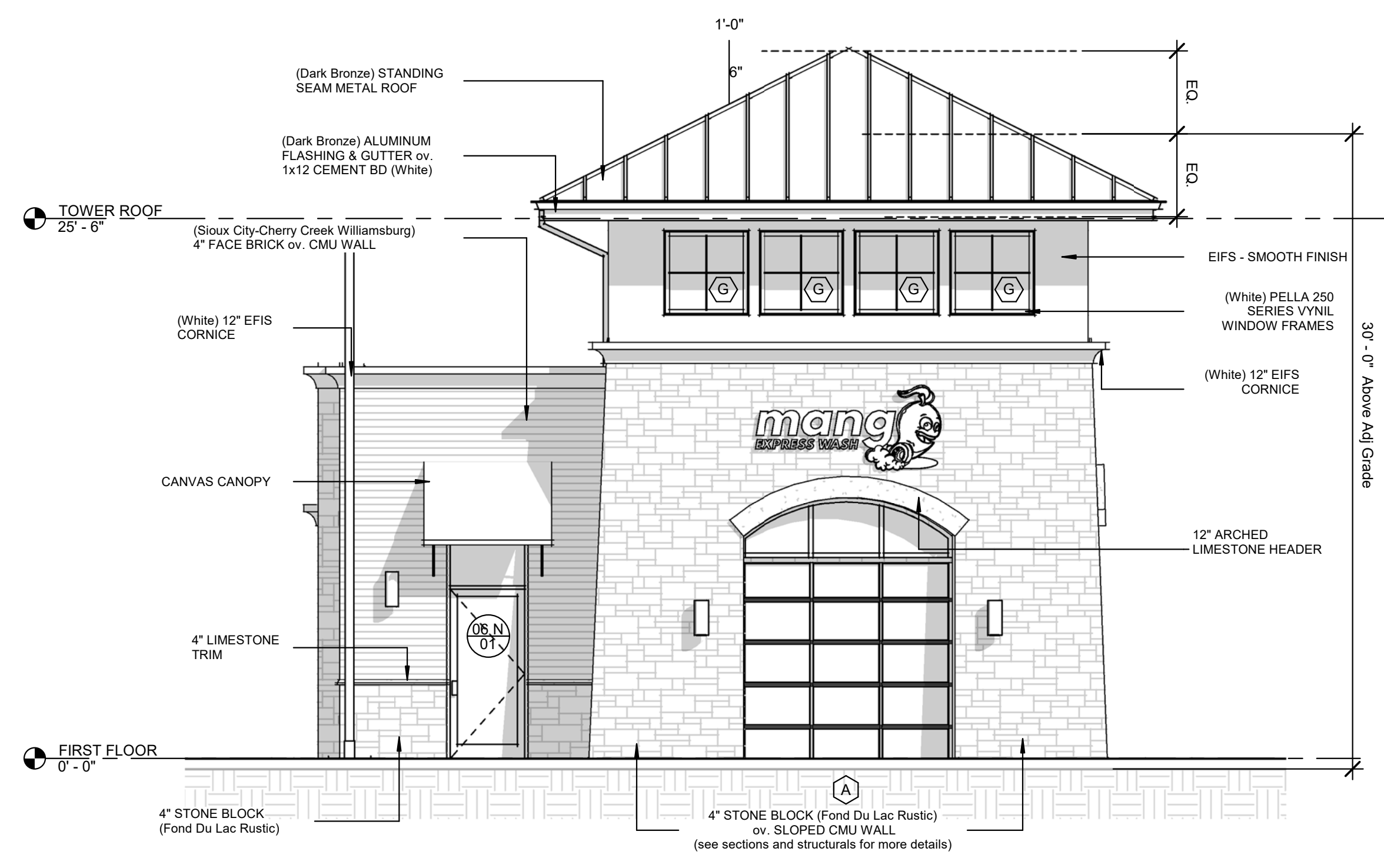
PROJECT # 2319
DATE: 04/26/23



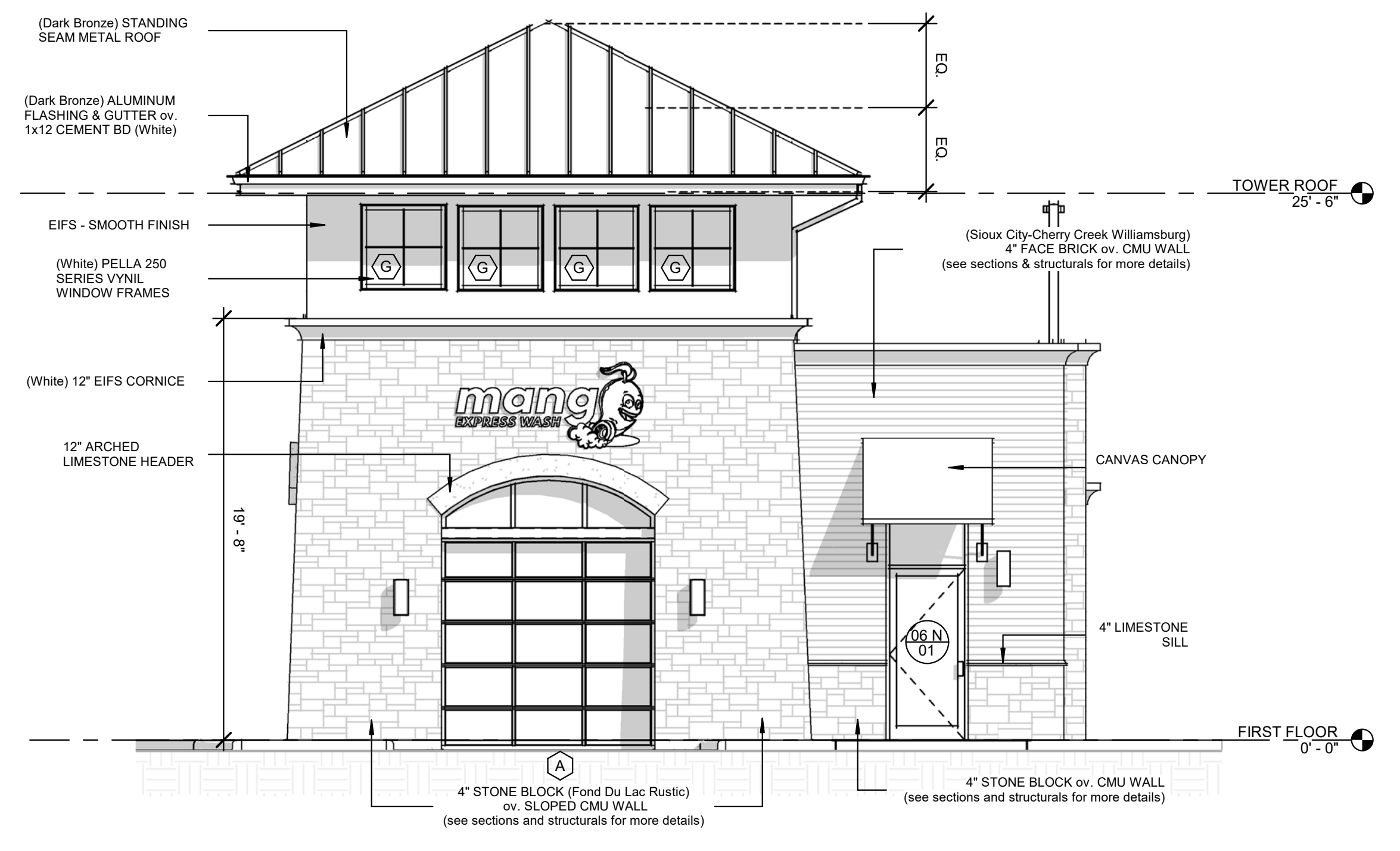
DESIGN FIRM #: 184.003719-0001
EXP: 04.30.25

NEW AUTOMATED CARWASH FACILITY
151 S. NELTNOR BLVD.
WEST CHICAGO, IL 60185

DATE	REVISIONS
08/08/23	ZONING REVISIONS
04/26/23	ZONING REVIEW
REVISIONS	
DRAWN BY:	RAM
APPROVED BY:	GCN / MAM
SCALE:	AS NOTED
DESCRIPTION:	MAIN ELEVATIONS
SHEET NO.	A-5.0

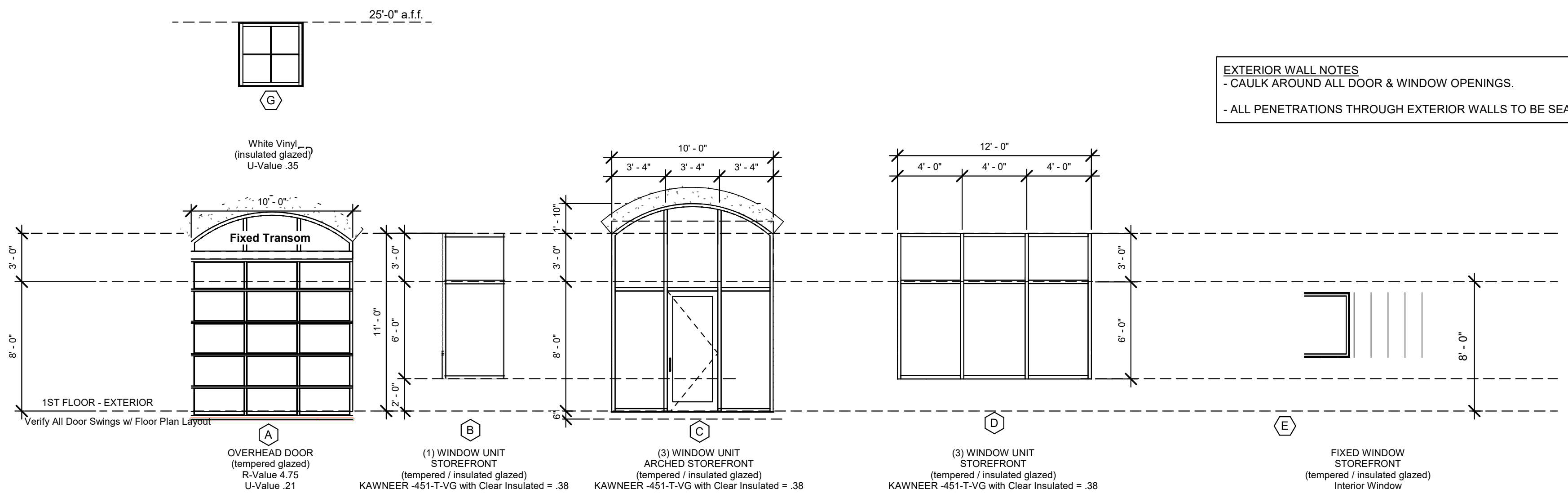


6 Entry Elevation
SCALE: 3/16" = 1'-0"

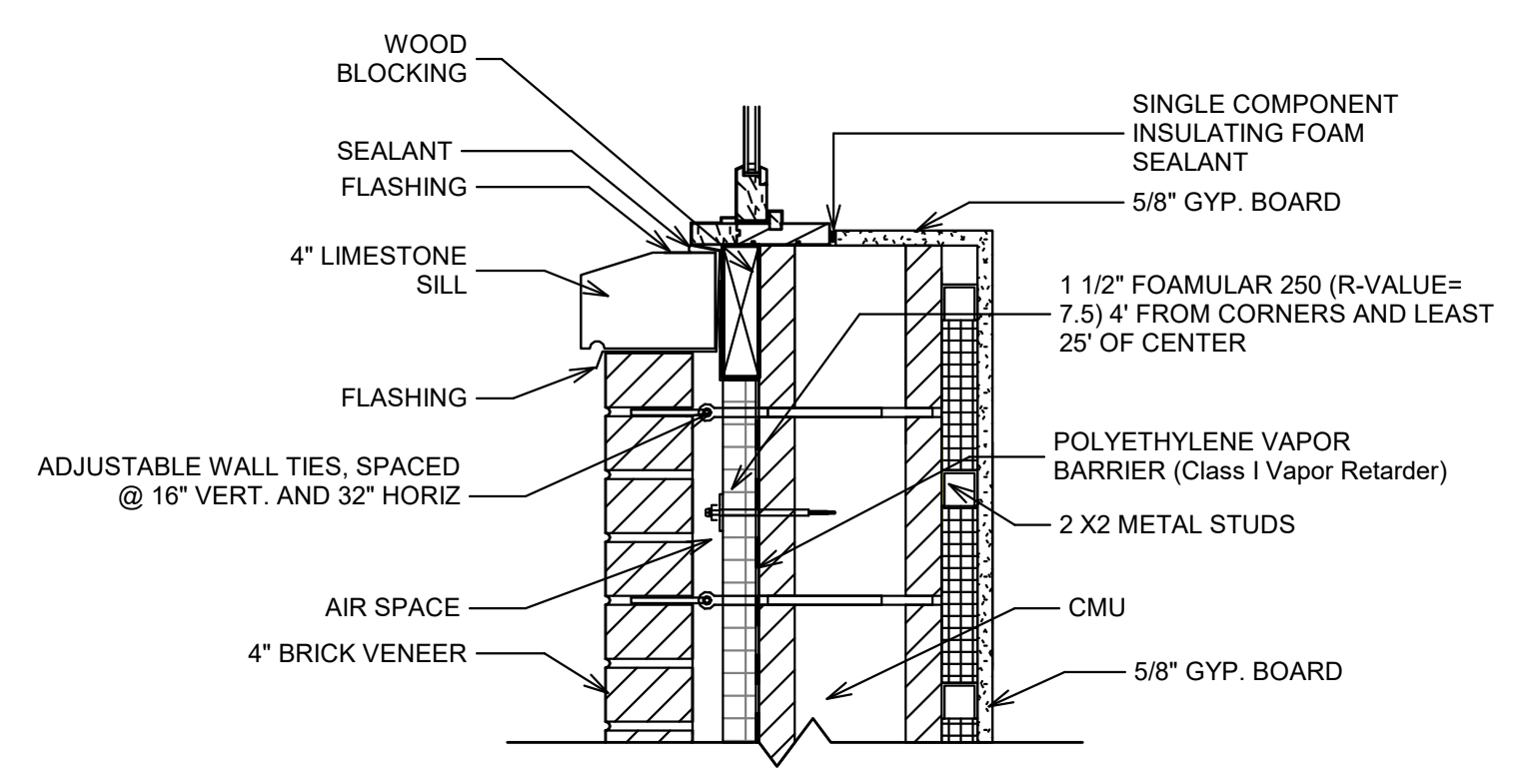


5 Exit Elevation
SCALE: 3/16" = 1'-0"

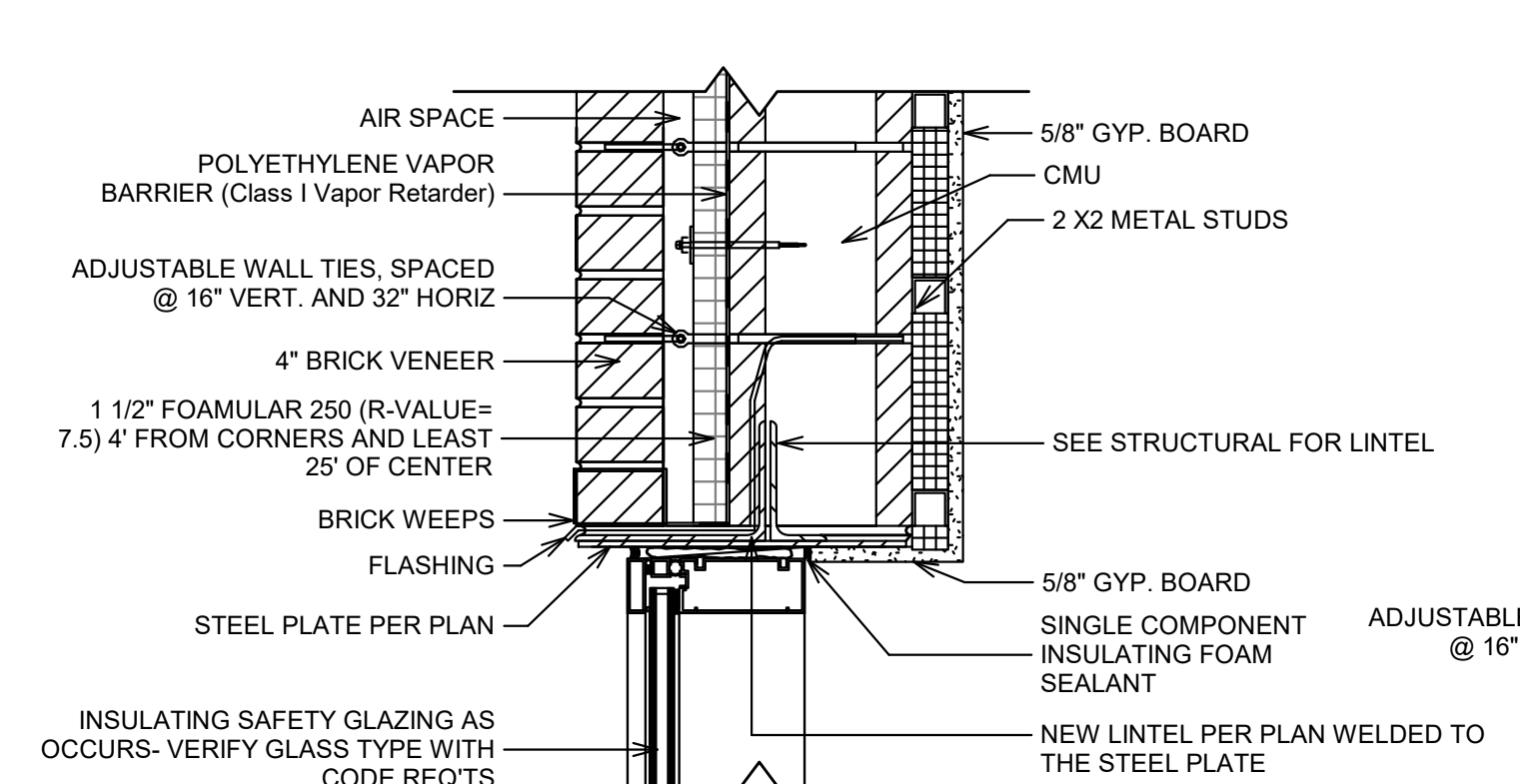
EXTERIOR WALL NOTES
 - CAULK AROUND ALL DOOR & WINDOW OPENINGS.
 - ALL PENETRATIONS THROUGH EXTERIOR WALLS TO BE SEALED PER IECC SECTION C402.5.1.1.3.



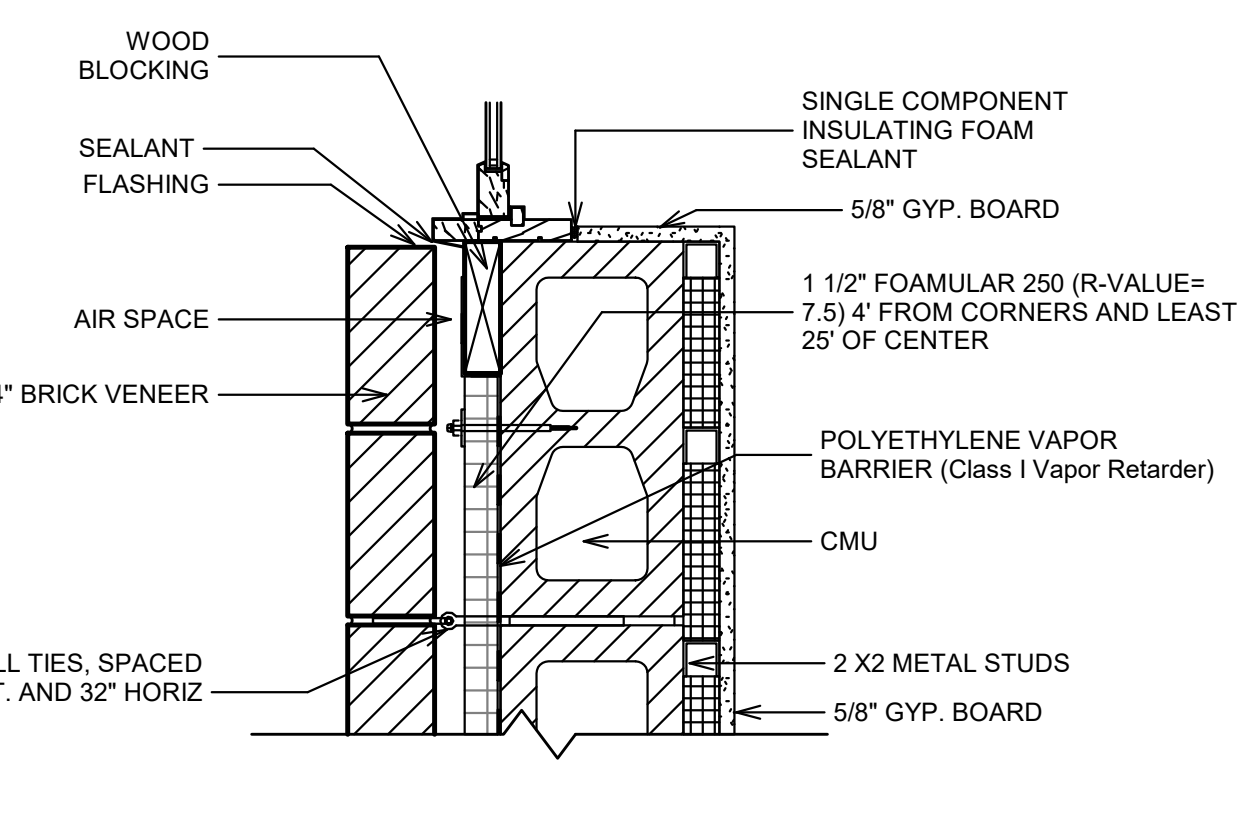
7 DOOR & WINDOW SCHEDULE
SCALE: 3/16" = 1'-0"



10 WINDOW SILL DETAIL - brick veneer
SCALE: 1 1/2" = 1'-0"

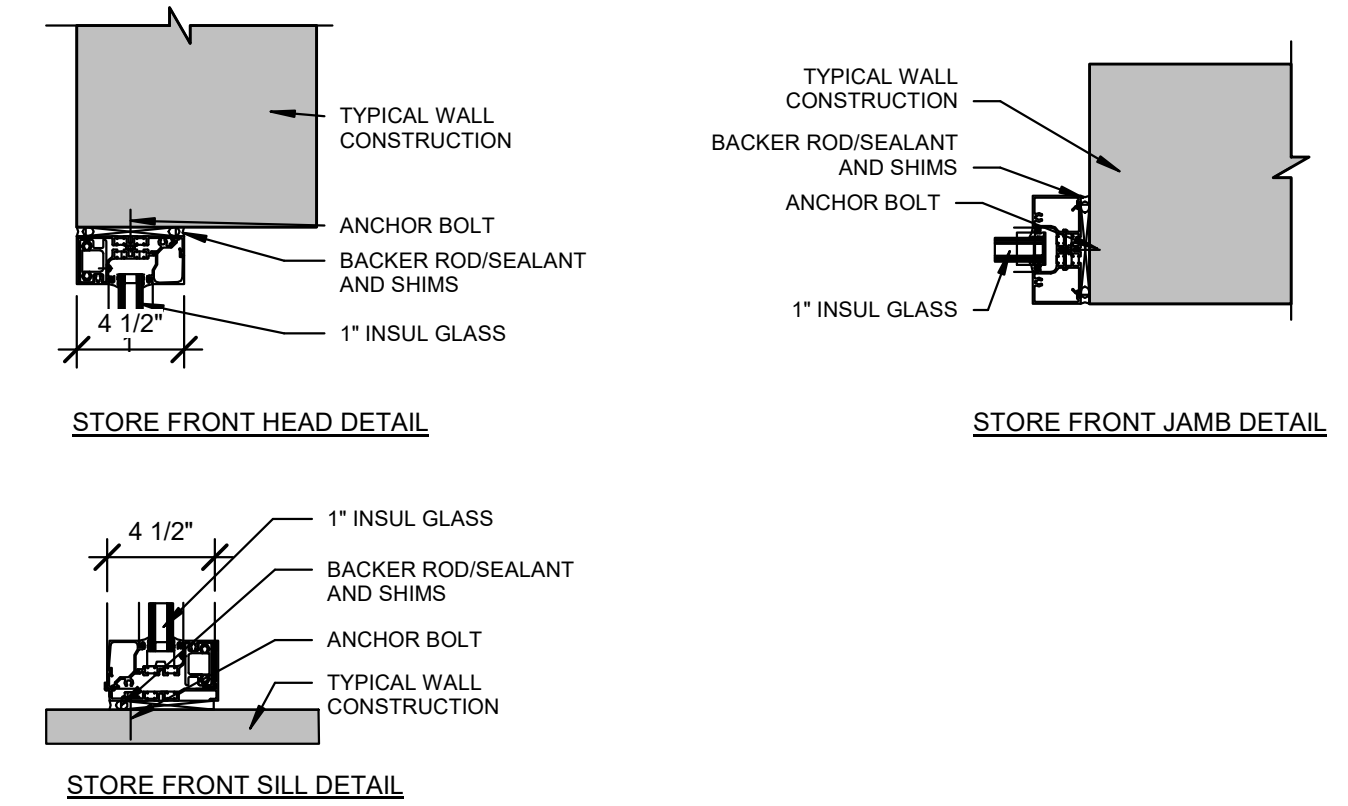


9 WINDOW HEADER DETAIL - brick veneer
SCALE: 1 1/2" = 1'-0"



8 WINDOW JAMB DETAIL - brick veneer
SCALE: 1 1/2" = 1'-0"

INTERIOR STOREFRONT DETAILS



PROJECT # 2319
 DATE: 04/26/23

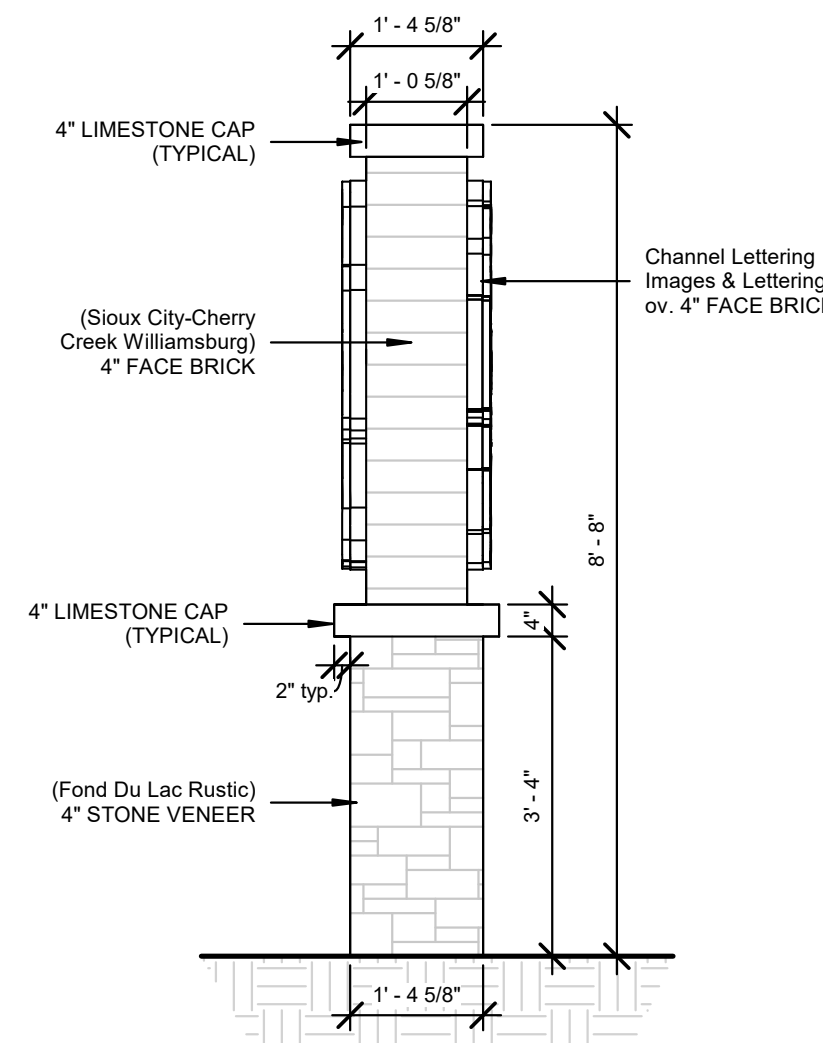
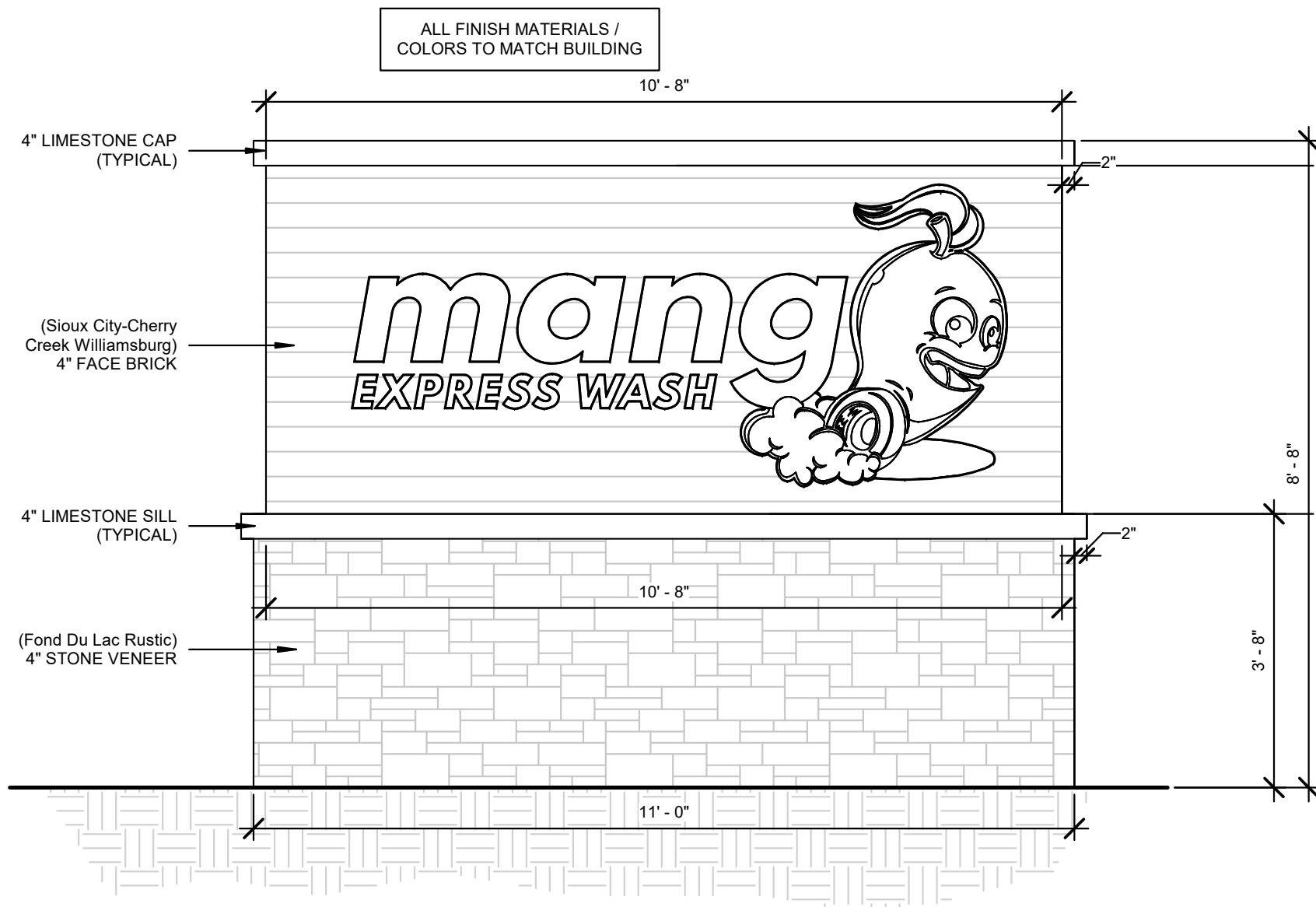
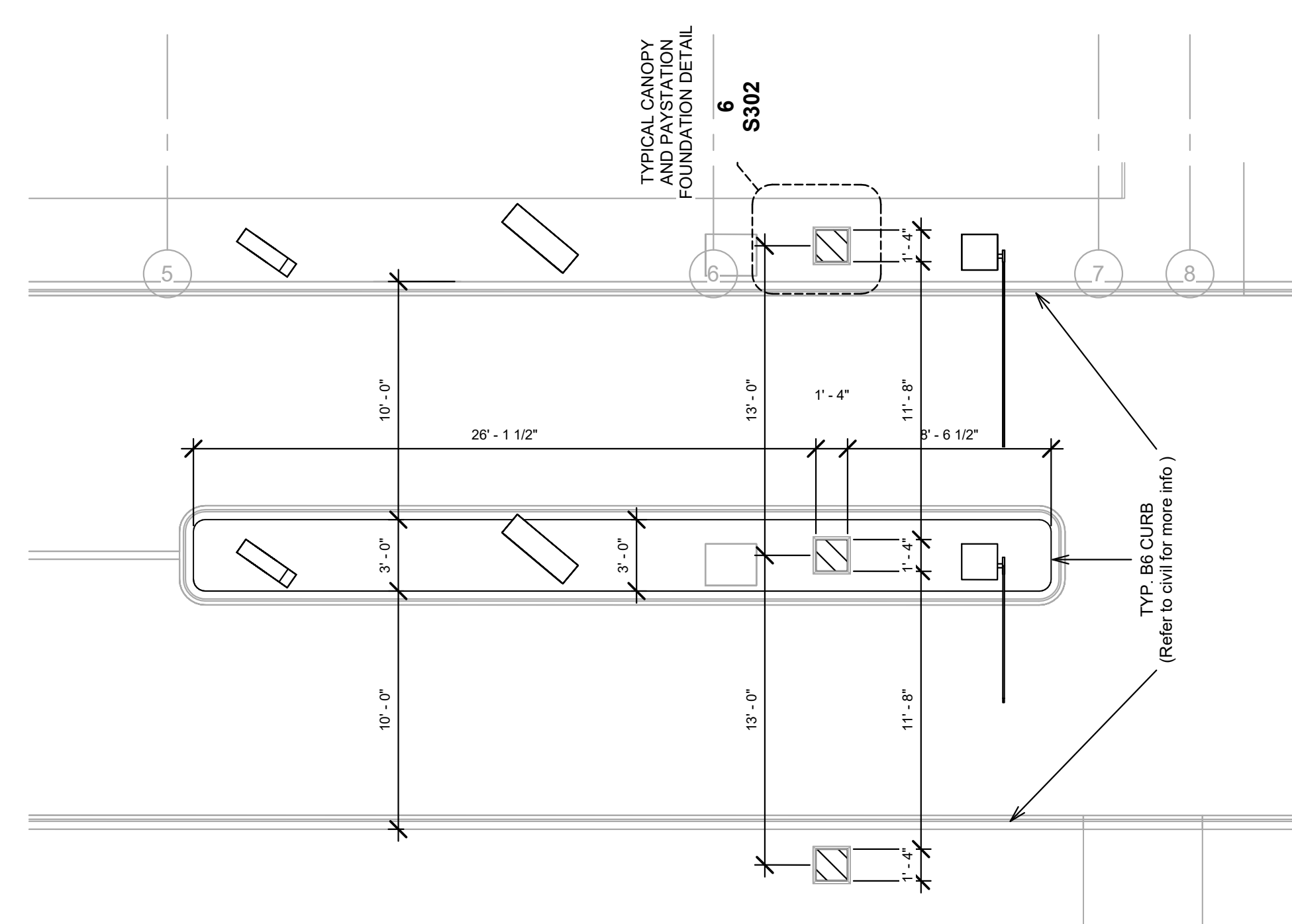
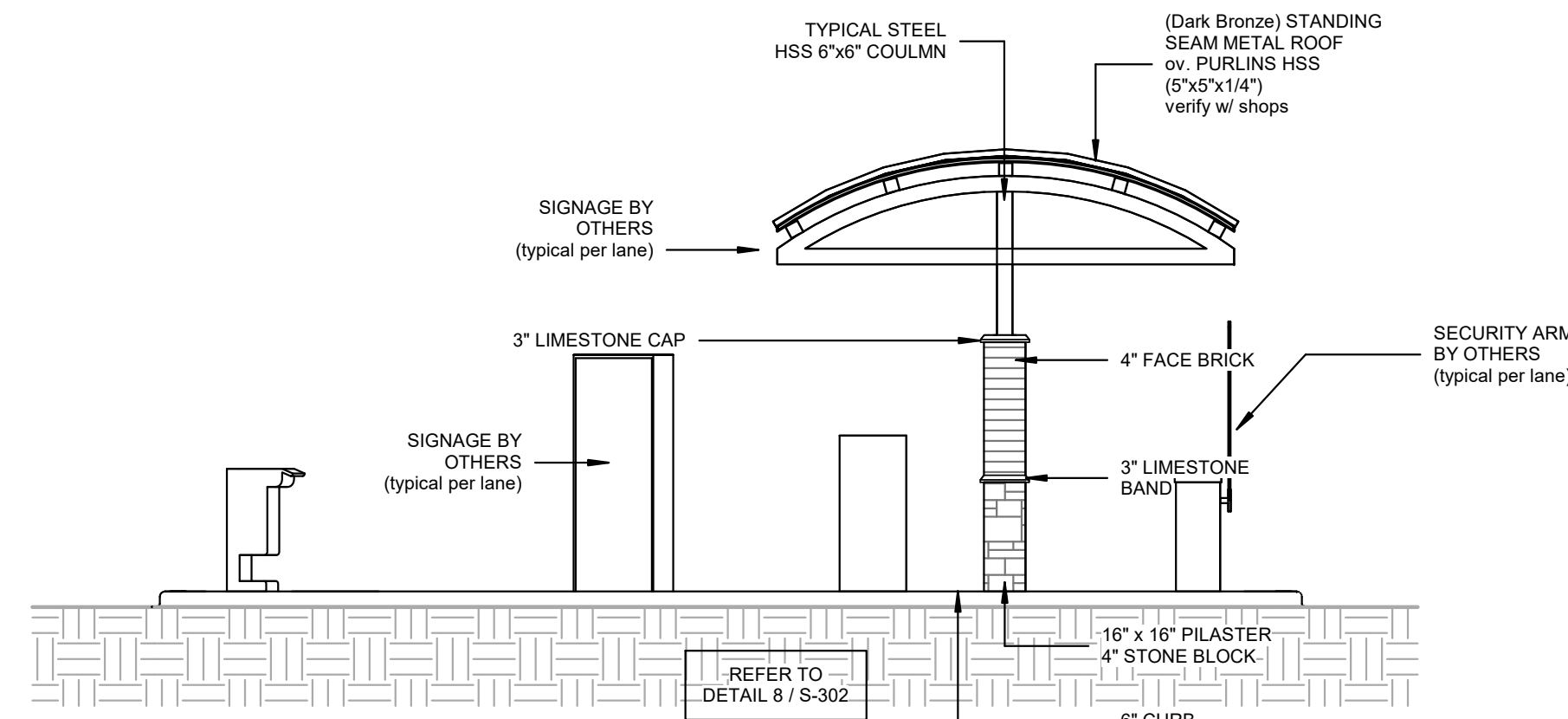
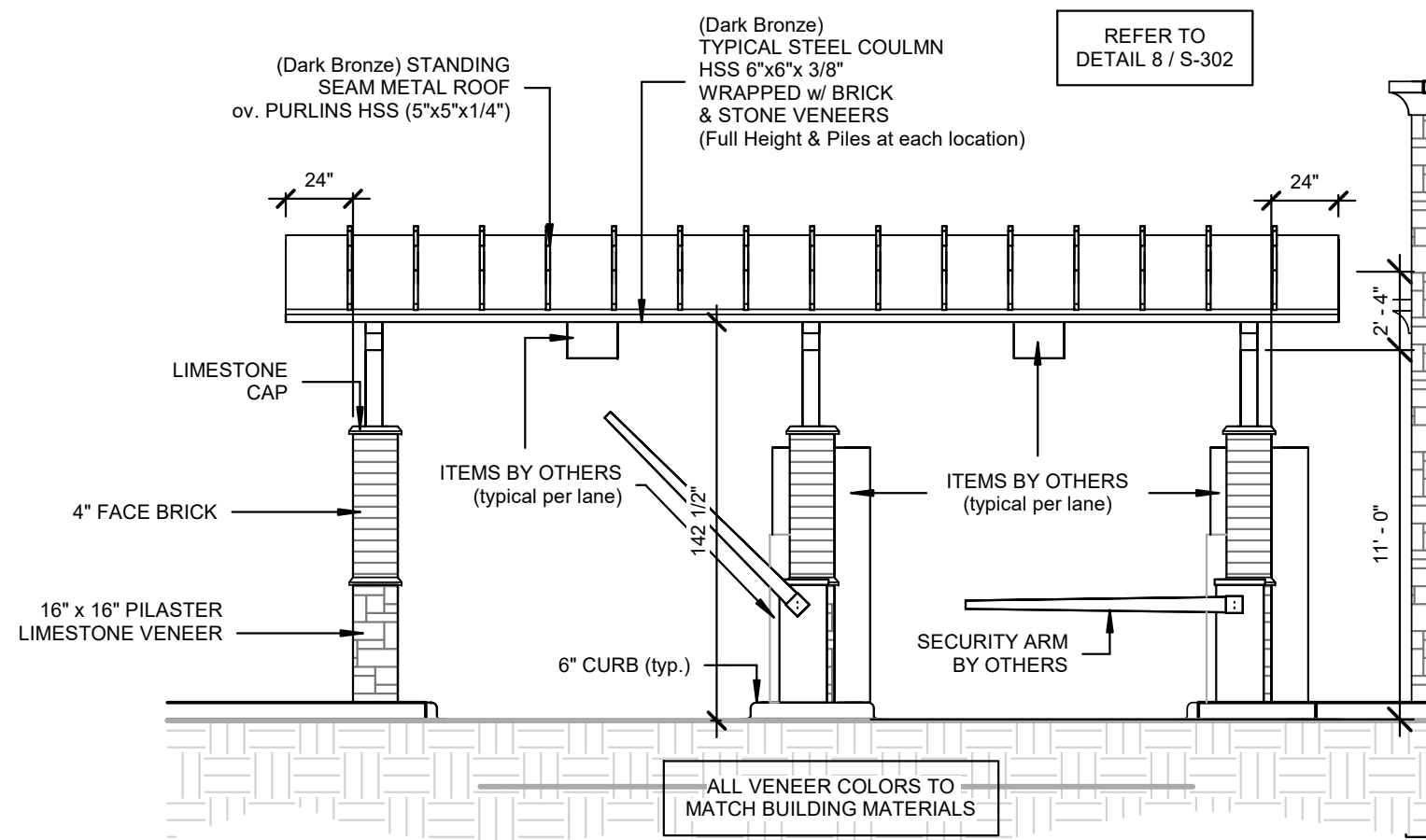


DESIGN FIRM #: 184.003719-0001
 EXP: 04.30.25

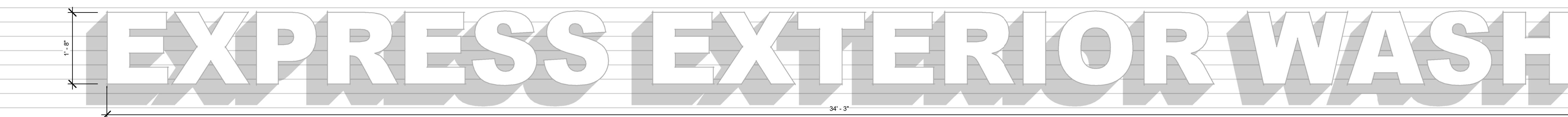
NEW AUTOMATED CARWASH FACILITY

151 S. NELTNOR BLVD.
 WEST CHICAGO, IL 60185

DATE	REVISIONS
08/08/23	ZONING REVISIONS
04/26/23	ZONING REVIEW
REVISIONS	
DRAWN BY:	RAM
APPROVED BY:	GCN / MAM
SCALE:	AS NOTED
DESCRIPTION:	MAIN ELEVATIONS & WINDOW SCHDL.
SHEET NO.	A-5.1



BUILDING AND MONUMENT SIGNS ARE UNDER SEPARATE PERMIT
(Coordination required by GC and SUB-Contractor. Notify Architect of Any discrepancies)



NERO ARCHITECTS
6400 N NORTHWEST HWY
SUITE 4
CHICAGO, IL 60631
TEL: 847.825.9400

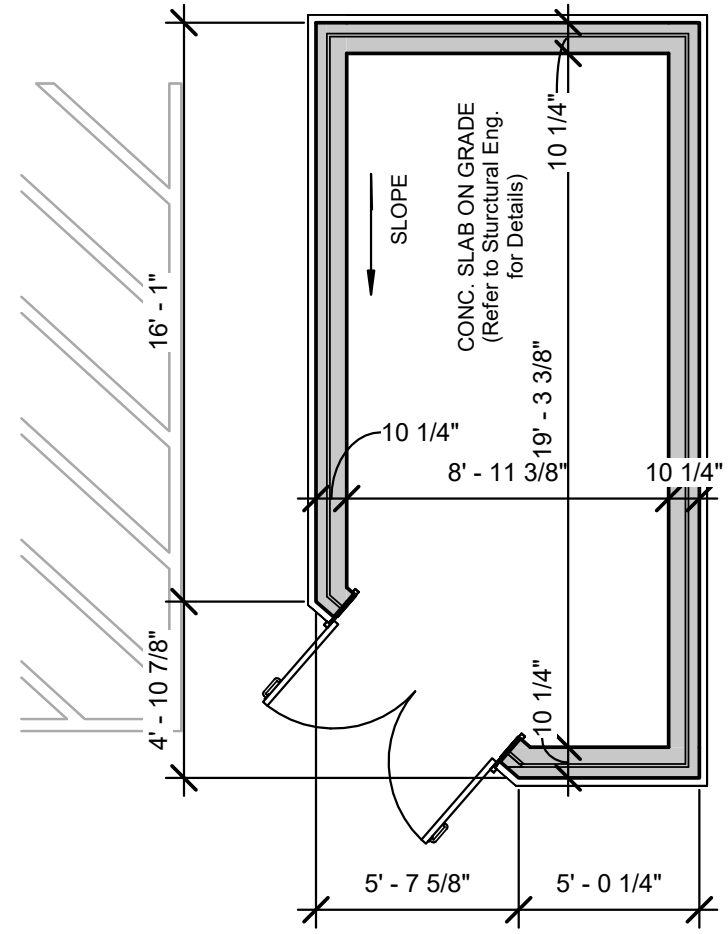
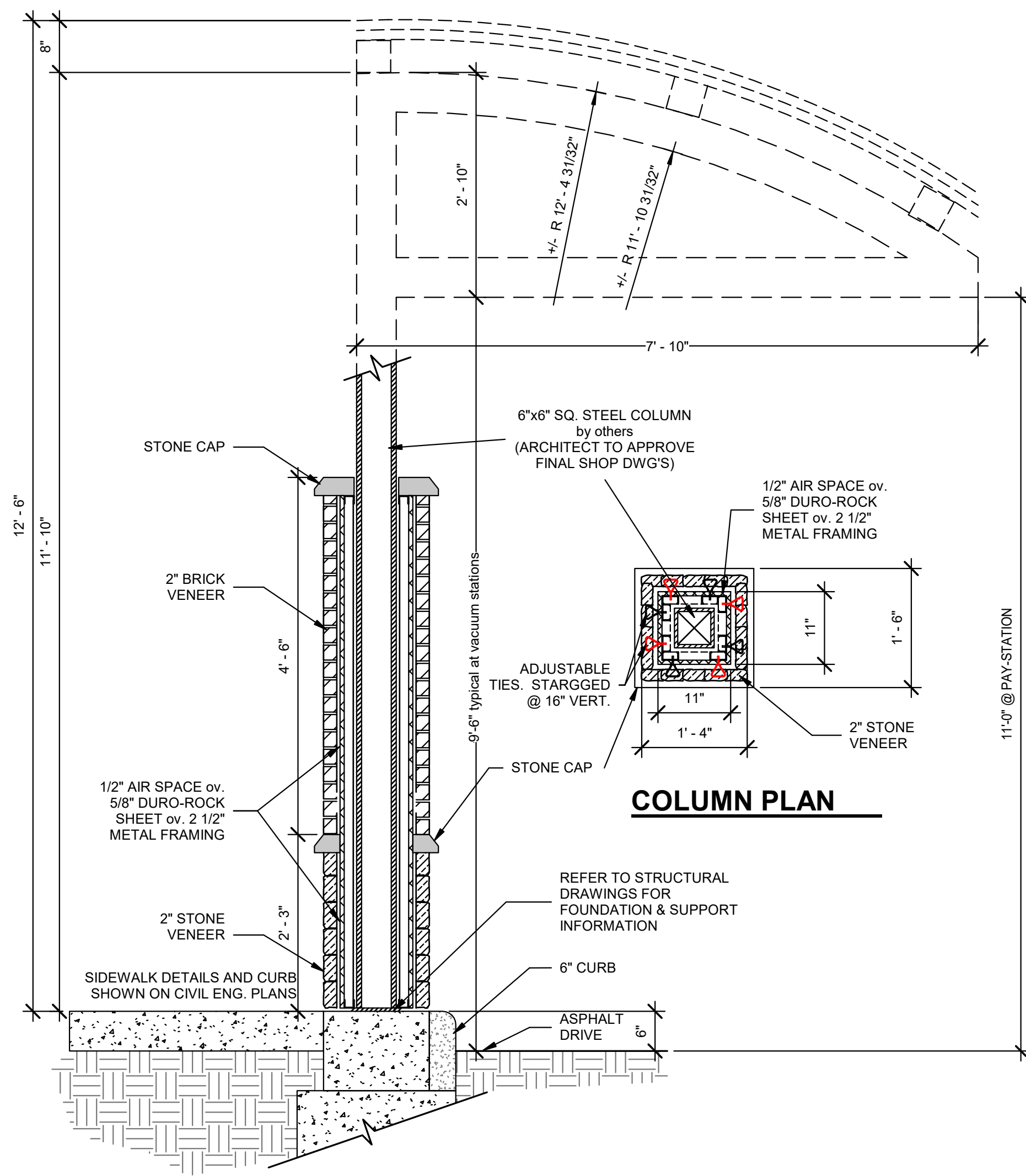
PROJECT # 2319
DATE: 04/26/23



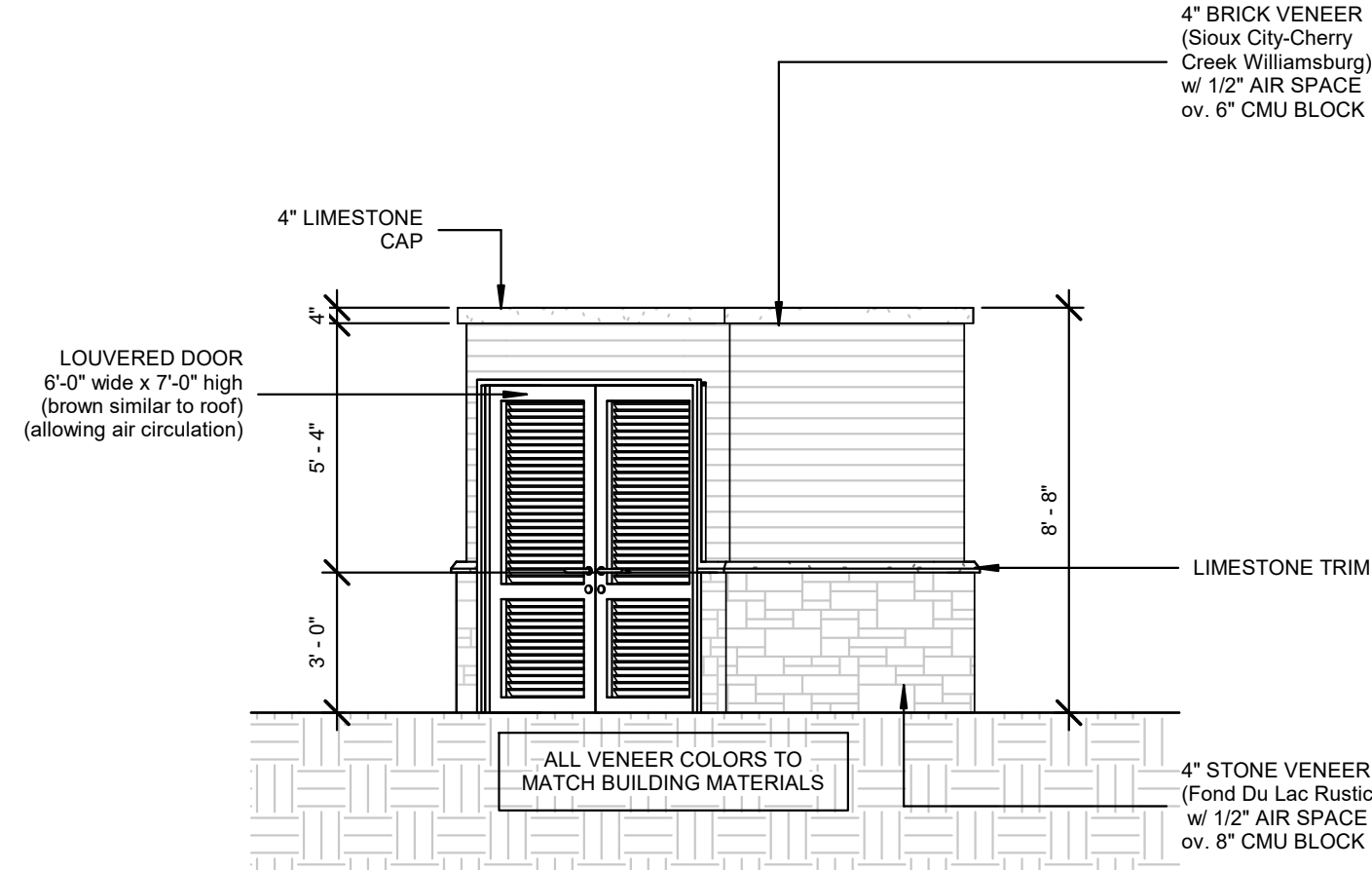
NEW AUTOMATED CARWASH FACILITY
151 S. NELTNOR BLVD.
WEST CHICAGO, IL 60185

REVISIONS	DATE	DESCRIPTION
08/08/23	ZONING REVISIONS	
04/26/23	ZONING REVIEW	

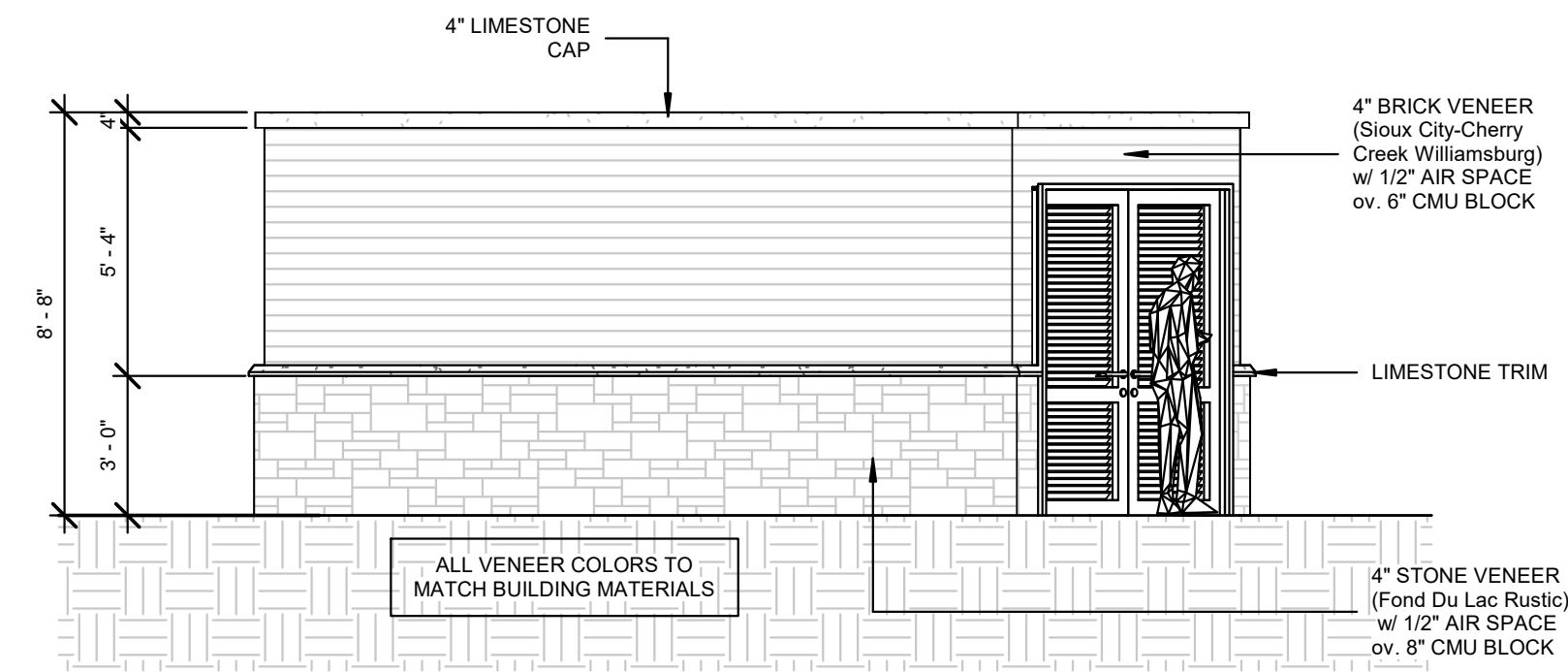
DRAWN BY: RAM
APPROVED BY: GCN / MAM
SCALE: AS NOTED
DESCRIPTION: SIGNAGE, PAY STATION, MONUMENT SIGN
SHEET NO. A-7.0



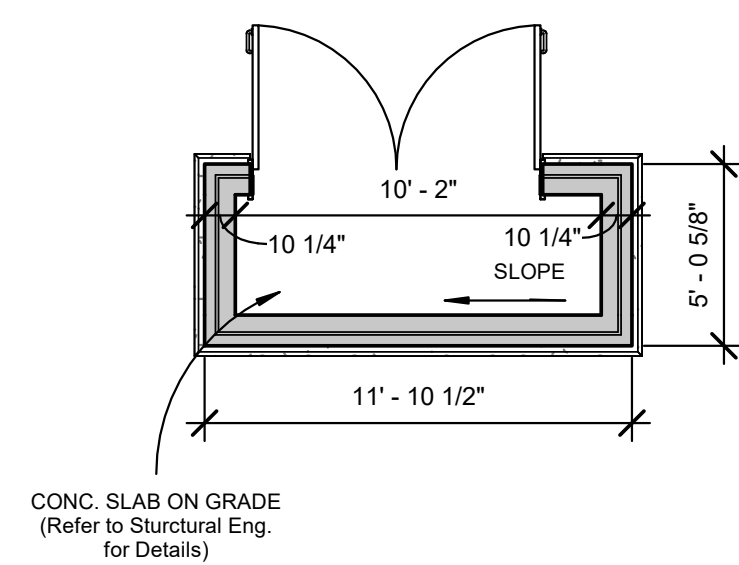
1 Refuse #1 Plan
SCALE: 3/16" = 1'-0"



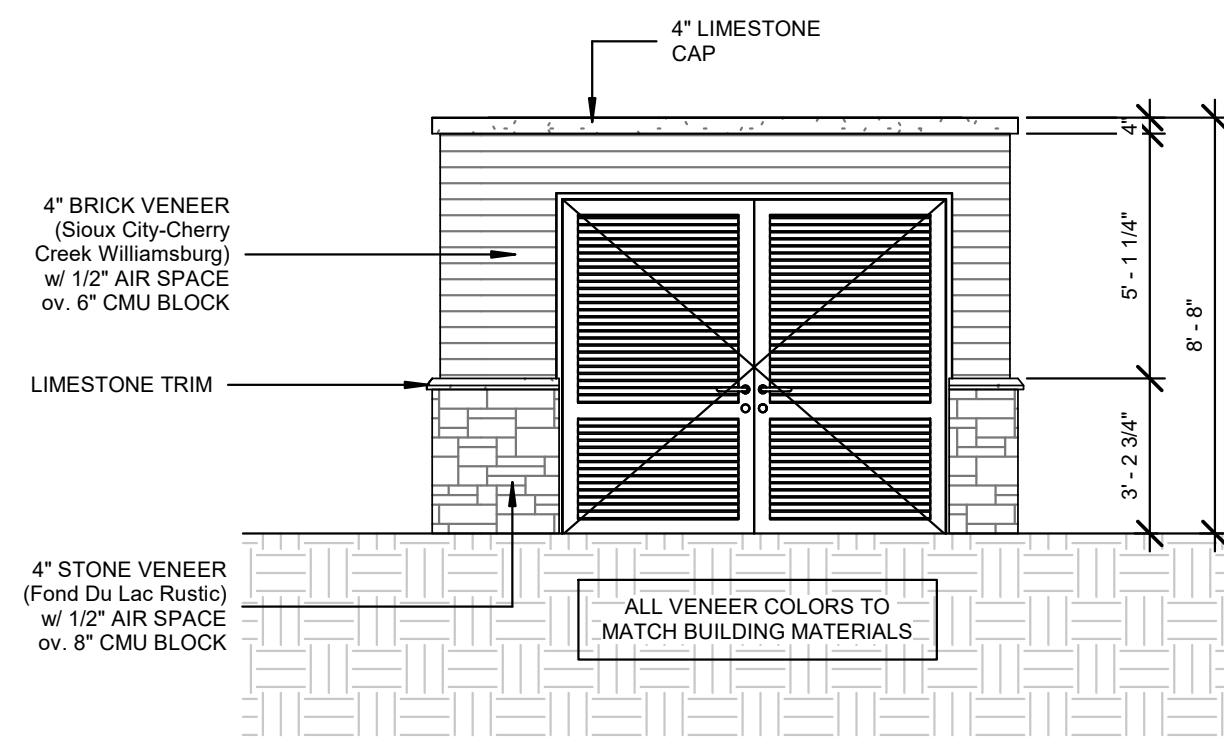
3 Refuse #1 (Entry)
SCALE: 1/4" = 1'-0"



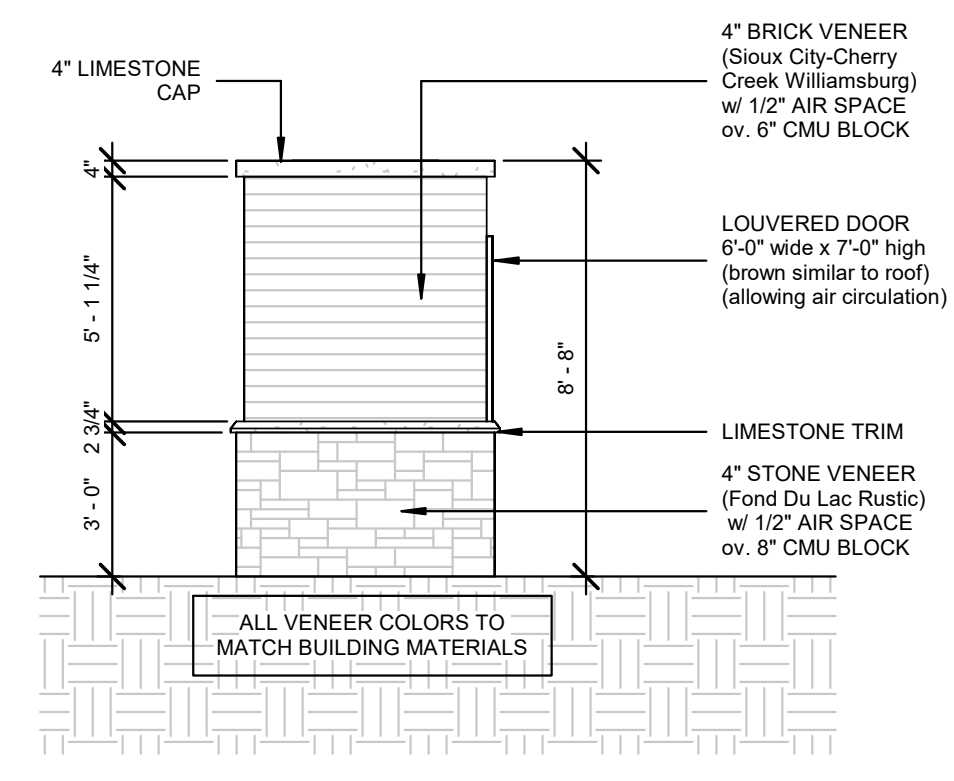
4 Refuse #1 (Side)
SCALE: 1/4" = 1'-0"



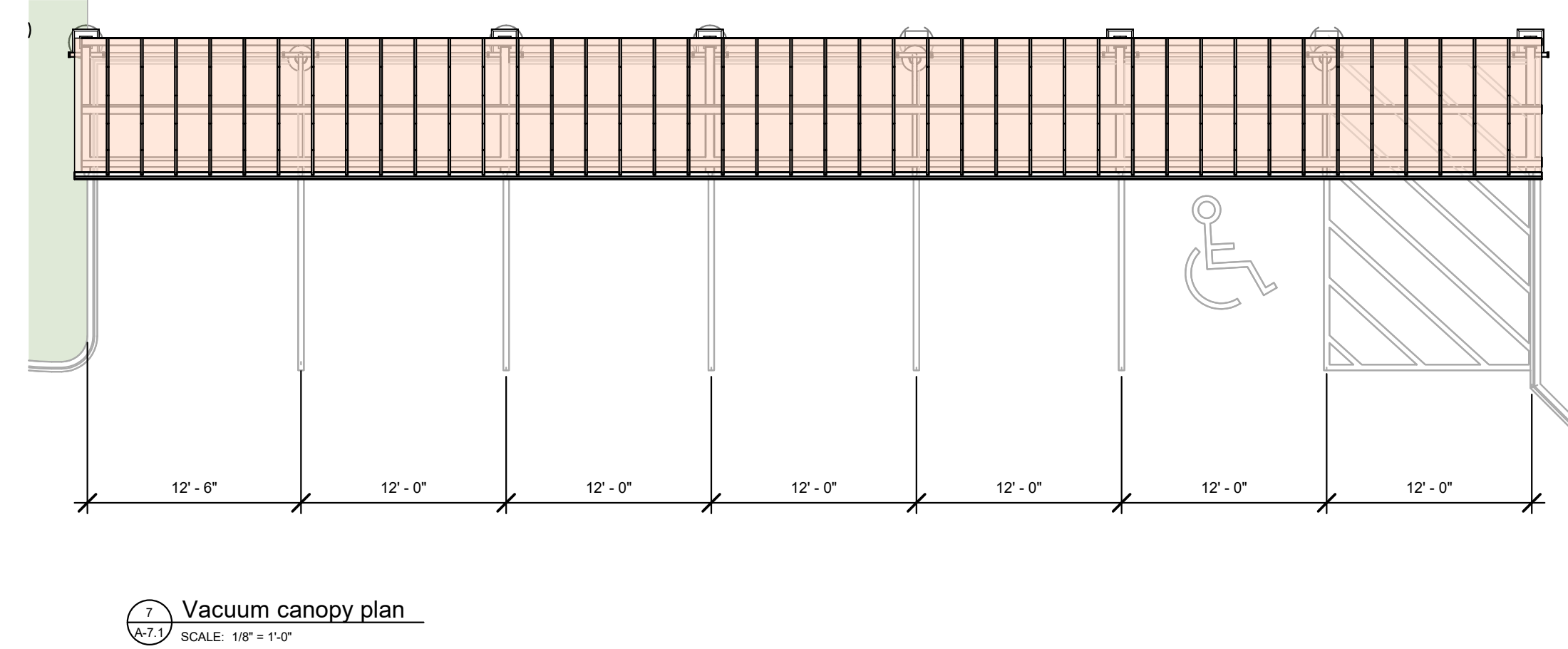
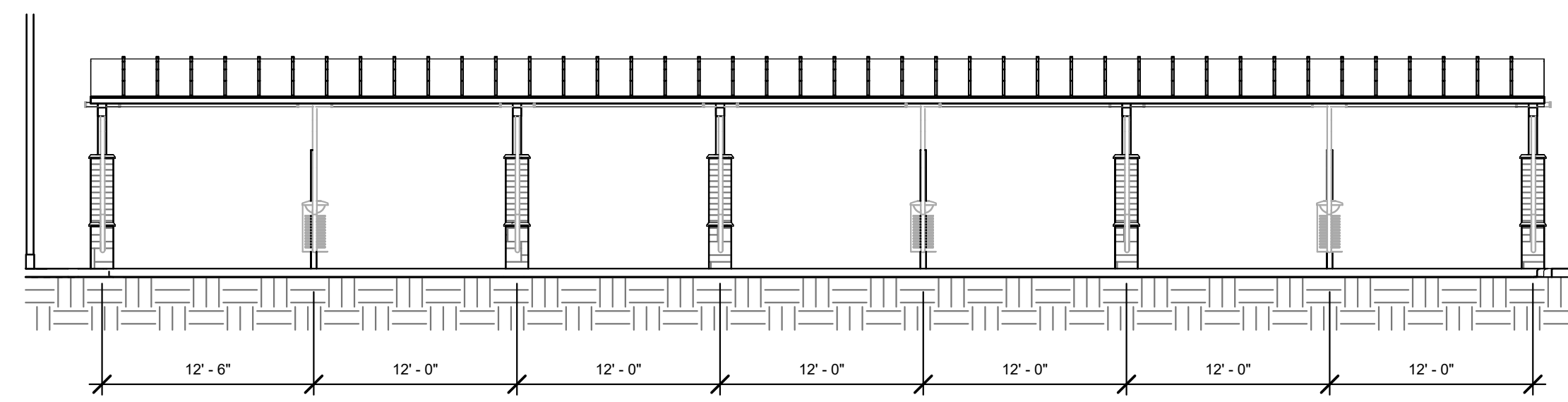
2 Refuse #2 Plan
SCALE: 3/16" = 1'-0"



5 Refuse #2 (Entry)
SCALE: 1/4" = 1'-0"



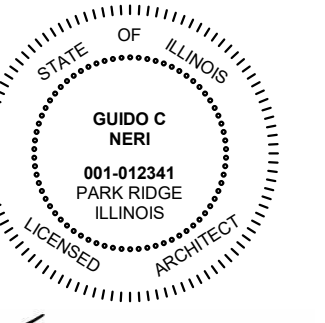
6 Refuse #2 (Side)
SCALE: 1/4" = 1'-0"



NERI
ARCHITECTS

6400 N NORTHWEST HWY
SUITE 4
CHICAGO, IL 60631
TEL 847.825.9400

PROJECT # 2319
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REVISIONS	
08/08/23	ZONING REVISIONS
04/26/23	ZONING REVIEW
DRAWN BY: RAM	
APPROVED BY: GCN / MAM	
SCALE: AS NOTED	
DESCRIPTION: VACUUM CANOPY, REFUSE	
SHEET NO. A-7.1	

City of West Chicago
Community Development Department
Report for the Plan Commission/Zoning Board of Appeals
October 3, 2023



- Case:** PC 23-09
- Petitioner:** Forming America, LLC represented by Benjamin Start of Forming America, LLC
- Owner:** Star Assets LLC
- Location:** 1200 North Prince Crossing Road
- Zoning:** M Manufacturing District
- Existing Use:** Concrete Forms Manufacturing
- Comp Plan:** Industrial
- Requests:** An Amendment to the Special Use Permit originally approved under Ordinance 07-O-0049 and most recently amended under Ordinance 19-O-0003, to amend Exhibit “C” – Paving and Layout Plan, attached to Ordinance 19-O-0003.
- Summary:** The proposed amendment would amend the controlling Paving and Layout Plan so that it is reflective of the actual improvements that were made to the property.
- Recommendation:** Staff recommends the Plan Commission adopt the Findings of Fact suggested by staff on page 2 of this report and pass a motion recommending **APPROVAL** of the proposed amendment, subject to the following conditions:
1. Conditions 1 through 8 and 11 of Section 1 in Ordinance 19-O-0003 shall remain in full force and effect;
 2. Condition 9 of Section 1 in Ordinance 19-O-0003 shall be stricken in its entirety and replaced with the following:
The SUBJECT REALTY shall be in compliance with the pavement improvements identified on the 2023 Paving Plan date stamped received August 21, 2023, a copy of which is attached hereto as Exhibit “C”, which by this reference is, incorporated herein.
 3. The 64,000 square feet of area that was to be paved originally but will no longer be utilized for outside storage shall be seeded with grass, or other approved natural vegetation, no later than May 1, 2024. Failure to comply with these terms shall result in a notice of violation and may result in a revocation of the Special Use Permit.

Public Notice.

All public notice requirements were completed including a notice of public hearing published in the Daily Herald on Monday, September 18, 2023, notification to all property owners within 250 feet of the subject property, and placement of hearing signs on the property visible from North Prince Crossing Road.

Background.

Forming America, located at 1200 North Prince Crossing Road, operates a concrete form manufacturing facility with ancillary outside storage that originally received Special Use Permit approval in 2007 to permit outside storage on the property ancillary to the principal use of a concrete forming operation and has since been amended four times. One of the conditions of the Special Use Permit approval is the

requirement to pave all areas of the property where outside storage would occur. Paving of these areas took a considerable amount of time and several amendments were approved extending the timeframe for when paving had to be completed. In 2019, a fourth amendment was approved by the City which included a condition that the applicant provide a financial guarantee to the City until such time that all phases of paving were completed and approved by the City.

Forming America has since completed paving all areas where outside storage is occurring as indicated on the Paving and Layout Plan with the exception of an approximately 64,000 square foot area near the stormwater detention facility. All outside storage is located on paved areas and Forming America has indicated they do not intend to add any additional outside storage to what is already occurring. This 64,000 square foot area is therefore no longer needed by Forming America.

Proposal.

Because of the condition placed on the 2019 approval, however, Forming America is not eligible to receive their financial guarantee until all phases of paving have been completed which included the 64,000 square foot unpaved area in question. A request has been made by Forming America to amend their Paving and Layout Plan so it is reflective of the actual improvements that were made, as indicated in their submitted as-built drawing. With an amended Paving and Layout Plan, the City could release the financial security after all other obligations and requirements related to the release of the security have been satisfied. Staff recommends that a condition be placed on the recommendation by the Plan Commission that the 64,000 square foot area no longer intended to be used for outside storage be seeded with grass, or other approved vegetation, no later than May 1, 2024 prior to the release of the financial security.

Special Use Findings of Fact:

As stated under Section 5.5-4, the Plan Commission/Zoning Board of Appeals shall recommend a special use only if it shall make findings of fact based upon evidence presented that the special use:

*(1) Is necessary for the public convenience at the location or, the case of existing nonconforming uses, a special use permit will make the use more compatible with its surroundings. ***This standard should be interpreted as indicating whether or not the proposed use is good for the public at that particular physical location, and not whether or not the use itself is needed there****

No change in use is occurring on the property and no additional site improvements are proposed. The purpose of the amendment is to amend the controlling site plan to be reflective of the actual improvements made on the property. Staff is of the opinion the petitioner has satisfied this finding.

(2) Is so designed, located and proposed to be operated that the public health, safety and welfare will be protected:

No additional site improvements are proposed. The petitioner has previously performed the required site improvements to satisfy this finding. Staff is of the opinion the petitioner has satisfied this finding.

(3) Will not cause substantial injury to the value of other property in the neighborhood in which it is located:

No change in use is occurring on the property and no additional site improvements are proposed. The purpose of the amendment is to amend the controlling site plan to be reflective of the actual

improvements made on the property. Less outside storage will occur on the property than what was original approved. Staff is of the opinion the petitioner has satisfied this finding.

(4) *The proposed special use is designated by this code as a listed special use in the zoning district in which the property in question is located:*

The existing manufacturing facility with ancillary outside storage listed as a special use per Section 11.2-4 (T) of the Zoning Code. No change in use will occur on the property. Staff is of the opinion the petitioner has satisfied this finding.

Exhibits.

Exhibit A – Location Map

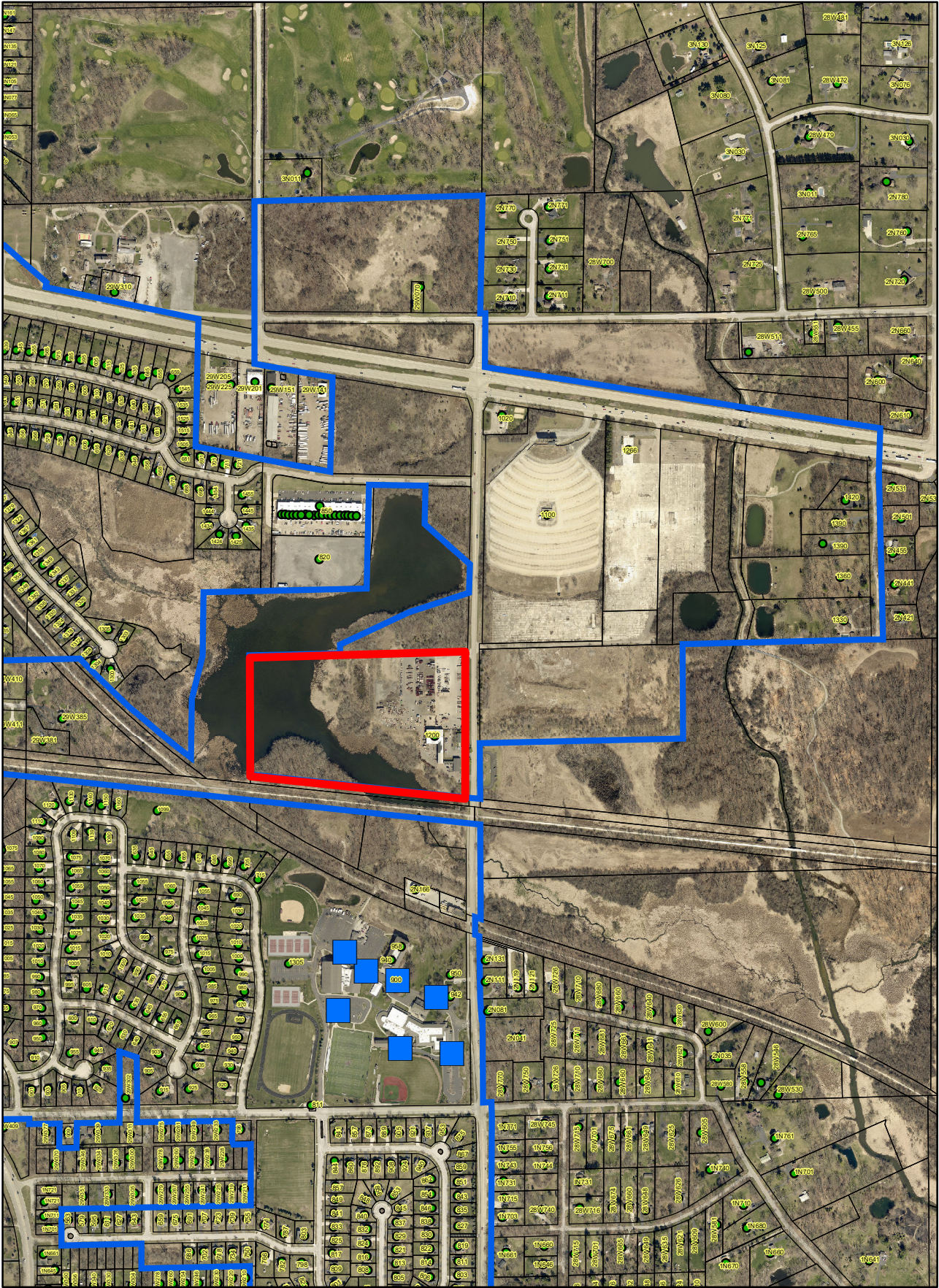
Exhibit B – Zoning Map

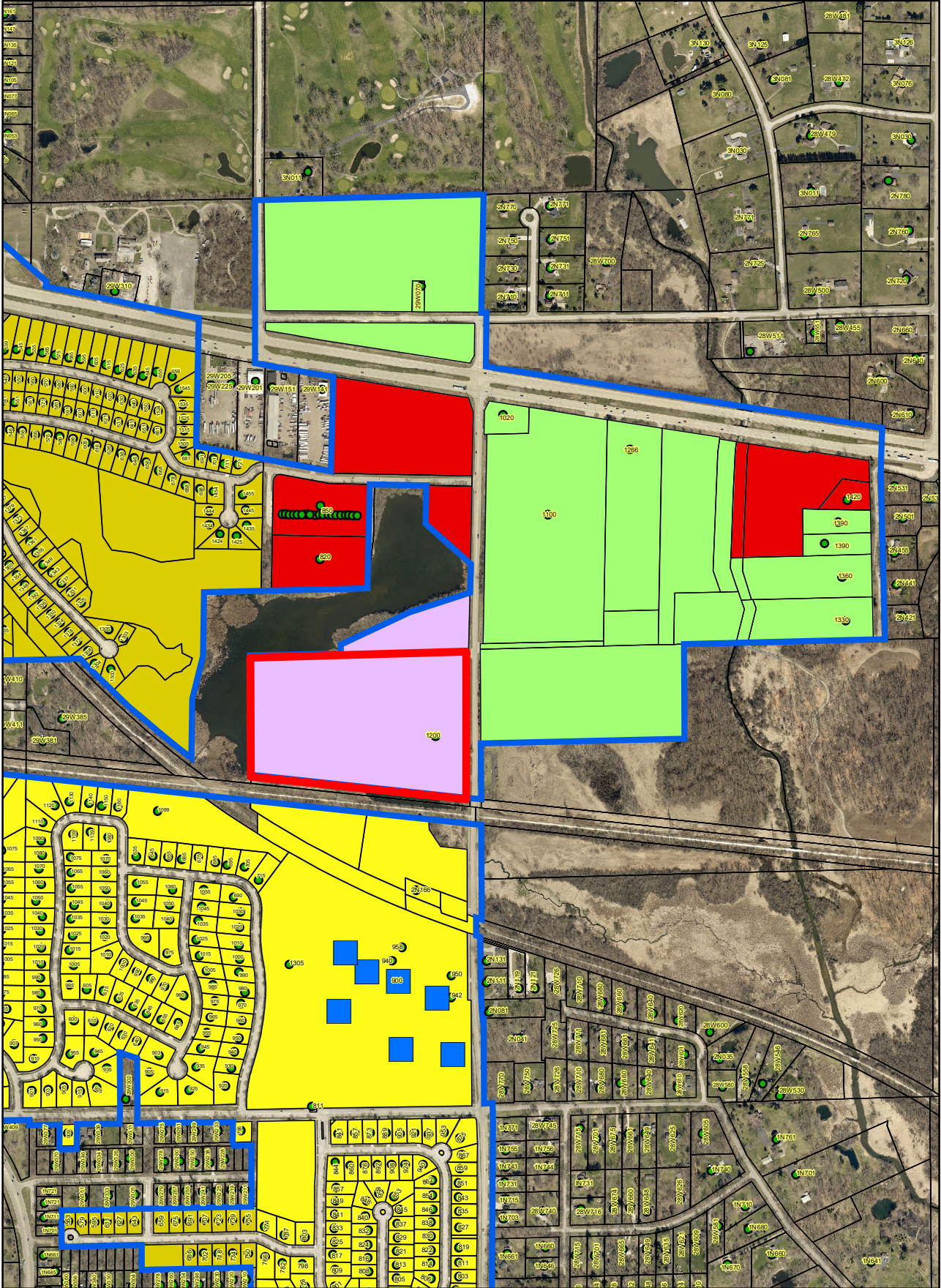
Exhibit C – Aerial Photo

Exhibit D – Ordinance 19-O-0003

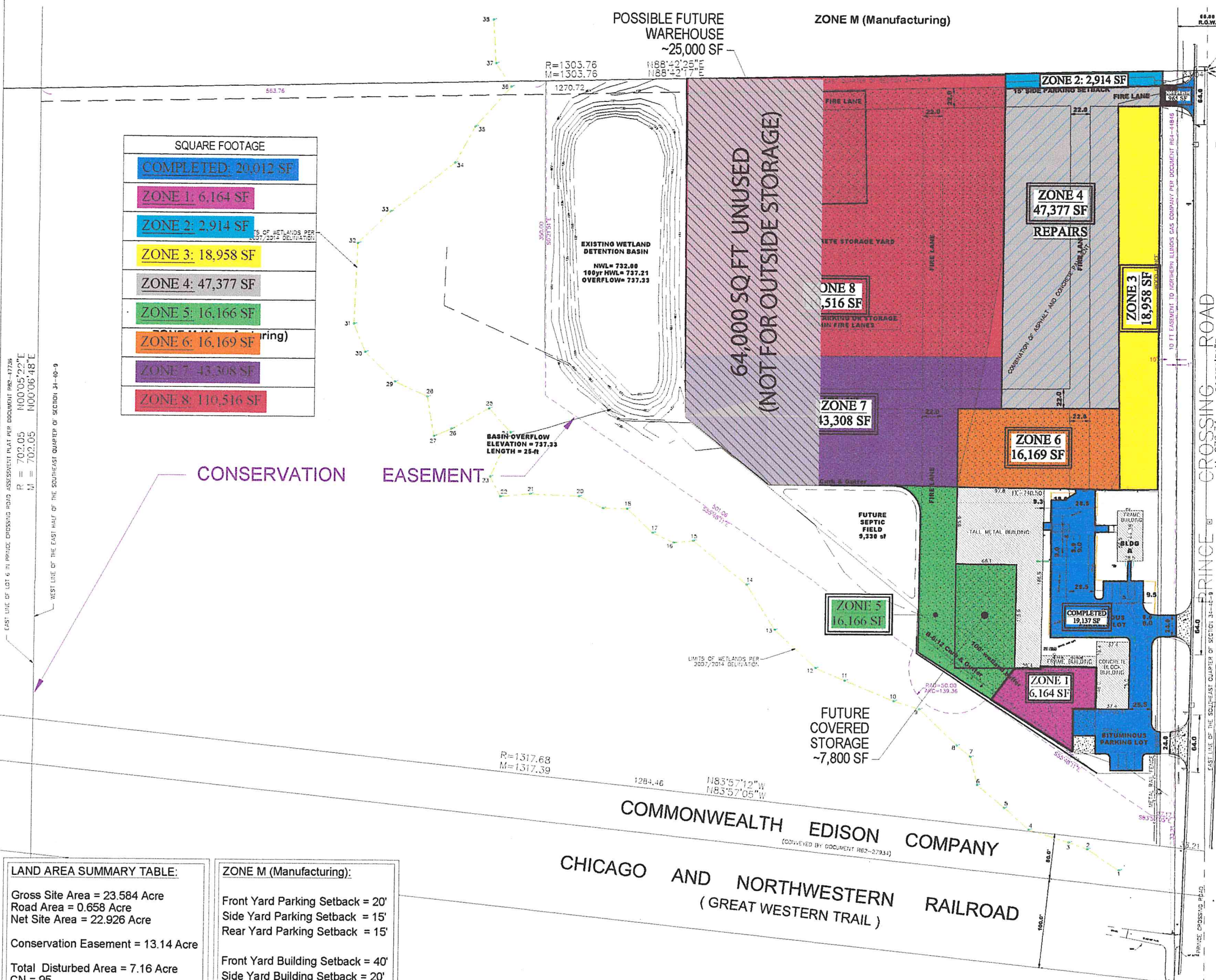
Exhibit E – As-Built Paving Drawing

Exhibit F – Amended Paving and Layout









SQUARE FOOTAGE	
COMPLETED:	20,012 SF
ZONE 1:	6,164 SF
ZONE 2:	2,914 SF
ZONE 3:	18,958 SF
ZONE 4:	47,377 SF
ZONE 5:	16,166 SF
ZONE 6:	16,169 SF
ZONE 7:	43,308 SF
ZONE 8:	110,516 SF

EAST LINE OF LOT 6 IN PRINCE CROSSING ROAD ASSESSMENT PLAT PER DOCUMENT 160-4728
 R = 702.05 M = 702.05
 R = 702.05 M = 702.05
 WEST LINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 34-40-9

LAND AREA SUMMARY TABLE:

Gross Site Area = 23.584 Acre
Road Area = 0.658 Acre
Net Site Area = 22.926 Acre
Conservation Easement = 13.14 Acre
Total Disturbed Area = 7.16 Acre
CN = 95
Remaining Disturbed = 4.7 Acre

ZONE M (Manufacturing):

Front Yard Parking Setback = 20'
Side Yard Parking Setback = 15'
Rear Yard Parking Setback = 15'
Front Yard Building Setback = 40'
Side Yard Building Setback = 20'
Rear Yard Building Setback = 20'

BEACHMARK:
 TOP OF CAST IRON MONUMENT
 ELEVATION = 721.12 (U.S.G.S.)
 NORTHEAST CORNER OF THE SOUTHEAST QUARTER OF SECTION 34-40-9
 CROSS OF P.N. NAILS
 1.0' EAST
 CAST IRON MONUMENT UNDER ASPHALT AT CORNER

Pavement Sections

DRIVEWAY APRONS
 8" CONCRETE - 4,000 PSI
 6" CA-6 COMPACTED BASE

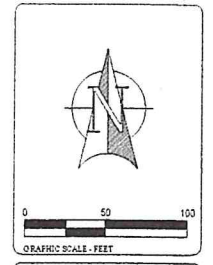
CONCRETE STORAGE YARD PAVEMENT
 8" CONCRETE - 4,000 PSI min
 6" CA-6 COMPACTED BASE

BITUMINOUS PARKING LOT PAVEMENT

- 2" BITUMINOUS SURFACE CL 1 OVER FACT COAT
- 2" BITUMINOUS BINDER CL 1 OVER PRIME COAT
- 4" AGGREGATE BASE (CA-5) TYPE B
- COMPACTED SUBGRADE

PARKING REQUIREMENTS

1 / 1,000sf Warehouse = 15.872sf = 16 spaces
4 / 1,000sf Office = 1.679sf = 7 spaces
PARKING PROVIDED
22 regular spaces + 2 handicap spaces



Forming America
 Parking & Storage Yard Improvements

Prepared For
FORMING AMERICA
 1200 Pierce Crossing Road
 West Chicago, IL 60185
 Phone

Webster, McLaughlin & Althoff, Ltd.
WMA
 CIVIL ENGINEERS, LANDSCAPE ARCHITECTS
 307 South La Grange Road, Westmont, Illinois 60177
 Ph: 630.945.7903 Fax: 630.945.7900
 Chicago, Illinois License No. 14-0001001

REV#	DATE	DESCRIPTION
1	07/14/2014	Revised per DuPage County review

Drawn: Emily Day-Fisher
 Dwg Page: SWN 34-40-09

JOB #	41423	DIST	EC
SRAM	FLS	REVIEW	CMR
DRAWN	1" = 50'	DATE	09-29-2014
SHEET NAME			

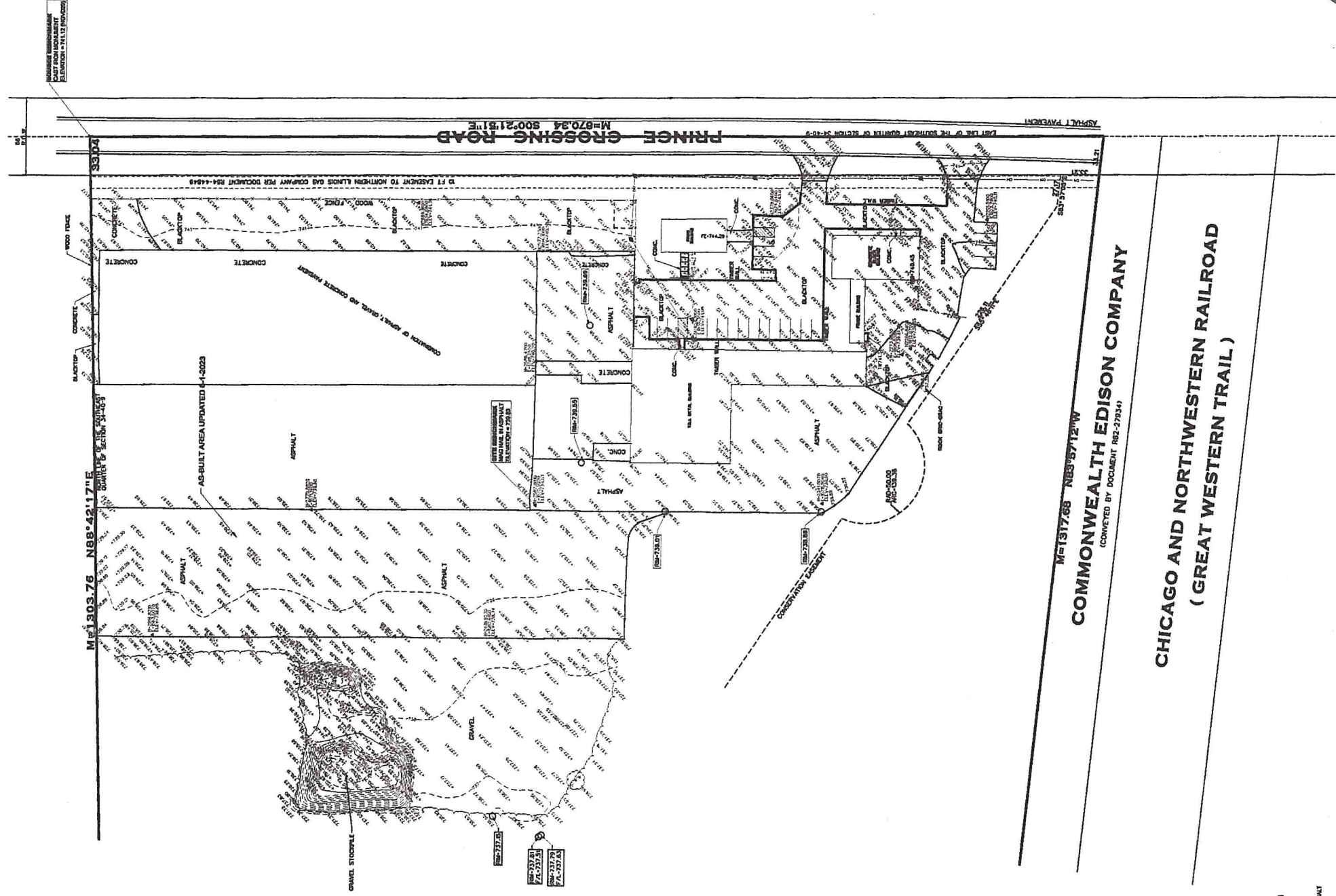
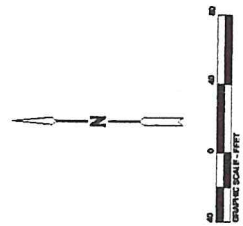
Paving & Layout Plan

DISTRICT # C-2

AS-BUILT OF PARKING LOT

FORMING AMERICA
2N 270 PRINCE CROSSING ROAD
WEST CHICAGO, IL

E-20782-A0-BLT
DATE



BENCHMARK INFORMATION

SOURCE BENCHMARK
TOP OF CURB FROM MONUMENT (ASPHALT)
DATE OF SURVEY
NOTED IN PLAN
ELEVATION - 141.5 (FOOTING)

GENERAL NOTES

- THIS SURVEY WAS PROVIDED UNDER THE LIABILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL DATA AND INFORMATION PROVIDED BY THE CLIENT AND FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
- NO RECORDS OF RECORDS FOR ELEVATIONS OR DIMENSIONS.
- THE SURVEY WAS CONDUCTED UNDER THE CLOSEST OF DAY CONDITIONS. THE SURVEYOR HAS NOT CONDUCTED A VISUAL INSPECTION OF THE SITE TO VERIFY THE ACCURACY OF THE DATA PROVIDED BY THE CLIENT.
- THE SURVEYOR HAS NOT CONDUCTED A VISUAL INSPECTION OF THE SITE TO VERIFY THE ACCURACY OF THE DATA PROVIDED BY THE CLIENT.
- FLOOR ELEVATIONS (FF) SHOWN OUTSIDE AT DOORWAYS.
- TOP OF FOUNDATION ELEVATIONS (TF) EXCEPT WHERE SHOWN OTHERWISE.
- ALL DIMENSIONS ARE SHOWN IN FEET AND DECIMALS THEREOF.
- ALL DIMENSIONS ARE SHOWN IN FEET AND DECIMALS THEREOF.
- ALL DIMENSIONS ARE SHOWN IN FEET AND DECIMALS THEREOF.

SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS
COUNTY OF DUKE
I, JOEL C. VETTER, a duly licensed Professional Engineer in the State of Illinois, do hereby certify that the above described plan and specifications were prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer in the State of Illinois.



JOEL C. VETTER
PROFESSIONAL ENGINEER
STATE OF ILLINOIS
LICENSE NO. 001-000001
1000 W. 11TH STREET, SUITE 200
CHICAGO, ILLINOIS 60604
PHONE: 312.467.1111
FAX: 312.467.1112
WWW.JCVETTER.COM

M=1317.68 N=85°57'12"W
COMMONWEALTH EDISON COMPANY
(CONNECTED BY DOCUMENT R82-27934)

**CHICAGO AND NORTHWESTERN RAILROAD
(GREAT WESTERN TRAIL)**

NO.	DESCRIPTION	DATE
1	REVISED PER REVISION	
2	REVISED PER REVISION	
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6	REVISED PER REVISION	
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City of West Chicago
Community Development Department
Report to the Plan Commission/Zoning Board of Appeals
October 3, 2023



Case: PC 23-10
Petitioner: City of West Chicago
Summary: Proposed Zoning Text Amendments to Section 6.27 (Outside Continuous Vending), Article VI (Zoning Districts Generally), of Appendix A (the Zoning Code), of the Code of Ordinances of the City of West Chicago.

Recommendation: Staff recommends the Plan Commission pass a motion recommending **approval** of the proposed Zoning Text Amendments.

Background.

Staff was recently approached by a party interested in installing walk-up ice/water vending machines outside of various retail establishments in the community, such as grocery stores and hardware stores. Section 6.27 of the Zoning Code regulates continuous outside vending and contains five instances when continuous outside vending is permitted. Vending machines are not listed as one of these instances and therefore would not be permitted.

Several vending machines exist throughout the City in places such as grocery stores and hardware stores, as well as other locations. Staff is of the opinion that vending machines are ancillary uses that should be allowed throughout City. Staff has drafted an amendment to the zoning text of Section 6.27 of the Zoning Code to permit vending machines to be located outside of a building with certain limitations. Please review the attached zoning text amendment and be prepared to discuss and provide a recommendation at the October 3, 2023 Plan Commission/Zoning Board of Appeals meeting.

Public Notice.

A notice of public hearing for the proposed Zoning Text Amendment was published in the September 18, 2023 edition of the Daily Herald, in accordance with Section 5.6-2(B) of the West Chicago Zoning Code.

For questions, please contact John H. Sterrett, City Planner (630) 293-2200 ext. 158 or at jsterrett@westchicago.org.

6.27. Outside vending—Continuous.

- (A) Permanently enclosed outside sales. Home improvement and grocery stores are allowed an enclosed and unroofed area attached to the store for permanent display of landscaping materials, etc. Such area shall comply with all building setbacks and shall be enclosed by a fence of a height not exceeding twenty-five (25) feet. Materials stored within the outside sales area shall not be stacked higher than the screening fence.
- (B) Mobile outside vendors. Any person selling or offering for sale merchandise or services from a vehicle or otherwise, upon private property. Such activity shall be permitted in the M district only. Mobile outside vendors shall include pushcart vendors and mobile food wagons. Such uses shall be permitted if they serve only the business on the property; those offering goods for sale to the general public are prohibited.
- (C) Not-for-profit mobile food vehicles. Mobile food vehicles operated by a not-for-profit charitable organization or religious institution for the sole purpose of providing essential food items to individuals as part of the purpose or mission of said not-for-profit charitable organization or religious institution shall be permitted in every zoning district. Prior to commencement of operations of the mobile food vehicle, the charitable organization or religious institution shall submit to the City a current certificate from the Illinois Secretary of State indicating the organization or institution complies with the provisions of the General Not-For-Profit Corporation Act. Documentation indicating that providing essential food products to individuals is consistent with the purpose or mission of the organization or institution shall also be submitted to the City.
- (D) Fund-raising. Organizations may conduct fund-raising activities on private property with the permission of both the business owner and property owner on whose lot the activity is to take place. Such activities shall last no longer than seventy-two (72) continuous hours.
- (E) Sidewalk display. Home improvement and grocery stores of twenty thousand (20,000) square feet or larger may place items for sale on the front sidewalk. Such display may be permanent. However, the materials shall be arranged so that a minimum of a four-foot wide walkway is preserved; pedestrian and vehicle traffic shall not be hindered in any manner. The area utilized for such display shall not be wider than fifty (50) percent of the width of the building front. Signage shall be debited from the business's overall allowable wall signage.
- (F) Automobile service station display. Gas stations may continuously display merchandise outside of the building, provided such display area is located along the building front or within a row of pumps. Items placed along the building front shall be stacked below the window, and items placed within a row of pumps shall be stacked no higher than six (6) feet. Such display shall not interfere with vehicle traffic. Signage shall be debited from the business's overall allowable wall signage.
- (G) Vending Machines, Walk-Up. Properties, except for those used as single-family detached residential, may contain vending machines that dispense ice, non-alcoholic beverages, food, and non-tobacco merchandise. All vending machines shall serve pedestrians only and not motor vehicles. All vending machines shall be located on an approved hard surface but shall not be located within a parking stall, parking drive aisle, fire lane, or other paved area used for vehicular traffic. If located on a private sidewalk, vending machines shall provide a minimum five feet of clearance for pedestrians. Vending machines shall not block any building entrance/exit and shall not cover any portion of any window on a building. Signage contained on a vending machine shall not be debited against a property's overall allowable wall signage.**

(Ord. No. 03-O-0040, § 5, 6-16-2003; Ord. No. 21-O-0018, § 1, 7-19-2021)



City of West Chicago

Boards and Commissions Handbook

City of West Chicago Boards and Commissions Handbook

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Thank you for your interest in joining a Board or Commission in the City of West Chicago. We value public service and the important role that volunteers play in helping the City channel public feedback. This document serves as a guide for appointed members and other participants in Boards and Commissions for the City of West Chicago.

Public Meeting Rules of Decorum

General Guidelines

In order to encourage participatory democracy in West Chicago, participants in Board and Commission Meetings should strive to:

- treat others respectfully;
- listen to others actively;
- consider all viewpoints and keep an open mind;
- avoid personalizing debate and focus on issues; and
- embrace respectful disagreement and dissent as democratic rights that are inherent components of an inclusive public process and tools for forging sound decisions.

Rules of Decorum

- No person attending a Public Meeting shall engage in disorderly or boisterous conduct— including but not limited to applause, whistling, stamping of feet, booing, or making any loud, threatening, profane, abusive, personal, discriminatory, or slanderous comments or utterances— that disturbs, disrupts, or otherwise impedes the orderly conduct of the Meeting.
- All remarks by Members of the Public shall be addressed to the Chair (hereinafter “Presiding Officer”) and not to any other member of the public or to any single Board or Commission member unless in response to a question from that member.
- Signs, placards, banners, or other similar items shall not be permitted in the audience during a Public Meeting if it is determined by the Chair that the presence of such item disturbs, disrupts or otherwise impedes the orderly conduct of the Meeting.
- All persons attending a Public Meeting shall remain seated in the seats provided, unless addressing the body at the podium or entering or leaving the Meeting.
- All persons attending a Public Meeting shall obey any lawful order of the Presiding Officer to enforce the Rules of Decorum.

Enforcement of Public Meeting Rules of Decorum

- The Presiding Officer (Chair or Vice Chair in their absence) shall be responsible for maintaining the decorum at the Public Meeting and uniformly enforcing the Rules of Decorum.
- In the event that any person violates the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the Meeting, the Presiding Officer shall order that person to cease the offending conduct.
- If any person continues to be in violation of the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the Meeting following an order from the Presiding Officer to cease the offending conduct, the Presiding Officer may order that person to leave the Public Meeting.

- If any person refuses to leave the Public Meeting following an order from the Presiding Officer to do so, the Presiding Officer may direct any law enforcement officer on duty to remove that person from the Public Meeting.
- If a member of the Board or Commission violates the Rules of Decorum, they will be given a verbal warning by the Chair.
- In the event that any member breaches the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the Meeting, the Presiding Officer shall order that member to cease the offending conduct.
- If any member continues to breach the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the Meeting following an order from the Presiding Officer to cease the offending conduct, the Presiding Officer may order that member to leave the Public Meeting.
- If any member refuses to leave the Public Meeting following an order from the Presiding Officer to do so, the Presiding Officer may direct any law enforcement officer on duty to remove that member from the Public Meeting.
- In the event that removal of a member causes the loss of a quorum, the Meeting will end.
- All Boards and Commissions and City Staff shall promote adherence to the guidelines for behavior at all Public Meetings of the City.

Reporting a Rules of Decorum Violation

- Any member may report a Rules of Decorum violation to the Chair, during or outside of Meeting hours. The Chair must report the violation to the Staff Liaison. In the event that the Chair is the source of the violation, condones the violation or ignores the violation, the conduct should be reported directly to the Staff Liaison. If the Staff Liaison is the source of the violation, condones the violation or ignores the violation, the conduct should be reported directly to the City Administrator who will determine whether to involve the Mayor and/or City Council.
- The Staff Liaison may keep a record of observed or reported violations of the Rules of Decorum. If a member has violated the Rules of Decorum so as to be detrimental to conducting the business of the Board or Commission, a formal report of the violations shall be made to the City Administrator, who will report such behavior to the Mayor.
- Following this report, the Mayor will evaluate the evidence and determine the correct response. If a member of the Board or Commission violates the Rules of Decorum repeatedly and becomes detrimental to conducting the business of the Board or Commission, they may be removed from service at the discretion of the Mayor, with the concurrence of the City Council, where such appointment requires it.

Boards and Commissions Appointed Member Roles and Expectations

Applicable City Code

- All members shall familiarize themselves with the City Code provisions on their Board or Commission, which establishes its role and authority, as amended from time to time. The City Code may be accessed through the City's website at the following link:
https://library.municode.com/il/west_chicago/codes/code_of_ordinances

Chair

- Appointed by the Mayor, unless the appointment is prescribed by State Statute.
- The Chair shall serve a one year term and may not serve consecutive terms as chair unless the appointment is prescribed by State Statute, or the appointment is extended by the Mayor.
- Advise Staff Liaison on agenda items and approve agendas at least 48 hours before the Meeting.
- Work with Staff Liaison to resolve attendance issues.
- Ensure smooth operation of Board/Commission Meetings; make certain that discussions do not get side-tracked; keep the focus on the agenda.
- Maintain order and enforce the Rules of Decorum.
- Identify and draw on interests, expertise and perspectives of individual members.
- Foster an environment of open discussions, consensus, and cooperation among members.
- Encourage and schedule participation in training opportunities (Open Meetings Act).
- Encourage and schedule attendance and/or partnerships at area Meetings, events, and activities when appropriate and relevant.
- Encourage and schedule ongoing partnerships and activities with schools and programs for youth and other community groups when appropriate and relevant.

Vice Chair

- Elected annually by the Board or Commission members through majority vote.
- Serve as Chair in the absence of the Chair.
- Support the Chair in their duties.

Members of Boards and Commissions

- All members serve at the convenience of the Mayor, who appoints members to Boards and Commissions with the concurrence of the City Council, where such appointment requires it.
- Members may be removed from service at the discretion of the Mayor, with the concurrence of the City Council, where required.
- Members should understand the role and scope of their responsibilities as well as be informed of the individual Board or Commission's purpose and of its operating procedures.
- Members should be careful to represent the majority views of their individual Board or Commission. Individual "opinions" to the public and press should be identified as such (see Communication Guidance section).
- Members should represent the public interest and not special interest groups (see Legal Considerations section).
- Good communication is essential. Members serve as a liaison between the City and its citizens and can help to reconcile opposing viewpoints and to build a consensus around common goals and objectives. Members are a communication link between the community, staff, and City, representing recommendations and providing a channel for citizen expression.
- Members are encouraged to read the agenda packet before Meetings in order to be prepared for the business of the Meeting.
- Members are encouraged to develop good working relationships with their fellow members, follow the Rules of Decorum and allow other members time to present their views fully before commenting. Members should be open and honest, as well as welcoming to new members.

- Member appointments are made without regard to political party affiliation, unless dictated by State Statute. Members are not restricted from participating in political activities; however, members shall not use or involve their membership in a Board or Commission in the conduct of political activities.
- Members shall not take action on behalf of their Board or Commission or the City unless the action has been approved by a majority of the relevant body in a public vote.

Relationship to City Staff

- Board or Commission members do not have authority over the work programs of City Staff and may not direct City Staff, or assign projects or provide direction without the prior approval of the City Administrator, City Council or City Council Standing Committee, as appropriate.
- Proposed instructions and requests directed to the Staff Liaison shall be made by the Board or Commission as a whole via a vote at a Public Meeting. The proposal shall then be recorded in the minutes and be subject to prior approval from the relevant body. If modifications to the initial proposal are required, the Board or Commission as a whole will need to vote on the modified proposal at a Public Meeting.
- Appointed Board and Commission members should deal with City Staff only through the staff member designated to their appointed body as the Staff Liaison. If the Staff Liaison is out of the office and the Board or Commission needs immediate assistance, they may contact their Staff Liaison's Supervisor. If the Liaison's Supervisor cannot be reached, members may contact the City Administrator.
- All staff shall be treated in accordance with the established Rules of Decorum.
- City Staff should not be expected to respond to questions or requests for information outside of normal business hours, except in emergency situations.

Aldermanic Liaison

- The Mayor may appoint an Alderman to act as liaison to a Board, Commission, Committee or other body that advises the Council; the Mayor may also appoint another Alderman to serve as an alternate when the primary liaison is unable to participate in a particular Meeting or event.
- When attending a Meeting of a City Board, Commission or Committee as liaison, the Aldermanic Liaison will:
 - Not attempt to lobby or influence the Board, Commission or Committee on any item under its consideration. It is important for the advisory body to make objective recommendations to the City Council on items before them. However, nothing in this section precludes the Alderman from explaining what the Council expects from the Board, Commission or Committee, or explaining Council policy.
 - Not vote at the body's Meeting on any item.

Staff Liaison

- Provide administrative support and facilitate the flow of information between the Board/Commission, the City Administrator, and the City Council (or one of its Standing Committees).
- Support the Chair in facilitating productive Meetings.
- Ensure that the work of the Board or Commission is on target with the mission, goals, and direction of the City Council (or one of its Standing Committees).

- Communicate recommendations of action approved by a majority of the Board/Commission in a formal Meeting of the City Council (or one of its Standing Committees).
- Assist with recruitment and orientation of new members.
- Conduct research and provide professional advice and analysis on issues under consideration.
- Review, approve, and process financial transactions connected with approved work.
- Develop and deliver an annual report to the City Administrator and the City Council on the Board or Commission's activities. The Report must be approved by a majority of the members of a Board or Commission.
- Ensure compliance with the Open Meetings Act by drafting, distributing, posting, and maintaining Meeting agendas and minutes for all Meetings.
- Send a record of minutes to the Executive Office Manager within ten days of the Meeting when the Board or Commission approves the minutes to ensure that minutes may be properly filed and posted to the City website.
- Keep attendance records.
- Produce audio or video recordings of Board or Commission Meetings, if deemed necessary.
- If the Staff Liaison is unable to attend the Meeting, an alternate may be selected at the direction of the Staff Liaison's supervisor.

Annual Reports

- Some Boards and Commissions shall deliver an Annual Report to the City Council or other relevant body. This Report shall inform the relevant body of the Board/Commission's activities in the previous year and offer a preview of priorities for the year to come. This Report shall be submitted to the City Administrator by the end of each February, who in turn will provide the Annual Reports to the City Council. The City Council or any of its Standing Committees may request that the Annual Report be presented at one of its Meetings.
- The Staff Liaison will prepare the report and will send to members for feedback before final approval.
- The following Boards and Commissions shall deliver an Annual Report to the City Council or one of its standing committees:
 - Civil Service Commission; (special timing applies – see 5/10-1-21 of the Civil Service in Cities Act.)
 - Cultural Arts Commission;
 - Economic Development Commission;
 - Environmental Commission;
 - Historical Preservation Commission; and
 - Police Pension Fund Board (special timing applies – see Sec. 2-405 of City Code).

Fiscal Planning

- Boards and Commissions should produce plans for the next Fiscal Year that can be presented to City Council (or one of its Standing Committees) for consideration. This will assure that funding can be allocated and plans can be implemented by City Staff in an efficient and effective manner.
- Plans for the next Fiscal Year requiring budgetary approval should be relayed to City Staff for consideration before August 15th in the current Fiscal Year. The Staff Liaison will send appropriate items to City Staff.

Annual Elections and Contact Information Update

- At or before the first Meeting of each year, each Board or Commission shall elect a Vice Chair and any other rules-created roles.
- Members should provide updated contact information that includes phone numbers and emails.

Term Lengths

All Board and Commission members shall hold office until a successor has been appointed. Note that some commissions have staggered appointments which may change the term lengths for some members.

- Building Board of Appeals – members serve four year terms.
- Civil Service Commission – members serve three year terms.
- Cultural Arts Commission – members serve four year terms.
- Economic Development Commission – members serve three year terms.
- Environmental Commission – members serve three year terms.
- Historical Preservation Commission – members serve three year terms.
- Planning Commission/Zoning Board of Appeals – members serve five year terms.
- Police Pension Board – members serve two year terms.

Agendas

- An agenda shall be prepared by the Staff Liaison with the advisement of the Board or Commission Chair.
- The agenda should always be prepared before the Meeting and copies distributed to all members of the Board or Commission.
- Extra copies of the agenda shall be available for the public.
- The Staff Liaison for the Boards and Commissions, in accordance with the Open Meetings Act, will post the agenda publicly at least 48 hours prior to the Meeting.

Minutes

- Minutes will be taken by the Staff Liaison.
- Must be provided to the Executive Office Manager within ten days of the Meeting when the Board or Commission approves the minutes.

Meeting Attendance

- Every Board or Commission member is expected to maintain a suitable attendance record.
- If a member cannot attend a Meeting, they should notify the Staff Liaison at least 48 hours in advance of the start of the Meeting.
- There will be two types of absences from Meetings:
 - Excused Absence – will be granted by the Chair or Vice Chair when the member cannot attend the Meeting due to extenuating circumstances such as: illness, injury, personal medical care or medical care for a loved one, death of a loved one, child care matters, pregnancy, religious holidays, planned vacations, and work related matters.
 - Unexcused Absence – will be noted when a member is not attending a Meeting and fails to notify the Staff Liaison or does not have an extenuating circumstance to justify their absence, or if a member has excessive tardiness.

- The term “Meetings” includes all Meetings of the Board or Commission and all Meetings of any subcommittees on which the members serve. When a majority of a quorum is present and discussing business, this is also considered a Meeting in accordance with the Open Meetings Act (see Legal Considerations).
- The Staff Liaison is responsible for keeping track of members’ attendance.
- If a member has three or more unexcused absences in a row, this may be viewed as a voluntary resignation from the Board or Commission.
- Failure to follow the attendance policy set for the Board or Commission may result in the member being removed from service at the discretion of the Mayor with the concurrence of the City Council if the appointment required such.

Legal Considerations

Open Meetings Act (OMA)

- Members should be aware of the State Statute that governs Public Meetings, the Open Meetings Act.
- Members should work with their Staff Liaison to ensure compliance with this law.
- The Open Meetings Act can be found at:
<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=84&ChapterID=2>

Recording of Meetings

- At times, the Board or Commission members may benefit from audio or video recording of Meetings to help ensure accuracy of minutes, compliance with State Statutes, and City policies.
- Recordings will be produced by the Board or Commission’s Staff Liaison if needed.

Ethics

- All Board and Commission members shall follow the City’s Ethics Ordinance, which is located in the City’s Code. The City Code may be accessed through the City’s website or at the following link: https://library.municode.com/il/west_chicago/codes/code_of_ordinances

Conflicts of Interest

- Members should familiarize themselves with the conflict of interest provisions outlined in the Illinois State Law, specifically the Public Officer Prohibited Activities Act, as well as the City Ethics Ordinance. It is important to understand that if a member finds themselves in a situation that creates a conflict of interest, they should refrain from participating in any decisions made by the body of which they are a member. The Public Officer Prohibited Activities Act can be accessed at the following link: <https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=689&ChapterID=11>
- Members who find that a decision of the body of which they are a member will create a conflict of interest as defined by Illinois State Law in the Public Officer Prohibited Activities Act and the City’s Ethics Ordinance should not attempt to influence the decision and should not participate in official or unofficial discussion with other Board/Commission members, City Staff, or others about the decision. Such member may not participate in Meetings, hearings, or vote on the item and should be absent from the Meeting room during the deliberation of the item.

Communication Guidance

The guidance offered here is not intended to limit or restrict the rights of any member engaged in speech or communications that are concerted or protected under the law. The intent is to help members effectively message in their public facing role in a manner that will decrease their risk of violating State Statutes and City policies.

General Guidance

This guidance applies to all communications when volunteering on a Board or Commission, which includes public comments, publications, and social media.

- Public statements should not knowingly and/or willfully misrepresent the City, Board or Commission.
- Members should not publicly attack or criticize fellow Board or Commission members or City Staff.
- All publicly stated personal opinions should be clarified as such.

Social Media Conduct

- Members of Boards and Commissions are prohibited from identifying themselves as connected to or speaking on behalf of the City of West Chicago when responding to or commenting on websites with personal opinions or views.
- If a Board or Commission member chooses to identify themselves as such and posts a statement on a matter related to City business, a disclaimer similar to the following must be used: "These comments are my own personal comments and not those of the City".
- A member may establish their affiliation with City of West Chicago in their personal profile; if they choose to do so, placing a link to the City website in their profile bio is recommended.
- A member shall not release confidential or private data; if there are questions about what constitutes confidential or private data, contact the Staff Liaison.
- A member shall not engage in inappropriate use of the City's name, logo or their position or title.
- Members should avoid discussing issues of commission business with each other over social media; if a quorum is established, even on social media, the discussion could count as a Public Meeting and would thus be subject to and potentially in violation of the Open Meetings Act.
- Continued social media conduct detrimental to the City and/or the Board or Commission may result in that member being removed from service at the discretion of the Mayor with the concurrence of the City Council if the appointment required such.

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If there are any questions about what types of activities might result in discipline, a member should discuss the type of usage with the Staff Liaison or the City Administrator.

City Of West Chicago Boards and Commissions Handbook

Acknowledgement Form

Thank you for your interest in joining a Board or Commission in the City of West Chicago. We value public service and the important role that volunteers play in helping the city channel public feedback. The City of West Chicago Boards and Commissions Handbook serves as a guide for appointed members and other participants in Boards and Commissions for the City of West Chicago.

It is important that all members adhere to the guidance outlined in The City of West Chicago Boards and Commissions Handbook. These principles will ensure that the Board or Commission is productive and able to best serve the interests of the public in the City of West Chicago.

Sign below to indicate that you have read and agree to adhere to the rules and expectations laid out in this Volunteer Boards and Commissions Handbook.

Signature: _____

Date: _____