

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

DEVELOPMENT COMMITTEE

**Monday, January 8, 2024
6:00 P.M. - Council Chambers**

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
A. November 13, 2023
3. Public Participation

The opportunity to speak to the Development Committee is provided for those who have a question or comment on an agenda item or a City of West Chicago issue. The Development Committee appreciates hearing from our residents and your thoughts and questions are valued. The Development Committee strives to make the best recommendations for the City and public input is very helpful.

Respect for the duties of the Development Committee and for the democratic process will be adhered to – in this regard, civility and a sense of decorum will be strictly followed. All speakers must address their comments to the Chairperson. Comments that are personally condescending will not be permitted. Speakers shall be courteous and should not make statements that are personally disrespectful to members of the Development Committee or City staff.

Please use the podium in the center aisle. Please announce your name and address (if acceptable) before commencing – all public comments are limited to three (3) minutes and each citizen will be permitted to speak only once. It is the Development Committee's policy not to engage in dialogue during Public Comment. Any questions raised will be addressed by City staff or an elected official outside of the Development Committee meeting.

4. Items for Consent
 - A. **Various Zoning Text Amendments** – Staff proposes Zoning Text Amendments to Sec. 5.4-3 (Variations), 5.5-3 (Special Uses) 5.6-2 (Amendments), adding the requirement that public hearing signs include both English *and* Spanish text. Also, Staff proposes a text amendment to the Manufacturing District reclassifying “storage and distribution of flammable liquids, fats or oils” from being allowed as a Special

Use to being allowed by right, as the precautions needed to make the building safe are not zoning related as much as building and fire code matters.

5. Items for Discussion

A. Design Standards Addendum – Staff considered the design standards guidance offered in two communities, St. Charles and Naperville. In addition to reformatting the code and addendum (presented in November), Staff looked at how a handful of other changes may be considered to assure the City of West Chicago is not caught in a 20-year-old architectural design marketplace. Following Development Committee consideration, Staff will return with any specific amendments, if needed.

6. Unfinished Business

7. New Business

8. Reports from Staff

9. Adjournment – Next Meeting February 12, 2024

Draft

MINUTES
DEVELOPMENT COMMITTEE

November 13, 2023 6:00 P.M.

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

Alderman Rebecca Stout called the meeting to order at 6:00 p.m.

Roll call found Aldermen Melissa Birch Ferguson, Lori Chasse, Jayme Sheahan, Rebecca Stout and Chris Swiatek present. Alderman Stout announced a quorum.

Also in attendance was Assistant Director of Community Development, John Sterrett.

2. Approval of Minutes.

A. October 9, 2023.

Alderman Swiatek moved and Alderman Sheahan seconded a motion to approve the minutes. Voting Aye: Aldermen Birch Ferguson, Sheahan, Stout and Swiatek. Voting to Abstain: Alderman Chasse.

3. Public Participation. None.

4. Items for Consent.

A. 1100 Carolina Drive – Paclantic Naturals is a natural products warehouse, distribution and processing center which requires storage of flammable liquids, fats and oils. To carry store and use items, the petition requires a Special Use Permit. The Plan Commission member vote was unanimous in favor of the SUP.

B. 833 Industrial Drive – Turner World Autosales requires a Special Use Permit to conduct its internet-based mobile vehicles sales business. The Plan Commission member vote was unanimous in favor of the SUP.

Alderman Birch Ferguson moved to approve Items A and B and Alderman Swiatek seconded the motion. Voting Aye: Aldermen Birch Ferguson, Chasse, Sheahan, Stout and Swiatek.

5. Items for Discussion.

- A. Design Standards Addendum** – Staff was asked to develop a document to assist petitioners who may need help interpreting the City's building design guidelines. The draft version of the Addendum is attached and includes photos and text describing what is allowed by Code. As an all-brick requirement is becoming somewhat stylistically dated and expensive, Staff is open to making additional changes to the Code and Addendum. The topic is up for discussion at tonight's meeting.

The Item was discussed and there was consensus among the Committee members that the current design standards may be outdated and cost prohibitive, and they would be in support of the use of other quality materials. They also asked that commercial requirements be distinguished from residential, and that staff prepare a list of inclusive materials and provide as much information as possible in the visual guide.

6. Unfinished Business. None.

7. New Business. None.

8. Reports from Staff.

Tom Dabareiner remarked that staff is considering adding the storage of flammable liquids, fats, and oils as a permitted use. This is less of a zoning matter and more of a safety issue that would be better addressed by the building and fire staff.

9. Adjournment.

Alderman Birch Ferguson moved to adjourn the meeting at 6:18 p.m. and Alderman Sheahan seconded the motion. Voting Aye: Aldermen Birch Ferguson, Chasse, Sheahan, Stout and Swiatek.

Respectfully submitted,

Jane Burke

CITY OF WEST CHICAGO

DEVELOPMENT COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Zoning Text Amendment
Public Hearing Signs in Spanish
Permitted Uses in the Manufacturing District

Ordinance No. 24-O-0001

AGENDA ITEM NUMBER: _____

FILE NUMBER: _____

COMMITTEE AGENDA DATE: Jan. 8, 2024

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner, AICP

SIGNATURE _____



APPROVED BY CITY ADMINISTRATOR: Michael
Guttman

SIGNATURE _____

ITEM SUMMARY:

Staff has drafted an amendment to the Zoning Code requiring public hearing signs to be in both English and Spanish. Public hearing signs are required to be posted on properties that are to be discussed at a public hearing for applications involving special uses, zoning variations, and zoning map amendments. The information contained in the hearing signs typically consists of the petition number, the date of the hearing, a brief summary, and contact information for questions. All of this information, however, is in English only. The City's 2022 Comprehensive Plan has several implementation strategies to boost civic engagement with the Spanish speaking community, including posting information to the public in both English and Spanish.

Staff has also drafted an amendment to the Zoning Code that reclassifies the "storage and distribution of flammable liquids, fats or oils" from a Special Use in the M Manufacturing District to a permitted use in that district. A distributor of various food and household items that contain flammable liquids received special use permit approval in the M Manufacturing district late last year. During the course of the special use review process, staff determined that the type of materials stored within an industrial building has little land use effect on surrounding properties. Potential impacts from the storage and distribution of these materials is mitigated through building code requirements rather than through zoning. The Development Committee concurred with this and instructed staff to amend the Code. One of the implementation strategies of the City's Comprehensive Plan is to expand the types of uses permitted within the Manufacturing District to foster economic growth, which would be accomplished with this text amendment.

At their January 3rd meeting, members of the Plan Commission voted unanimously (4-0, with two absent and one vacancy) in support of the Zoning Text Amendments.

ACTION PROPOSED:

Discuss and recommend approval of the proposed Zoning Text Amendments.

COMMITTEE RECOMMENDATION:

Attachments:

Draft Ordinance
PC Report

ORDINANCE NO. 24-O-0001

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST CHICAGO – APPENDIX A ARTICLE V AND ARTICLE XI OF THE ZONING CODE RELATING TO PUBLIC HEARING SIGNS AND MANUFACTURING USES

WHEREAS, the City of West Chicago periodically reviews the text of the Zoning Code for inconsistencies, discrepancies, and regulations in need of clarification; and

WHEREAS, Article V of the Zoning Code requires that public hearing notice signs be posted by a petitioner on properties subject to special uses, planned unit developments, variances, and zoning map amendments; and

WHEREAS, there is currently no requirement to post these public hearing signs in Spanish in addition to English; and

WHEREAS, the City's Comprehensive Plan recommends more effective communication with the Spanish speaking community; and

WHEREAS, the City Council believes it is in the best interest of the City to amend the Zoning Code to require all public hearing notice signs to be in both English and in Spanish; and

WHEREAS, Article XI of the Zoning Code lists the uses permitted in the M Manufacturing District, both by right and by special use permit; and

WHEREAS, the use of storing and distributing flammable liquids, fats, and oils requires a special use permit in the M Manufacturing District; and

WHEREAS, this type of use has little land use effect on surrounding properties; and

WHEREAS, potential impacts from the storage and distribution of these materials is mitigated through building code requirements rather than through the Zoning Code; and

WHEREAS, the City Council believes it is in the best interest of the City to amend the Zoning Code to allow the use of storing and distributing flammable liquids, fats, and oils as a permitted use in the M Manufacturing District rather than requiring a special use permit; and

WHEREAS, the City's Comprehensive Plan recommends expanding the types of uses within the Manufacturing District to foster economic growth; and

WHEREAS, Notice of Public Hearing on said text amendments was published in the Daily Herald on or about December 19, 2023, as required by the ordinances of the City of West Chicago and the statutes of the State of Illinois; and

WHEREAS, a Public Hearing was conducted by the Plan Commission/Zoning Board of Appeals of the City of West Chicago on January 3, 2024 pursuant to said Notice; and

WHEREAS, at the Public Hearing all interested parties had an opportunity to be heard; and

WHEREAS, the corporate authorities of the City of West Chicago have received the recommendation of the Plan Commission/Zoning Board of Appeals which contains specific findings of fact, pursuant to Recommendation No. 24-RC-0001, a copy of which is attached hereto as Exhibit "A" which is, by this reference, made a part hereof.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of West Chicago, Du Page County, Illinois, in regular session assembled, as follows:

Section 1. That Section 5.4-3(C) – Variations – Public hearing: notice, of Article V, Appendix A, of the Code of Ordinances of the City of West Chicago, be amended as follows:

- (C) *A public hearing notice sign shall be posted on the premises in a manner and number prescribed by the zoning administrator. **The information contained in the public hearing notice sign(s) shall be in both English and Spanish.***

Section 2. That Section 5.5-3(C) – Special uses – Public hearing: notice, of Article V, Appendix A, of the Code of Ordinances of the City of West Chicago, be amended as follows:

- (C) *A public hearing notice sign shall be posted on the premises in a manner and number prescribed by the zoning administrator. **The information contained in the public hearing notice sign(s) shall be in both English and Spanish.***

Section 3. That Section 5.6-2(C) – Amendments – Public hearing: notice, of Article V, Appendix A, of the Code of Ordinances of the City of West Chicago be amended as follows:

- (C) *For map amendments there shall be an additional notice posted on the premises at least fifteen (15) days prior to the public hearing in the manner and number prescribed by the zoning administrator. **The information contained in the public hearing notice sign(s) shall be in both English and Spanish. This sign will be provided by the city and shall be removed and returned to the office of the zoning administrator before the city council can take final action on the proposed amendment.***

Section 4. That Section 11.2-3 – M-Manufacturing district – Permitted uses, of Article XI, Appendix A, of the Code of Ordinances of the City of West Chicago be amended to add the following text:

(JJ) Storage and distribution of flammable liquids, fats or oils.

Section 5. That Section 11.2-4(X) – M-Manufacturing district – Special uses, of Article XI, Appendix A, of the Code of Ordinances of the City of West Chicago be amended to delete the following text:

~~(X) Storage and distribution of flammable liquids, fats or oils unless ancillary to a permitted or special manufacturing use.~~

Section 6. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

Section 7. That this Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

PASSED this _____ day of _____, 20____.

Alderman D. Beebe	_____	Alderman L. Chassee	_____
Alderman J. Sheahan	_____	Alderman H. Brown	_____
Alderman A. Hallett	_____	Alderman C. Dettmann	_____
Alderman M. Birch Ferguson	_____	Alderman S. Dimas	_____
Alderman J. Smith, Jr.	_____	Alderman C. Swiatek	_____
Alderman R. Stout	_____	Alderman J. Short	_____
Alderman J. Morano	_____	Ward 7 – Vacant	

APPROVED as to form: _____
City Attorney

APPROVED this _____ day of _____, 20____.

Mayor Ruben Pineda

ATTEST:

Executive Office Manager Valeria Perez

PUBLISHED: _____

EXHIBIT “A”

RECOMMENDATION # 24-RC-0001

TO: The Honorable Mayor and City Council

SUBJECT: PC 24-01

Amendment to Sections 5.4-3 (Variations – Public hearing; notice), 5.5-3 (Special uses – Public hearing; notice), 5.6-2 (Amendments – Public hearing; notice); and 11.2 (M Manufacturing District) of Appendix A (the Zoning Code), of the Code of Ordinances of the City of West Chicago

DATE: January 3, 2024

DECISION: The motion to recommend approval of the proposed amendment was approved by a vote of four (4) “yes” and zero (0) “no”.

RECOMMENDATION:

After a review of the proposed Zoning Text Amendments as presented, the Plan Commission/Zoning Board of Appeals finds that the proposed amendments do not pose a threat to the health, safety and welfare of the community. It is the Commission’s opinion that the proposed amendment will be beneficial to the City of West Chicago.

The amendments are in keeping with the purpose of the Zoning Code. The Plan Commission is of the opinion that the proposed amendment will protect, promote, and improve the public health, safety, morals, convenience, order, appearance, prosperity and the general welfare of the citizens of West Chicago community.

Respectfully submitted,

Barbara Laimins
Chairperson

VOTE:

For

Laimins
Billingsley
Banasiak
Kasprak

Against

Abstain

Absent

Henkin
Slattery

CITY OF WEST CHICAGO

DEVELOPMENT COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Design Standards
Allowable Building Materials

Discussion Item

AGENDA ITEM NUMBER: _____

FILE NUMBER: _____

COMMITTEE AGENDA DATE: Jan. 8, 2024

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner, AICP

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR: Michael
Guttman

SIGNATURE _____

ITEM SUMMARY:

Following the discussion at the November Development Committee meeting regarding the draft Design Standards Addendum, Staff was directed to research what types of building materials that other communities allow in their commercial districts, specifically the cities of St. Charles and Naperville. Each of these communities contain design standards documents that are similar in format to each other with photos to illustrate the intent of the standards. Both documents were originally created in 2011.

The City of St. Charles allows a variety of building materials in addition to brick, such as natural/architectural cast stone, tinted/textured concrete masonry units, stucco, cedar wood, and fiber-cement siding (commonly known as Hardie-boards). The City of Naperville is somewhat similar although it specifically states that brick and stone are preferred as the primary and accent building materials, though not required. Wood clapboard and fiber-cement siding, however, are also allowed. While Naperville prohibits stucco as a primary material, stucco is permitted as a secondary material on the building accents.

When compared to West Chicago's Design Standards, these two communities allow more flexibility in choices for building materials. Buildings in West Chicago's commercial districts are prohibited from having any primary material other than brick or stone and multi-family buildings are required to have at least 90% brick or stone. These requirements may stifle creative architectural design and may significantly increase overall costs for a developer. The trend in commercial and multi-family development in the Chicago suburban market has shifted in the last decade away from all brick/stone buildings to incorporate more creative and cost-effective materials. Staff therefore recommends the design standards be amended to allow other primary materials other than brick or stone on commercial and multi-family structures, including fiber-cement horizontal siding, textured concrete masonry units, and stucco.

ACTION PROPOSED:

Discussion only. If the Committee concurs with staff's recommendation then staff will prepare a zoning text amendment for review at the February Development Committee meeting.

COMMITTEE RECOMMENDATION:

Attachments: Excerpts from City of St. Charles Design Standards and City of Naperville Design Standards

City of St. Charles

Intent: Roofs should be designed to add visual interest to the building, to conceal necessary service equipment, and to establish the building's identity.

Standard

1. HVAC equipment and similar appurtenances shall be located and/or screened in conformance with Section 17.26.120.
(Ord. 2011-Z-1 § 6.)

Guidelines:

1. Roof lines should either be varied with a change in height or the incorporation of a major focal point feature, such as a dormer, gable or projected wall feature, every one-hundred (100) linear feet in building length.
2. Parapets should feature three-dimensional cornices or other shadow-creating detail elements along their tops.
3. Mansard roofs are discouraged as the predominant roof design, but may be used on a limited basis to add interest and variety.
4. "Green roof" designs are encouraged.
5. Pipe stacks and similar appurtenances that are required by code and cannot reasonably be hidden should be concealed as much as possible by location and coloring.



Arcades help to articulate building mass and public entrances. In addition, varied roof lines help break up building frontages.



Roof lines should be varied with the incorporation of a major focal point, such as a gable or projected wall feature, at minimum every 100 linear feet of building length.

6. Primary colors, high-intensity colors, metallic or fluorescent colors should not be used as predominant roof colors. (Ord. 2011-Z-1 § 7.)

E. Building Materials

Intent: Buildings should be constructed of quality materials that reduce maintenance costs over the life of the building, relate to traditional building materials used historically in Kane County, and reinforce the character of the community.

Standards:

Approved and prohibited building materials in the BL, BC, BR, and O-R districts are:

1. Approved Materials

- a. Brick
- b. Architectural metal (such as for window and door framing) and metal composite panels
- c. Natural or architectural cast stone

- d. Tinted and/or textured concrete masonry units
- e. Stucco, installed without the use of Exterior Insulated Finishing Systems (EIFS)
- f. Tilt-up concrete panels designed with a brick veneer or other architectural design
- g. Non-reflective glass
- h. Cedar or equivalent wood or fiber-cement siding and trim when consistent with the architectural style of the building
- i. Other materials as approved by the City Council or Historic Preservation Commission

2. Prohibited Materials

- a. Smooth-faced concrete masonry units
- b. Painted masonry units
- c. Exterior Insulated Finishing Systems (EIFS) comprised of polystyrene foam panels, regardless of base or finish coat or treatment, located less than ten feet (10') above grade, or over more than ten percent (10%) of any building wall
- d. Vinyl siding
- e. Pre-fabricated steel panels of the type used in farm, storage, and industrial buildings
- f. Plain tilt-up concrete panels

3. Uniform Materials

Use of uniform exterior building materials shall be required on all facades. For example, if the front wall contains a mixture of brick and concrete masonry units, the side and rear walls shall contain the same materials in approximately the same proportions.

(Ord. 2011-Z-1 § 8.)

F. Coordinated Signage

A master sign plan shall provide for coordinated design for all building-mounted signage and shall include, at a minimum, criteria and specifications for general appearance, format of message, font size and style, lighting, location, and construction materials. Where signs are to be located on a wall of a multi-tenant shopping center, they shall be located at a generally uniform height on the building wall and shall not cover or overhang any architectural feature.

(2006-Z-12: § 2)

[Back to top](#)

prominent visual element of the façade.



Parking areas should be located to the rear of buildings to minimize their visibility from the street.

5. Building Materials

Intent: Buildings should be constructed of quality materials that reduce maintenance costs over the life of the building, relate to traditional building materials used historically in Kane County, and reinforce the character of the community.

Standards: Permitted and prohibited building materials in the RM-1, RM-2 and RM-3 Districts are:

1. Approved Materials

Approved materials for exterior use in the construction of new multiple-family and townhouse developments in St. Charles are as follows:

- a. Modular-sized clay brick
- b. Cedar or equivalent wood, or fiber-cement, horizontal siding
- c. Stucco, installed without the use of Exterior Insulated Finishing Systems (EIFS)
- d. Terra cotta or similar glazed masonry units
- e. Architectural metal (such as for window and door framing)
- f. Natural or architectural cast stone
- g. Trim, frieze boards, soffit and fascia boards may be of wood, molded polymer, copper, or fiber cement material; aluminum or vinyl material may be used for soffit and fascia boards only
- h. Architectural concrete masonry units for a foundation course only
- i. Standing seam metal roofing
- j. Slate or tile roofing
- k. Wood shake shingles
- l. Architectural grade asphalt and fiberglass shingles for roofs
- m. Individual glass windows in wood, aluminum or vinyl covered wood frames with true divided lights (i.e. no false appliqué mullions)
- n. Glass block for accenting purposes (glass block walls are not included in this category)
- o. Other materials as approved by the City Council or Historic Preservation Commission

2. Prohibited Materials

Prohibited materials for exterior use in the construction of new multiple-family and townhouse developments in St. Charles are as follows:

- a. Smooth-faced or textured concrete masonry units (CMU)
- b. King-size or jumbo brick
- c. Exposed aggregate (rough finish) concrete wall panels
- d. Tilt-up concrete panels

City of Naperville

C.2. Color

1. Select exterior colors that complement the hues of nearby buildings. Typical building colors in the downtown area include the natural brick and stone shades of red, buff, white, cream and gray.
2. Choose building and accent colors that are appropriate to the period or architectural style of a building.
3. Use darker or brighter hues only for accent or to draw attention to details such as architectural ornamentation or doorways.
4. Do not apply paint to masonry surfaces where none previously existed.

C.3. Materials

1. Brick and stone are preferred primary and accent building materials for all building types, including multiple-family.
2. Apply wood clapboard siding or similarly styled fiber cement siding as appropriate to the building architecture. Avoid the use of rough sawed wood, aluminum siding, rustic shingles or plastic panels.
3. Do not use Stucco, EIFS or Dry-vit as a **primary material**. These materials may be acceptable as an **accent** application above the storefront level, based on the design intent of the building.
4. Do not use glass, metal panels, and concrete as primary building materials on the street facade in the downtown area.
5. Use consistent building materials and detailing on all sides of a structure that are open to public view.

Primary Material: the dominant exterior building material, typically comprising 75% to 90% of each exterior building face excluding windows and doors.

Accent Material: utilized to provide architectural interest and variety on a building. Accent materials will typically comprise 10% to 25% of each building face excluding windows and doors, depending on architectural style and context.



Image 8: **DISCOURAGED** use of color (bright, conflicting hues) in a downtown setting



Image 9: A complementary mix of masonry and wood materials