

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## Plan Commission/Zoning Board of Appeals Tuesday, February 6, 2024 - 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 January 3, 2024 Plan Commission/Zoning Board of Appeals Meeting Minutes**
6. **Public Hearing of Case PC 24-02 – 803 Industrial Drive – Special Use Permit**  
American Innovative Staffing, Inc. requests approval of a Special Use Permit at 803 Industrial Drive to operate an employment staffing agency with temporary employees reporting to the agency.
7. **Review and Recommendation of Case PC 24-02 – 803 Industrial Drive – Special Use Permit**
8. **Public Hearing of Case PC 24-03 – Zoning Text Amendments**  
Proposed Zoning Text Amendments to Sections 4.1 (Construction of Terms); Section 13.1-13 (Off-Street Parking and Loading – Location of Parking); and Section 7.13(C) of Appendix A (the Zoning Code), of the Code of Ordinances of the City of West Chicago.
9. **Review and Recommendation of Case PC 24-03 – Zoning Text Amendments**
10. **Petition Updates/Staff Report**
11. **Adjournment** – Next Meeting Tuesday, March 5, 2024

The Rules of Procedure for the Plan Commission/Zoning Board of Appeals can be found on the City's website at <https://westchicago.org/community-development/>

cc: Plan Commission Members      School Districts #25, #33, #94, #303, #46  
Mayor      West Chicago Fire Protection District  
City Council      West Chicago Park District  
M. Guttman      West Chicago Public Library District  
T. Dabareiner      DuPage County Building & Zoning  
M. Patel      Warrenville Plan Commission  
J. Sterrett      News Media

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Ruben Pineda  
MAYOR  
Nancy M. Smith  
CITY CLERK

Michael L. Guttman  
CITY ADMINISTRATOR

**Draft**  
**PLAN COMMISSION/ZONING BOARD OF APPEALS**  
**January 3, 2024 7:00 P.M.**

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

Chairperson Laimins called the meeting to order at 7:14 p.m. Roll call found Chairperson Laimins, and Commissioners Billingsley, Banasiak, and Kasprak present. Commissioners Henkin and Slattery were absent. With four members present, a quorum was established.

Staff in attendance included City Planner John Sterrett.

**2. Pledge of Allegiance**

Chairperson Laimins led the Commission in the Pledge of Allegiance.

**3. Chairperson's Comments**

None.

**4. Public Comment**

None.

**5. Approval of draft meeting minutes from November 7, 2023**

Commissioner Billingsley made a motion, seconded by Commissioner Kasprak, to approve the draft meeting minutes of the November 7, 2023 Plan Commission meeting. With a voice vote of 3 ayes and 1 abstention the motion carried.

**6. Public Hearing of Case PC 24-01 – Zoning Text Amendments**

Commissioner Banasiak 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 staff 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 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 observation 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.

Staff recommended that the Plan Commission pass a motion recommending approval of the proposed zoning text amendments.

With all members of the public having had the opportunity to speak, and with all Plan Commissioners having the opportunity to question staff, Commissioner Billingsley made a motion, seconded by Commissioner Kasprak, 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 24-01 – Zoning Text Amendments**

The Plan Commission deliberated the proposed Zoning Text Amendments. After a brief discussion, Commissioner Banasiak made a motion, seconded by Commissioner Billingsley, to recommend approval of the proposed Zoning Text Amendments.

A roll call vote found Commissioners Banasiak, Billingsley, Kasprak, and Chairperson Laimins voting "aye" and no one voting "no". With a roll call vote of four (4) "aye" and zero (0) "no", the motion carried.

## **8. Petition Updates/Staff Report**

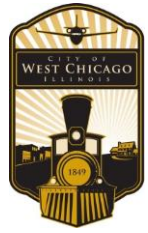
Mr. Sterrett provided a brief update on upcoming projects and previously approved projects.

## **9. Adjournment**

With no further business to discuss, Commissioner Billingsley made a motion, seconded by Commissioner Kasprak to adjourn the meeting. With a voice vote of all ayes, the motion carried and the Plan Commission, at 7:29 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**  
**February 6, 2024**



**Case:** PC 24-02

**Petitioner:** American Innovative Staffing, Inc. represented by Ismael Carcamo

**Owner:** Kwaljeet Chawla & Associates, Inc. d/b/a Hawthorne Industrial c/o Key Investment & Management, Inc.

**Location:** 803 Industrial Drive

**Zoning:** M Manufacturing District

**Existing Use:** Manufacturing

**Comp Plan:** Industrial

**Requests:** A Special Use Permit to allow an employment staffing agency with temporary employees reporting to the agency to obtain a job order or to collect compensation in accordance with Sections 5.5 and 11.2-4 (L) of the Zoning Code.

**Summary:** The proposal meets the standards for a Special Use Permit 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 2 of this report and pass a motion recommending **APPROVAL** of the proposed Special Use Permit, subject to the following conditions:

1. No occupancy shall occur until such time that a Certificate of Occupancy has been issued by the City.
2. Operations shall not commence until such time that a business license for an employment staffing agency has been approved.

**Public Notice.**

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

**Adjacent Property Zoning and Land Use Information**

<i>Location</i>	<i>Adjacent Zoning</i>	<i>Adjacent Land Use</i>	<i>Comprehensive Plan</i>
North	M Manufacturing	Multi-Tenant Industrial	Industrial
South	M Manufacturing	Manufacturing	Industrial
East	M Manufacturing	Stormwater Management	Industrial
West	M Manufacturing	Multi-Tenant Industrial	Industrial

**Existing Conditions.**

The subject tenant space is located within a 17,100 square foot multi-tenant building. The subject tenant space is 2,500 square feet with a 2,170 square foot warehouse currently being used for storage of inventory for the petitioner's retail furniture store located off-site. A 260 square foot office space is located at the front entrance to the building. The tenant space is served with eight parking stalls. The property is located on the east side of Industrial Drive approximately, 800 feet south of Hawthorne Lane in the M Manufacturing District.

## **SPECIAL USE PERMIT ANALYSIS**

### **Proposal.**

The petitioner is proposing to use the 260 square foot office for an employment staffing agency. Two administrative employees will work within the office. The office will have hours of 10:00 a.m. to 6:30 p.m. Monday through Friday. The petitioner has indicated in the special use permit application they will serve no more than ten individuals at the location. The tenant space is served with eight parking stalls which satisfies the parking requirements for the size of the subject tenant space and the proposed use.

### **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:

**(A) 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*\*\*\***

The proposed use is best suited in the Manufacturing District and the property is conveniently located near a common intersection of Hawthorne Boulevard and Industrial Drive. Staff is of the opinion the petitioner has satisfied this finding.

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

The proposed use will occur within an existing office space with minimal activity other than temporary staff occasionally reporting to the site for job placement and to receive compensation. The existing parking provided for the tenant space satisfies the requirements for the space and proposed use. Staff is of the opinion the petitioner has satisfied this finding.

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

The petitioner is not proposing any site improvements nor changes to the exterior of the building. All operations will occur within the office space. The proposed use will have no greater of an impact on the surrounding area than existing tenants within the building and nearby buildings. Staff is of the opinion the petitioner has satisfied this finding.

**(D) 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 an employment agency with temporary staff reporting to the agency is listed as a special use in the M Manufacturing District, per Section 11.2-4 (L) of the West Chicago Zoning Code. Staff is of the opinion the petitioner has satisfied this finding.

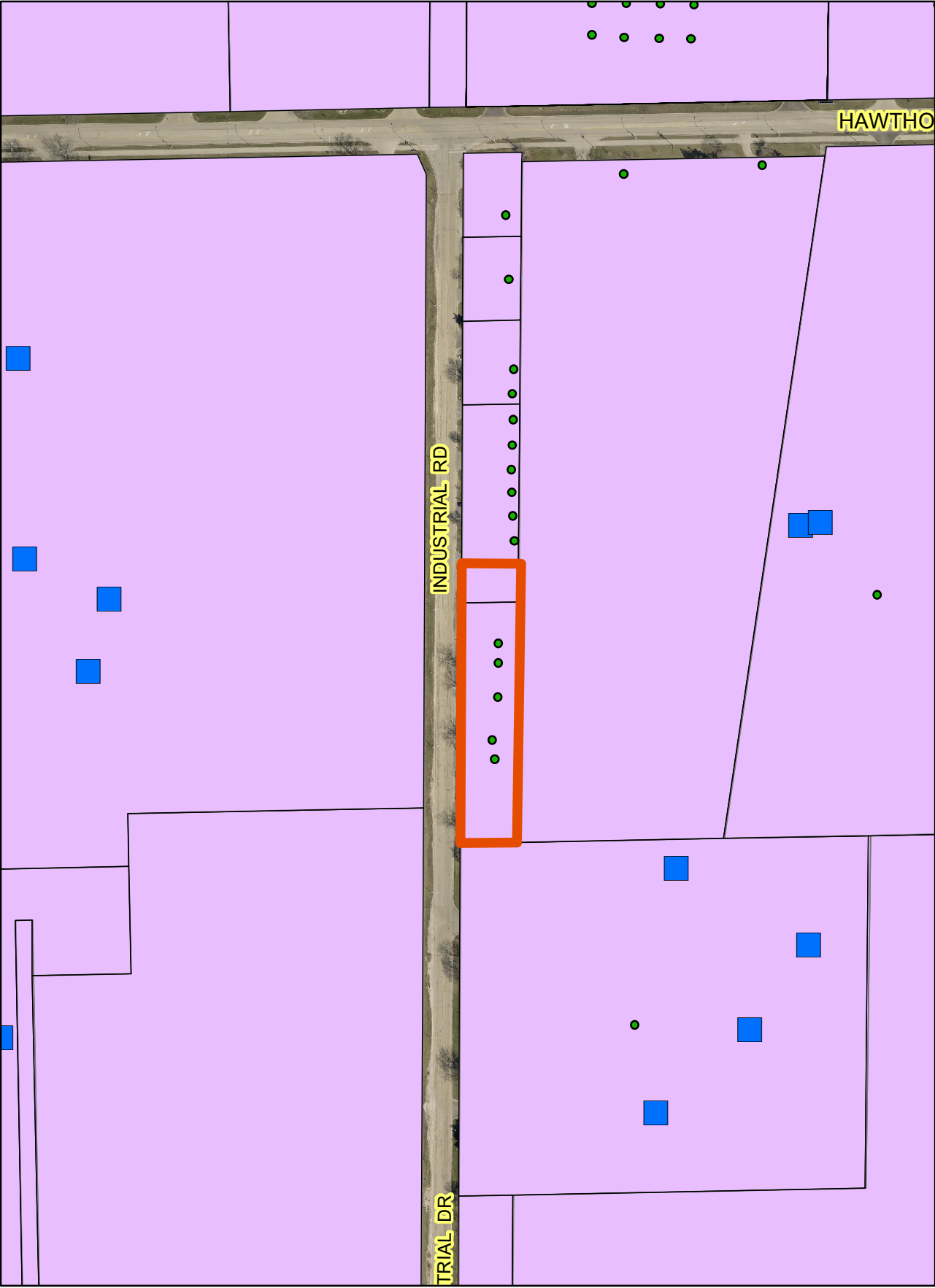
### **Exhibits.**

- Exhibit A – Location Map
- Exhibit B – Zoning Map
- Exhibit C – Aerial Photo
- Exhibit D – Plat of Survey





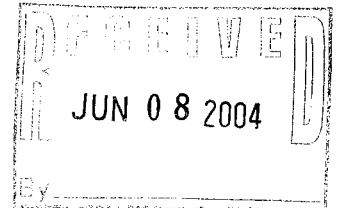
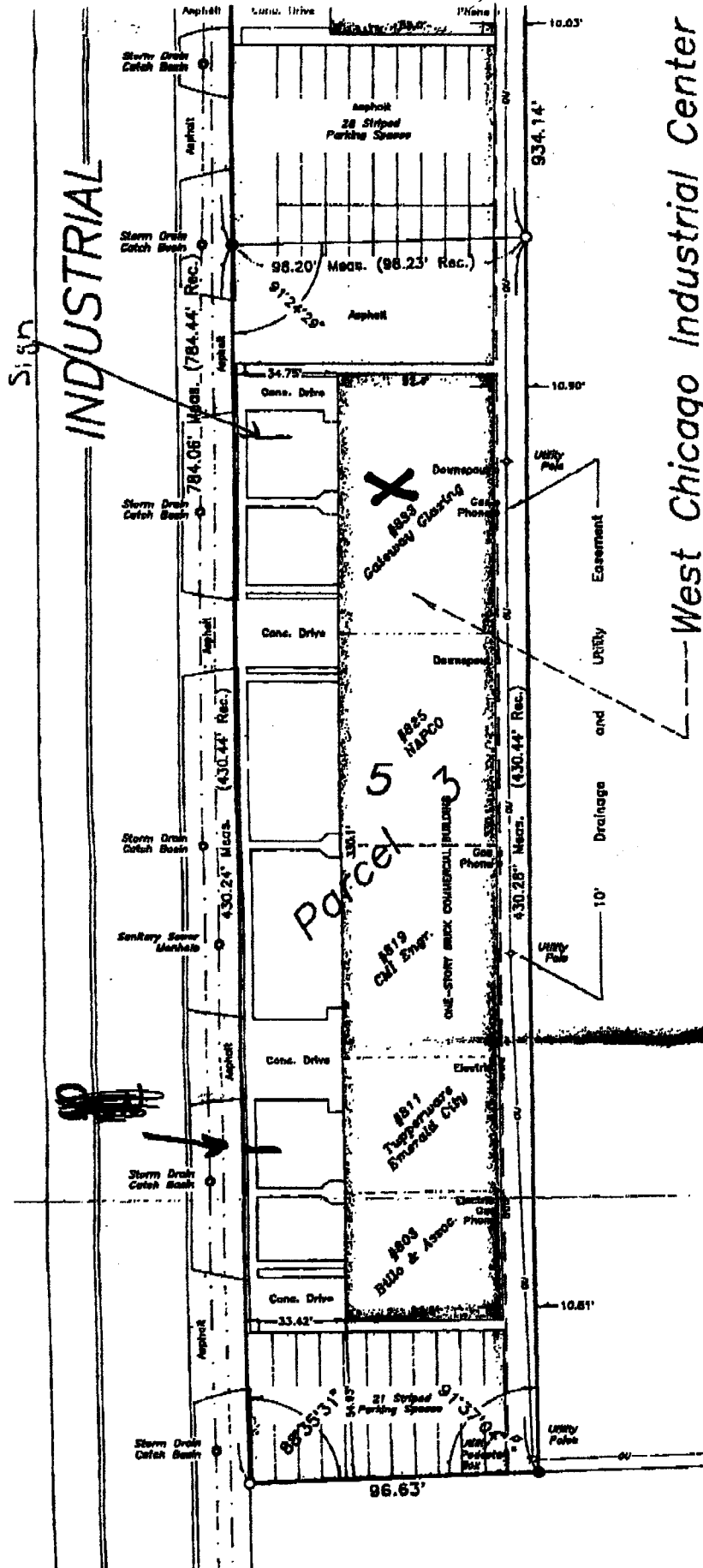




INDUSTRIAL P







**City of West Chicago**  
**Community Development Department**  
**Report to the Plan Commission/Zoning Board of Appeals**  
**February 6, 2024**



**Case:** PC 24-03  
**Petitioner:** City of West Chicago  
**Request:** Proposed Zoning Text Amendments to Sections 4.1 (Construction of Terms); Section 13.1-13 (Off-Street Parking and Loading – Location of Parking); and Section 7.13(C) of Appendix A (the Zoning Code), of the Code of Ordinances of the City of West Chicago.  
**Summary:** The purpose of the Zoning Text Amendments is to include electric vehicle charging stations as part of the definition for Motor Vehicle Service Stations (gas stations) and to allow electric vehicle charging stations as an accessory use for off-street parking. The proposed zoning text amendment would also modify the type of building materials that may be used for commercial and multi-family buildings.

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

**Background.**

Staff has drafted an Amendment to the Zoning Code that will define and allow Electric Vehicle (EV) Charging Stations to be installed as an accessory use in all zoning districts and will include the use of EV charging stations as part of motor vehicle service stations. There has been an increased interest to install EV charging stations by existing gas stations, commercial centers, and homeowners to accommodate the rise in the use of EVs. Staff is proposing to allow the installation and use of Levels 1, 2, and 3 EV Charging Stations in all business and manufacturing districts as an accessory use and to allow levels 1 and 2 EV Charging Stations in all residential districts. Staff has attached a fact sheet describing the differences between these three various charging levels. A property to be used primarily for charging EVs would be considered a motor vehicle service station, which requires approval of a special use in the B-2 General Business and B-3 Regional Shopping districts.

This proposed Text Amendment is in keeping with the vision adopted by the Plan Commission within the Comprehensive Plan which is to “always demonstrate an unwavering commitment to green space and the environment.” Furthermore, one of the focused goals of the Comprehensive Plan is to provide green transportation options such as those with zero emissions.

Staff has also drafted an amendment to the Zoning Code that allows greater flexibility in the type of materials permitted to be used in construction and renovation projects in commercial and multi-family buildings. The City’s Design Standards located in Section 7.13 of the Zoning Code permits only brick and stone to be used for commercial structures and requires that multi-family buildings contain at least 90% brick and 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.

The Development Committee discussed this topic at their November 2023 and January 2024 meetings and directed staff to research the design standards of other communities, including the City of St. Charles and the City of Naperville. Both communities allow more flexibility in choices for building materials, including textured concrete masonry units (CMU), stucco, cedar wood and fiber cement siding, commonly

known as Hardie-board. Based on these findings, the Development Committee directed staff to prepare a zoning text amendment that would allow other primary materials other than brick and stone on commercial and multi-family structures, including fiber cement siding, textured CMU, and stucco.

This proposed Text Amendment is consistent with the Comprehensive Plan's implementation strategy to review existing design guidelines for commercial and residential development and update as needed.

**Public Notice.**

A notice of public hearing for the proposed Zoning Text Amendment was published in the January 22, 2024 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](mailto:jsterrett@westchicago.org).



## Amendment to Section 4.1 – Construction of Terms.

**Electric vehicle:** A battery-powered vehicle operated solely by electricity or a plug-in hybrid vehicle that operates on electricity and gasoline and has a battery that can be recharged from an external source.

**Electric vehicle charging station:** Stationary infrastructure and all its components, including charging cables, that provides electric energy for the recharging of an Electric Vehicle. A level 1 charging station has a voltage of 120 V AC with typical power output of 1 kilowatt. A level 2 charging station has a voltage of 208-240 V AC with typical power output of 7 kilowatts to 19 kilowatts. A level 3 charging station has a voltage of 400 V – 1000 V DC with a typical power output of 50-350 kilowatts.

*Motor vehicle service station:* Any building or portion thereof, used for dispensing or sale of motor vehicle fuels, lubricating oil or grease, tires, batteries, ~~or~~ minor motor vehicle accessories, **or offering for sale the use of Electric Vehicle Charging Stations.** Services offered may include the installation of tires, car washing, batteries and minor accessories, minor motor vehicle repairs, and greasing of individual motor vehicles. All work must be done in an enclosed building. Motor vehicle service stations may also include as accessory uses, convenience stores and/or restaurant facilities.

## Amendment to Section 13.1-13 – Location of Parking

All off-street parking shall be located in conformance with the following requirements:

(A) *Residential districts.*

**(18) Electric Vehicle Charging Stations, including levels 1 and 2 only, shall be permitted in all residential districts when accessory to the principal use, subject to receiving approval of all necessary building and electrical permits.**

(B) *Business and manufacturing districts.*

**(5) Electric Vehicle Charging Stations, including levels 1, 2, and 3, are permitted in all business and manufacturing districts when accessory to the principal use, subject to the following conditions:**

**a. All necessary building and electrical permits shall be obtained prior to the installation of any charging stations.**

**b. Parking stalls containing an electric vehicle charging station may be included in the calculation for minimum parking spaces required unless such parking stall is identified as being available exclusively for electric vehicles.**

**c. Electric vehicle charging stations shall contain a retraction device or a place to hang permanent cords and connectors so cords are a sufficient and safe distance above the ground or pavement surface. Equipment shall be mounted on pedestals, and located so they do not impede pedestrian**

travel or create trip hazards. Equipment shall not interfere with accessibility requirements of the Illinois Accessibility Code.

d. EV charging stations shall not contain off-premise signage.

## **Amendment to Section 7.13 Design standards and review**

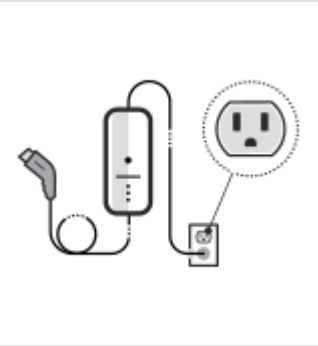

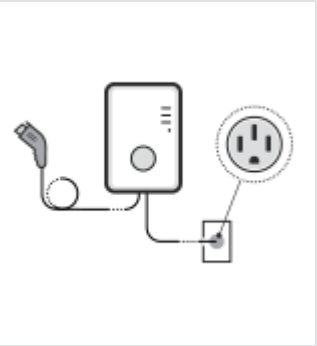

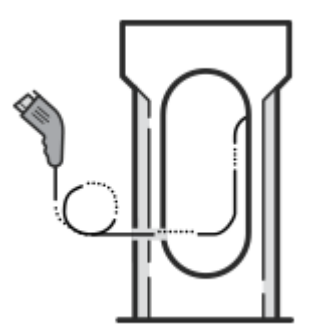

### **(C) *Building and structure design.***

- (1) Buildings and structures shall enhance the established neighborhood character and any adjacent residential and/or commercial property.
- (2) Building materials shall be selected for suitability to the type of buildings and the design in which they are used. Buildings shall use the same materials, or those that are architecturally harmonious, for all building walls and other exterior building components.
- (3) Building materials shall be of durable quality. Inappropriate materials or building methods, and those which will produce inconsistency with the structure and architecture of the building, shall be avoided.
- (4) ~~Brick or stone shall be used for all sides of new commercial structures. Brick shall, at a minimum, extend from ground level to tops of windows, with minor accents allowed in place of brick, subject to meeting building codes. No mansard roofs shall be permitted.~~

The primary building material used in all commercial and multi-family residential structures shall be brick, stone, stucco, textured concrete masonry units (CMU), or fiber-cement siding. Other materials not listed may be used as minor accents. All materials used shall be compatible as a group with the surrounding structures.

- (5) ~~All multi-family residential dwelling units shall contain face brick or stone on not less than ninety (90) percent of exterior walls. All materials used shall be compatible as a group with the surrounding structures.~~ The design of multi-family dwelling units shall include vertical relief and architectural features to enhance appearance.

## EV Charger Fast Facts

Charging Options	Level 1 (120 Volt)	Level 2 (240 Volt)	Direct-Current (DC) Fast Charging
What does the charge port on the vehicle look like?	 <p>J1772</p>  <p>Tesla Combo</p>	 <p>J1772</p>  <p>Tesla Combo</p>	 <p>CCS CHAdeMO</p>  <p>Tesla Combo</p>
How fast do they charge?	About 5 miles per 1 hour of charging*	About 25 miles per 1 hour of charging*	~100 – 300+ miles per 30 minutes of charging†
Where can I find them?	<ul style="list-style-type: none"> <li>• In your house/garage</li> <li>• Possibly at your apartment/condo and workplace</li> <li>• May not need to install anything; some automakers provide charger cords with vehicle purchase</li> </ul>	<ul style="list-style-type: none"> <li>• In your house/garage (You will need additional equipment)</li> <li>• Possibly at your apartment/condo and workplace</li> <li>• At public charging stations</li> </ul>	<ul style="list-style-type: none"> <li>• At public charging stations</li> <li>• In many cities and along highway routes across the country</li> </ul>