

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## DEVELOPMENT COMMITTEE

**Monday, February 12, 2024**  
**6:00 P.M. - Council Chambers**

### AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes  
A. January 8, 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 a Zoning Text Amendment to Appendix A, Articles IV (Definitions) and XIII (Sec. 13.1-13(A)(18) and (B)(5)), allowing certain kinds of private-use Electric Vehicle Charging Stations in all districts, but as a special use in the B-2 and B-3 districts for the larger public-use stations and at motor vehicle service stations.

B. **803 Industrial Drive** – American Innovative Staffing, Inc., seeks a Special Use Permit to operate an employment staffing agency for temporary employees to obtain job orders and collect compensation at 803 Industrial Drive. The company would use 260 square feet of the existing 17,100 square-foot multi-tenant building, which is located in the M-Manufacturing District.

5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
9. Adjournment – Next Meeting March 11, 2024

Draft

**MINUTES**  
**DEVELOPMENT COMMITTEE**

**January 8, 2024 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 Chassee, Christine Dettman, Jayme Sheahan, Rebecca Stout and Chris Swiatek present. Alderman Stout announced a quorum.

Also in attendance was Community Development Director, Tom Dabareiner.

**2. Approval of Minutes.**

**A. November 13, 2023.**

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

**3. Public Participation. None.**

**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.

Concerns were raised about the text amendment that requires developers to use both English and Spanish for public hearing signs. The members agreed that Staff should encourage developers to use both English and Spanish instead.

**Alderman Sheahan moved to approve the Item A text amendment regarding “storage and distribution of flammable liquids, fats or oils” and Alderman Birch Ferguson seconded the motion. Voting Aye: Aldermen Birch Ferguson, Chassee, Dettman, Sheahan, Stout and Swiatek.**

**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.

The members voiced support for Staff’s research of other communities’ design standards. Discussion followed about the need to impose regular intervals for review. Instead, however, Staff was directed to use their judgement on materials or to bring any relevant market and/or product changes to the Committee for further review in the future.

**6. Unfinished Business. None.**

**7. New Business. None.**

**8. Reports from Staff. None.**

**9. Adjournment.**

**Alderman Birch Ferguson moved to adjourn the meeting at 6:15 p.m. and Alderman Chassee seconded the motion. Voting Aye: Aldermen Birch Ferguson, Chassee, Dettman, Sheahan, Stout and Swiatek.**

Respectfully submitted,

Jane Burke

## CITY OF WEST CHICAGO

### DEVELOPMENT COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Zoning Text Amendment  
Electric Vehicle Charging Stations

Ordinance No. 24-O-0005

**AGENDA ITEM NUMBER:** 4. A.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** Feb. 12, 2024

**COUNCIL AGENDA DATE:** \_\_\_\_\_

**STAFF REVIEW:** Tom Dabareiner, AICP

**SIGNATURE**  \_\_\_\_\_

**APPROVED BY CITY ADMINISTRATOR:** Michael  
Guttman

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

Staff drafted an Amendment to the Zoning Code to define and allow Electric Vehicle (EV) Charging Stations as an accessory use in all zoning districts and will include the use of EV charging stations as part of motor vehicle service stations. The Amendment will allow Levels 1, 2, and 3 EV Charging Stations in all business and manufacturing districts as an accessory use and will 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 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.

At their February 6<sup>th</sup> meeting, members of the Plan Commission voted unanimously (6-0, with one absent) in support of the Zoning Text Amendment.

**ACTION PROPOSED:**

Discuss and recommend approval of the Zoning Text Amendment related to EV Charging Stations.

**COMMITTEE RECOMMENDATION:**

Attachments: EV Charging Station Fact Sheet  
Draft Ordinance  
PC Report

## ORDINANCE NO. 24-O-0005

### AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST CHICAGO – APPENDIX A ARTICLES IV AND XIII OF THE ZONING CODE RELATING TO ELECTRIC VEHICLE CHARGING STATIONS

WHEREAS, the City of West Chicago periodically reviews the text of the Zoning Code for consistency with current trends in development and land use; and

WHEREAS, there has been an increased interest by business and residents to install Electric Vehicle Charging Stations within gas stations, commercial centers, and residential areas to accommodate the rise in the use of Electric Vehicles; and

WHEREAS, the adopted Vision Statement within the City's Comprehensive Plan includes always demonstrating an unwavering commitment to green space and the environment; and

WHEREAS, a focused goal within the City's Comprehensive Plan is to provide green transportation options such as those with zero emissions; and

WHEREAS, the City Council believes it is in the best interest of the City to amend the Zoning Code to allow the installation and use of electric vehicle charging stations in all zoning districts as an accessory use; and

WHEREAS, Notice of Public Hearing on said zoning text amendment was published in the Daily Herald on or about February 22, 2024, 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 February 6, 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-0003, 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 4.1 – Construction of Terms, of Article IV, Appendix A, of the Code of Ordinances of the City of West Chicago be amended to add the following definitions and amend an existing definition:

**"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.”

Section 2. That Section 13.1-13 (A) – Off-Street Parking and Loading – Location of Parking – Residential Districts, of Article XIII, Appendix A, of the Code of Ordinances of the City of West Chicago be amended to add the following text:

**“(18) Electric Vehicle Charging Stations, including levels 1 and 2 only, shall be permitted in all residential districts when accessory to the principal use.”**

Section 3. That Section 13.1-13 (B) – Off-Street Parking and Loading – Location of Parking – Business and Manufacturing Districts, of Article XIII, Appendix A, of the Code of Ordinances of the City of West Chicago be amended to add the following text:

**“(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. 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.**
- b. 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.**
- c. Electric vehicle charging stations shall not contain off-premise signage.”**

Section 4. 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 5. 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-0003

TO: The Honorable Mayor and City Council

SUBJECT: PC 24-03  
Proposed Zoning Text Amendment to Sections 4.1 (Construction of Terms) and Section 13.1-13 (Off-Street Parking and Loading – Location of Parking) of Appendix A (the Zoning Code), of the Code of Ordinances of the City of West Chicago.

DATE: February 6, 2024

DECISION: The motion to recommend approval of the proposed amendment was approved by a vote of six (6) “yes” and zero (0) “no”.

#### RECOMMENDATION:

After a review of the proposed Zoning Text Amendment as presented, the Plan Commission/Zoning Board of Appeals finds that the proposed Amendment does 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 Amendment is in keeping with the purpose of the Zoning Code and the Comprehensive Plan. The Plan Commission is of the opinion that the proposed amendments 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:

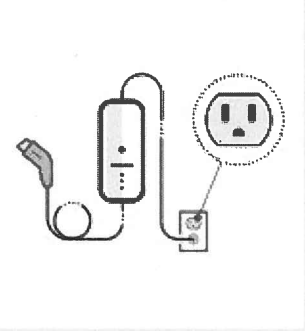


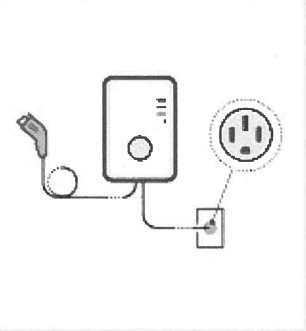


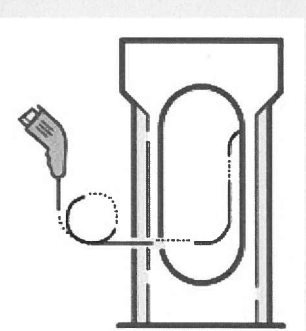



For  
Laimins  
Billingsley  
Banasiak  
Kasprak  
Slattery  
Terrazas

Against

Abstain

Absent  
Henkin

## 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</p>  <p>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>

## CITY OF WEST CHICAGO

### DEVELOPMENT COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

American Innovative Staffing, Inc.  
803 Industrial Drive  
Special Use Permit

Ordinance No. 24-O-0004

**AGENDA ITEM NUMBER:** 4.B.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** Feb. 12, 2024

**COUNCIL AGENDA DATE:** \_\_\_\_\_

**STAFF REVIEW:** Tom Dabareiner, AICP

**SIGNATURE** 

**APPROVED BY CITY ADMINISTRATOR:** Michael  
Guttman

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

Ismael Carcamo of American Innovative Staffing, Inc. has petitioned for approval of a Special Use Permit to operate an employment staffing agency with temporary employees reporting to the agency to obtain a job order or to collect compensation at 803 Industrial Drive. The subject property contains a 17,100 square foot multi-tenant industrial building located on the east side of Industrial Drive, approximately 800 feet south of Hawthorne Lane, in the M Manufacturing District.

The petitioner is proposing to use a 260 square foot office within the subject tenant space 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.

At their February 6<sup>th</sup> meeting, members of the Plan Commission voted unanimously (6-0, with one absent) in support of the Special Use Permit.

**ACTION PROPOSED:**

Discuss and recommend approval of the requested Special Use Permit for 803 Industrial Drive.

**COMMITTEE RECOMMENDATION:**

Attachments: Draft Ordinance  
PC Report

## **ORDINANCE NO. 24-O-0004**

### **AN ORDINANCE APPROVING A SPECIAL USE FOR AN EMPLOYMENT STAFFING AGENCY 803 INDUSTRIAL DRIVE**

WHEREAS, on or about December 20, 2023, American Innovative Staffing, Inc. (the “APPLICANT”), filed an application for a special use permit an Employment Staffing Agency with temporary employees reporting to the agency to obtain a job order or to collect compensation for the property located at 803 Industrial Drive and legally described on Exhibit “A”, which is attached hereto and incorporated herein as the “SUBJECT REALTY”; and,

WHEREAS, Notice of Public Hearing on said special use application was published in the Daily Herald on January 22, 2024, 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, commencing on February 6, 2024, pursuant to said Notice; and,

WHEREAS, at the Public Hearing, the APPLICANT provided testimony in support of his application, and 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 for the special use which contains specific findings of fact, pursuant to Recommendation No. 2024-RC-0002, a copy of which is attached hereto as Exhibit “B” which is, by this reference, incorporated herein.

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

Section 1. A special use for an Employment Staffing Agency with temporary employees reporting to the agency to obtain a job order or to collect compensation in conformance with Section 5.5 and Section 11.2-4(L) of the Zoning Ordinance is hereby granted for the SUBJECT REALTY, subject to compliance with 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.

Section 2. That all ordinances and resolutions, or parts thereof, shall, to the extent not expressly modified by the terms and conditions of this Ordinance, remain in full force and effect as therein provided.

Section 3. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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 \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
Executive Office Manager Valeria Perez

PUBLISHED: \_\_\_\_\_

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

LOT 5 IN WEST CHICAGO INDUSTRIAL CENTER UNIT 5, BEING A SUBDIVISION IN THE NORTHWEST FRACTIONAL QUARTER OF SECTION 5, TOWNSHIP 39 NORTH, RANGE 9, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 6, 1971 AS DOCUMENT R1971-062454, IN DUPAGE COUNTY, ILLINOIS.

PIN 04-05-101-005

## EXHIBIT “B”

RECOMMENDATION NO. 2024-RC-0002

TO: The Honorable Mayor and City Council

SUBJECT: PC 24-02

Special use for an employment staffing agency with temporary employees reporting to the agency to obtain a job order or to collect compensation.

American Innovative Staffing, Inc.

803 Industrial Drive

DATE: February 6, 2024

DECISION: The Plan Commission/Zoning Board unanimously recommended approval of the special use for employment staffing agency with temporary employees reporting to the agency to obtain a job order or to collect compensation for the SUBJECT REALTY by a (6-0) vote.

### RECOMMENDATION

After review of the requested special use for an employment staffing agency with temporary employees reporting to the agency to obtain a job order or to collect compensation for the SUBJECT REALTY, the Plan Commission/Zoning Board of Appeals (PC/ZBA) recommended approval based on the following findings of fact.

**(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.

Respectfully submitted,

Barbara Laimins  
Chairperson

**VOTE:**

For  
Laimins  
Kasprak  
Billingsley  
Banasiak  
Slattery  
Terrazas

Against

Abstain

Absent  
Henkin