



MINUTES OF THE REGULAR MEETING OF THE PLAN COMMISSION, VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS

October 20, 2022

The meeting of the Plan Commission, Village of Tinley Park, Illinois, was held in the Council Chambers located in the Village Hall of Tinley Park, 16250 Oak Park Avenue, Tinley Park, IL on October 20, 2022.

CALL TO ORDER – ACTING CHAIRMAN SHAW called to order the Regular Meeting of the Plan Commission for October 20, 2022 at 7:00 p.m.

Lori Kosmatka, Associate Planner called the roll.

Present and responding to roll call were the following:

Chairman Garrett Gray
James Gaskill
Angela Gatto
Ken Shaw
Brian Tibbetts

Absent Plan Commissioners: Terry Hamilton
Eduardo Mani
Andrae Marak
Kurt Truxal

Village Officials and Staff: Lori Kosmatka, Associate Planner
Jarell Blakey, Management Analyst

Petitioners: Melissa Christensen, Brady-Gill Funeral Home &
Cremation Services
Carey Buxbaum, Architect, CB Design
Representative for Scott Scheiner, DesignTek

Members of the Public: None

COMMUNICATIONS- Lori informed the commission that the meeting would only be recorded with audio due to the lack of a videographer being available.

APPROVAL OF THE MINUTES - Minutes of the October 20, 2022 Regular Meeting of the Plan Commission were presented for approval. A motion was made by COMMISSIONER SHAW, seconded by COMMISSIONER GASKILL to approve the October 20, 2022 minutes as presented. CHAIRMAN GRAY asked for a voice vote; all were in favor. He declared the motion carried.

TO: VILLAGE OF TINLEY PARK PRESIDENT AND BOARD OF TRUSTEES

FROM: VILLAGE OF TINLEY PARK PLAN COMMISSION

SUBJECT: MINUTES OF THE OCTOBER 20, 2022 REGULAR MEETING

ITEM #1: WORKSHOP – BRADY GILL FUNERAL HOME ADDITION, 16600 OAK PARK AVENUE – SPECIAL USE FOR A DWELLING ABOVE A PRINCIPAL USE AND SITE PLAN/ARCHITECTURAL APPROVAL

Present Plan Commissioners: Chairman Garrett Gray
James Gaskill
Angela Gatto
Ken Shaw
Brian Tibbetts

Absent Plan Commissioners: Terry Hamilton
Andrae Marak
Eduardo Mani
Kurt Truxal

Village Officials and Staff: Lori Kosmatka, Associate Planner
Jarell Blakey, Management Analyst

Petitioners: Melissa Christensen, Brady-Gill Funeral Home &
Cremation Services
Carey Buxbaum, Architect, CB Design
Representative for Scott Scheiner, DesignTek

Members of the Public: None

CHAIRMAN GRAY introduced Item #1 and informed that the meeting is a workshop meeting then invited staff to start with the presentation of this item.

Lori Kosmatka, Associate Planner presented the Staff Report

CHAIRMAN GRAY asked the Petitioner if they wanted to add anything.

Petitioner Melissa Christensen stated they had nothing to add.

CHAIRMAN GRAY then asked the Plan Commissioners if they had anything to add.

COMMISSIONER GASKILL noted he had no comments to make.

COMMISSIONER TIBBETTS commented that he thinks it is a well-laid out plan.

COMMISSIONER GATTO asked if there was a picture of different materials, including the brick.

Lori Kosmatka, Associate Planner showed the elevations. She noted there are entryways identified with a decorative peak. The Petitioner's original proposal had the entire entryway as EIFS material, but now there is brick in the middle.

The Petitioner's architect stated the reason for originally wanting EIFS between the windows and the door is that it appears to be more delicate. He feels the brick looks more massive for the entry.

COMMISSIONER GATTO noted she understood. She stated it (current proposal) looks great. She had no further questions.

COMMISSIONER SHAW noted that he is in favor of the addition due to the fact it increases density and offers business benefits. He asked if the new apartment is designed to accommodate outside tenancy.

Petitioner Melissa Christensen noted that it is not intended to be used that way. However, there is access that can be revoked.

COMMISSIONER SHAW commented that he wanted to ensure that in the event that the use changed it would be accommodating.

The Petitioner's architect stated that the existing garage houses the sprinkler system, water tanks, and flowers. Continues to note that due to this use there has been no space to house the funeral cars prompting the need for a new garage.

COMMISSIONER SHAW asked if they decide to convert the storage space to garage use, would it require a code change.

The Petitioner's architect stated that would be impractical due to the items in that storage area needing to be housed somewhere.

CHAIRMAN GRAY noted that he likes the proposed design and thinks that it will function well. Goes on to state that he has no noted concerns with the design. Then asks about the new ground mechanical unit shown on the plans.

The Petitioner's architect clarified that is the air conditioning unit and that it is shown on the floorplan.

COMMISSIONER SHAW asks it is located in the courtyard.

The Petitioner's architect stated no, it is housed by the storage unit

CHAIRMAN GRAY notes that he agrees with the code requirement for the landscape island to attempt to alleviate traffic concerns.

The Petitioner's architect noted that he has complied by placing smaller trees and bushes on the

island to not obstruct any viewpoints.

CHAIRMAN GRAY noted that he likes the EIFS breaking up the brick and the parking is not an issue. Then agrees with staff that the WMO permit from MWRD should be a requirement for approval.

CHAIRMAN GRAY asked if the proposed brick will match the existing building.

The Petitioner's architect noted that the proposed addition should match. However, the existing building has weathered over the years so it will take a few years for the building to match. Continues to note that they are changing the shingles on the roof so it will add more continuity to the addition.

COMMISSIONER SHAW asked what are the proposed security measures.

Petitioner Melissa Christensen noted that they are still discussing security systems.

CHAIRMAN GRAY asked if staff has all they need to proceed.

Lori Kosmatka, Associate Planner responds that they do and all open items have been addressed by the commission.

CHAIRMAN GRAY informs the petitioners that there will be a public hearing on this item on November 17th, 2022 at 7pm.

Receive Comments from the Public

- None

Good of the Order

Lori Kosmatka, Associate Planner presents the following:

- Next meeting on November 3rd will be the Citizen Planner Training.
- Staff is currently conducting interviews for another Planner.
- Village Board approved the PUD for the Chipotle project.
- Loyola is moving quickly.
- Holiday Inn Ribbon cutting November 3rd.
- Smoothie King awaiting materials then will be ready to open.
- Starbucks on Harlem is close to opening, but is still without gas.

COMMISSIONER GATTO made a motion to adjourn the Meeting. Second by COMMISSIONER TIBBETTS. CHAIRMAN GRAY requested a roll call vote. Hearing no opposition, he declared the Meeting Adjourned at 7:43pm.

Petitioner

Melissa Christensen,
Brady Gill Funeral Home
& Cremation Services

Property Location

16600 Oak Park Avenue

PIN

28-19-300-053-0000

Zoning

B-3, General Business &
Commercial

Approvals Sought

Special Use Permit
Site Plan Approval

Project Planner

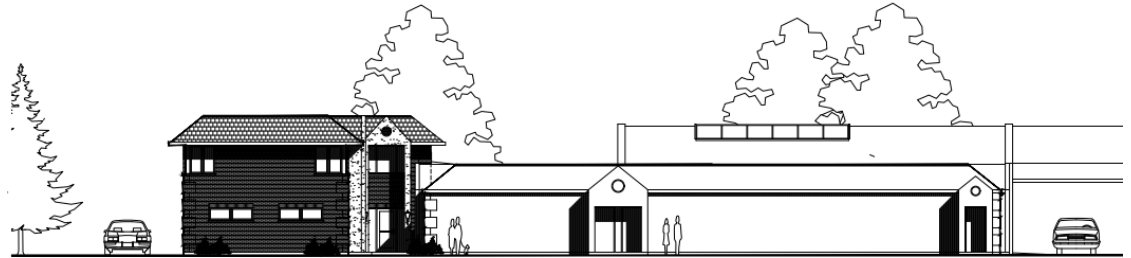
Lori Kosmatka
Associate Planner

PLAN COMMISSION STAFF REPORT

October 20, 2022 - Workshop

Brady Gill Funeral Home Addition

16600 Oak Park Avenue

**EXECUTIVE SUMMARY**

The Petitioner, Melissa Christensen, of Brady Gill Funeral Home & Cremation Services, is proposing a two-story addition with related site changes to the existing Brady Gill Funeral Home at 16600 Oak Park Avenue in the B-3 General Business & Commercial Zoning District. The proposal requires Site Plan Approval and a Special Use Permit for a residential dwelling above the principal use.

The addition's ground floor will have garage space (separately serving the apartment and funeral home) and storage space for the funeral home. The proposed site changes surround the addition, and include additional impervious surface for the new driveway, reconfiguration of the east row of parking to allow for a new curbed, landscaped parking peninsula and restriping of stalls on that row, trash enclosure relocation, and new landscaping and lighting.

EXISTING SITE & HISTORY

The existing funeral home is a freestanding building located on Oak Park Avenue north of 167th Street, and as the Petitioner notes, has been a part of the community since 1988.

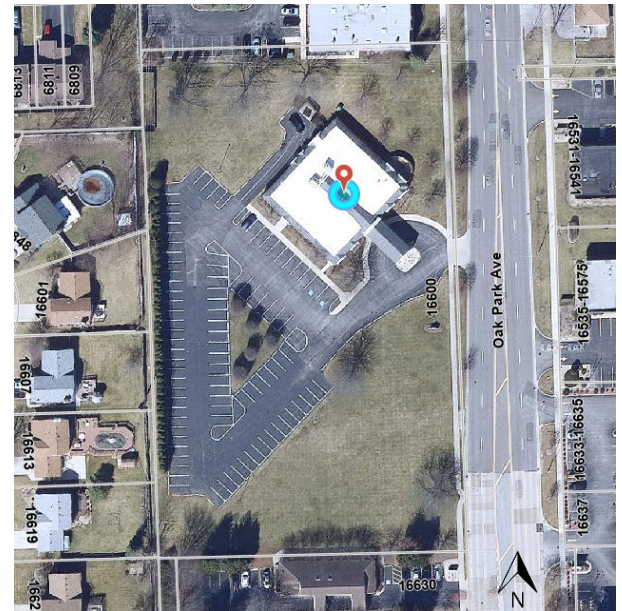
The site is 114,552 sq. ft. as a conventional interior rectangular lot with the existing 8,946 sq. ft. rectangular building (funeral home) toward the north of the site, angled roughly 45 degrees to its frontage on Oak Park Avenue. The vehicle access to the site is along Oak Park Avenue with a circular porte cochere entry at the southeast side of the existing building. It leads to a large, triangular parking lot located at the central and west part of the site, aligning with the west property line and southwest side of the existing building. It also abuts a large portion of undeveloped land located on the southeast area of the site. There is a triangular lawn inside the parking lot. There is also lawn northeast and northwest of the funeral home. The funeral home has an existing garage serving two vehicles/hearses, with a driveway access near the north part of the parking lot.

The existing driveway access is amidst the east row of parking, separated only by striped pavement areas. There are four parking spaces on one side of the driveway access, and 15 on the other side. There are no landscaped parking peninsulas (end islands) on site. The existing trash enclosure is located at the end of the driveway access.

Most of the site's trees are toward the north and east portions of the site. There is also a row of evergreens along the west property line which helps buffer the west row of parking to neighboring homes.



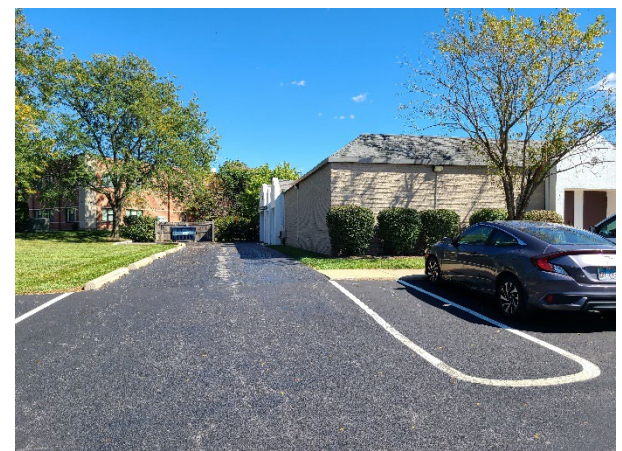
Location Map



Aerial of Site



Recent Google Streetview Imagery Along Oak Park Ave. Frontage



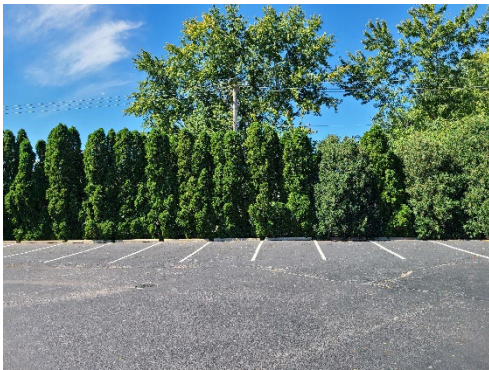
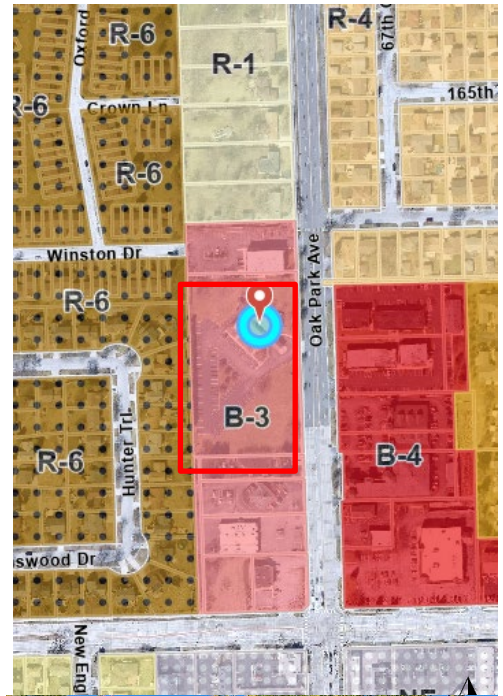
Existing Driveway Access

ZONING & NEARBY LAND USES

The property is in the B-3 General Business & Commercial Zoning District. Properties both to the north and south are also in the B-3 Zoning District. North of the property is the Tinley Park Medical Campus commercial building (a taller two-story building), and south of the property is the Walter Eye Clinic business.

On the west side, there are homes in the R-6 Medium Density Residential Zoning District. Most of these are single family residences abutting the subject property. One property in a single-family attached two-story residential development abuts the corner close to the north end.

Across Oak Park Avenue to the east is the Tinley Park Professional Center which consists of two multi-tenant commercial office businesses and is part of the B-4 Office & Service Business Zoning District.



View to West (Evergreens Screening Residences)



View to Northwest (Residences)



View to North (Commercial)

PROPOSED USE

The Petitioner proposes a two-story addition as well as changes relating to access, landscaping, and lighting. The addition is proposed at the rear/northwest of the existing building. The addition will partially connect to the building, and create a courtyard with two stylized points of entry. There will be four small garage doors and a back pedestrian exterior door to the storage room. The 2,202.14 sq. ft. ground floor will have garage space for four vehicles, mechanical room, and a storage room for the funeral home. The 2,030.07 sq. ft. second floor will have a three-bedroom apartment. The garage space will be divided into two two-car garage areas, serving two vehicles for the apartment and two funeral vehicles.

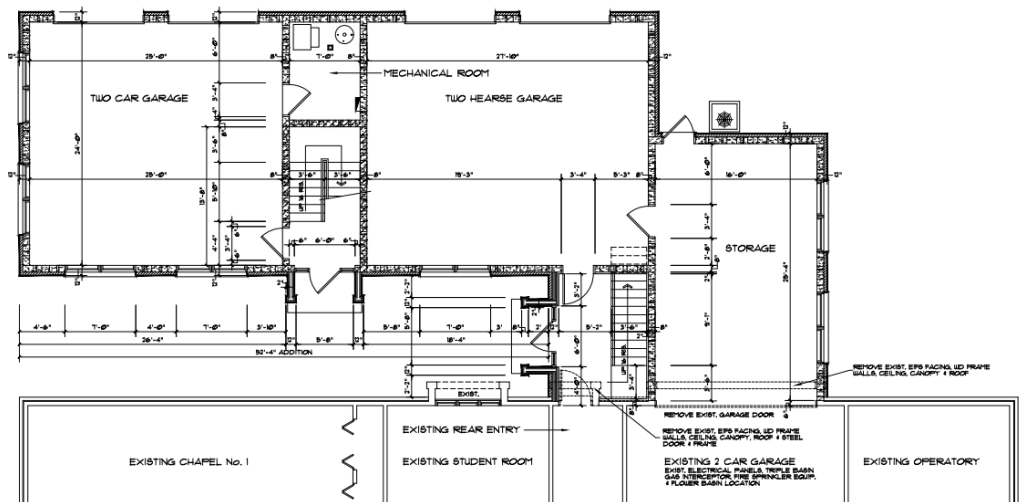
The Petitioner, who is the owner of the funeral home, plans to live in the apartment. The Petitioner believes it is in the best interest for the clientele to be on-site 24 hours a day since she may provide services at all hours of the day and night. The use of the apartment for the owner will provide more convenient and responsive service to the community.

SPECIAL USE FOR APARTMENT

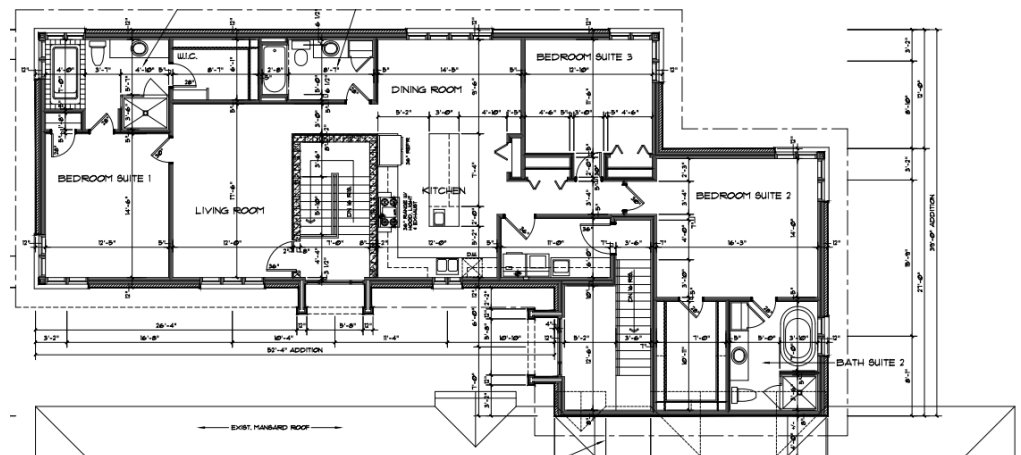
The establishment of a residential unit above or to the rear of a principal commercial use requires the approval of a Special Use Permit. This special use allowance has existed in the B-1, B-2, and B-3 districts since 2005. The change was made to better align with current planning development trends towards mixed-use properties and also to assist struggling commercial properties in obtaining some property tax relief from classification as mixed-use in Cook County. To avoid concerns regarding the possibility of permitting substandard or unpreferable housing units, it has been staff's recommendation for residential units to be located above commercial uses and have separate entrances. Additionally, the mix of surrounding uses and the site layout is important to consider when evaluating the request for mixed uses to ensure noise, pollution, smells, glare, or other nuisances won't affect the proposed residential unit.

The proposed apartment will be the second floor of the proposed addition. The proposed orientation is to the northwest and rear of the existing funeral home, set back from Oak Park Avenue. Most of the addition will be obscured by the funeral home to Oak Park Avenue's frontage. The new driveway for the garage will be situated alongside the northwest side of the addition. There will be two entries for the apartment, both accessed via a courtyard. The primary entry will be entirely for the apartment's use, located along the courtyard's side with access to the two-car garage for the apartment, and stairs leading to the apartment. The mechanical room will be accessed through the the garage for the apartment. The secondary entry will be at the courtyard's end and have a foyer serving the funeral home and its garage for the funeral vehicles, with stairs leading to the apartment. That apartment entry has a door at the top of the stairs leading into its utility room. The storage room will be accessed through the garage for the funeral vehicles, and have a back exterior pedestrian door.

Open Item #1: Discuss the request for a Special Use Permit for the addition of a residential unit above a principal commercial use.



Proposed Addition's Ground Floor Plan (Garages for Apartment & Funeral Home, Mech. Rm., Storage)



Proposed Addition's 2nd Floor Plan (Apartment)

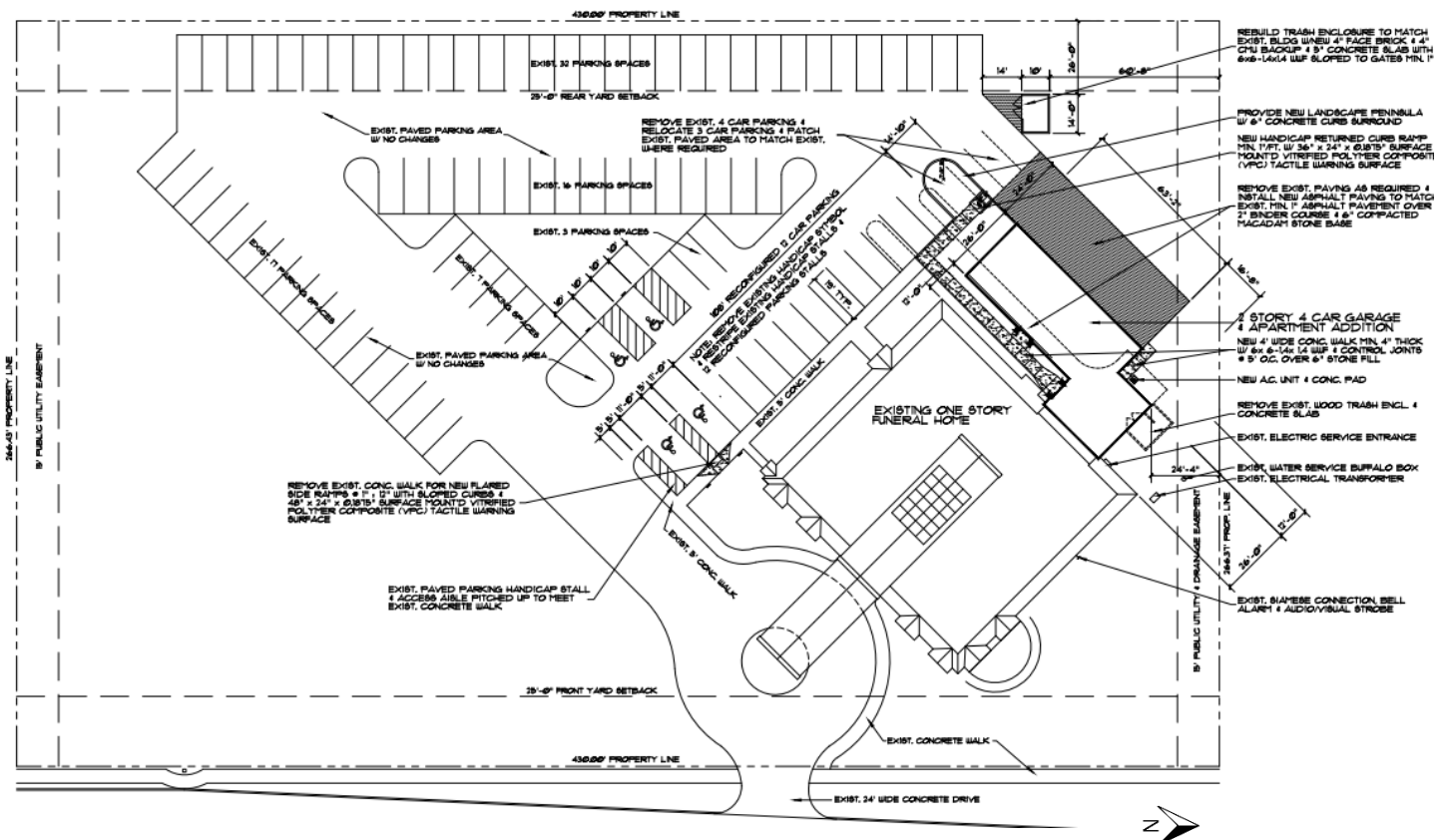
SITE PLAN

The addition will be northwest of the funeral home, partially connecting to it and providing a 12' wide courtyard. There will be a new concrete walk in the courtyard leading from the existing concrete walk along the east row of parking. A separate, short concrete walk will connect the storage room's exterior door to the end of the driveway access. The addition's driveway access will be shifted slightly from the existing driveway access location, so that it will be at the far northern end of the east parking row along the funeral home. The proposed driveway access causes some reconfiguration to that parking row. A landscaped, curbed parking peninsula (to meet the Village's Landscape Code) will be located between the driveway access and the parking row, which results in the loss of one parking space on that row.

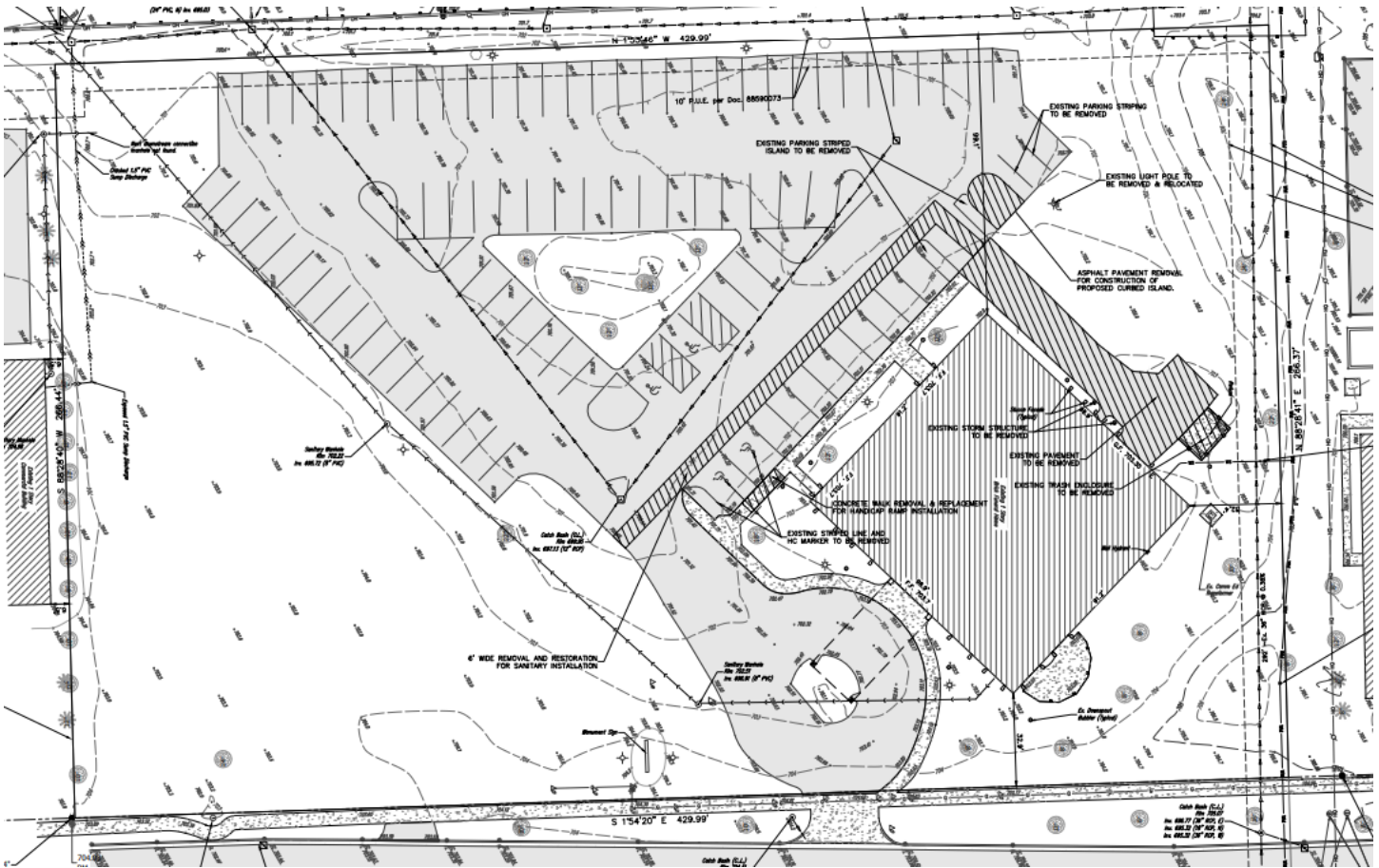
The two existing handicap spaces with shared access aisle will also be restriped with 11' wide dimensions to meet Illinois Accessibility Code requirements. An accessible ramp is proposed on the concrete walk meeting the 5' wide shared access aisle. The new trash enclosure will be west of the driveway access, at north end of the parking lot's west drive aisle to allow for direct access by garbage trucks.

There will be a new ground mechanical unit located in the northern niche space between the back of the storage room and side of the garage. With the proposed site improvements, there will be some lawn remaining to the northwest corner of the side. The engineering plans depict a small corner of the driveway access cut so that it won't be in the public utility and drainage easement. The architectural site plan doesn't indicate this, but the Petitioner will be coordinating the plans for the public hearing.

The engineering Existing Conditions & Removal plan shows the removal of the existing driveway access, asphalt for the construction of the proposed peninsula, and trash enclosure. The plan also shows a 6' wide removal and restoration for sanitary installation within the parking lot, and concrete walk removal and replacement for handicap ramp installation. According to the Site Development Data on the engineering Geometric Plan, the proposal has a +2,849 sq. ft. change in impervious surface. The Village Engineer has reviewed these submitted preliminary plans,



and the Site Plan/Architecture approval will be conditioned on final engineering approval of the drawings. The Petitioner has also submitted plans to MWRD, who has noted that a WMO permit will be required. Permit approval by the Village will require MWRD approval.



Existing Conditions & Removal Plan

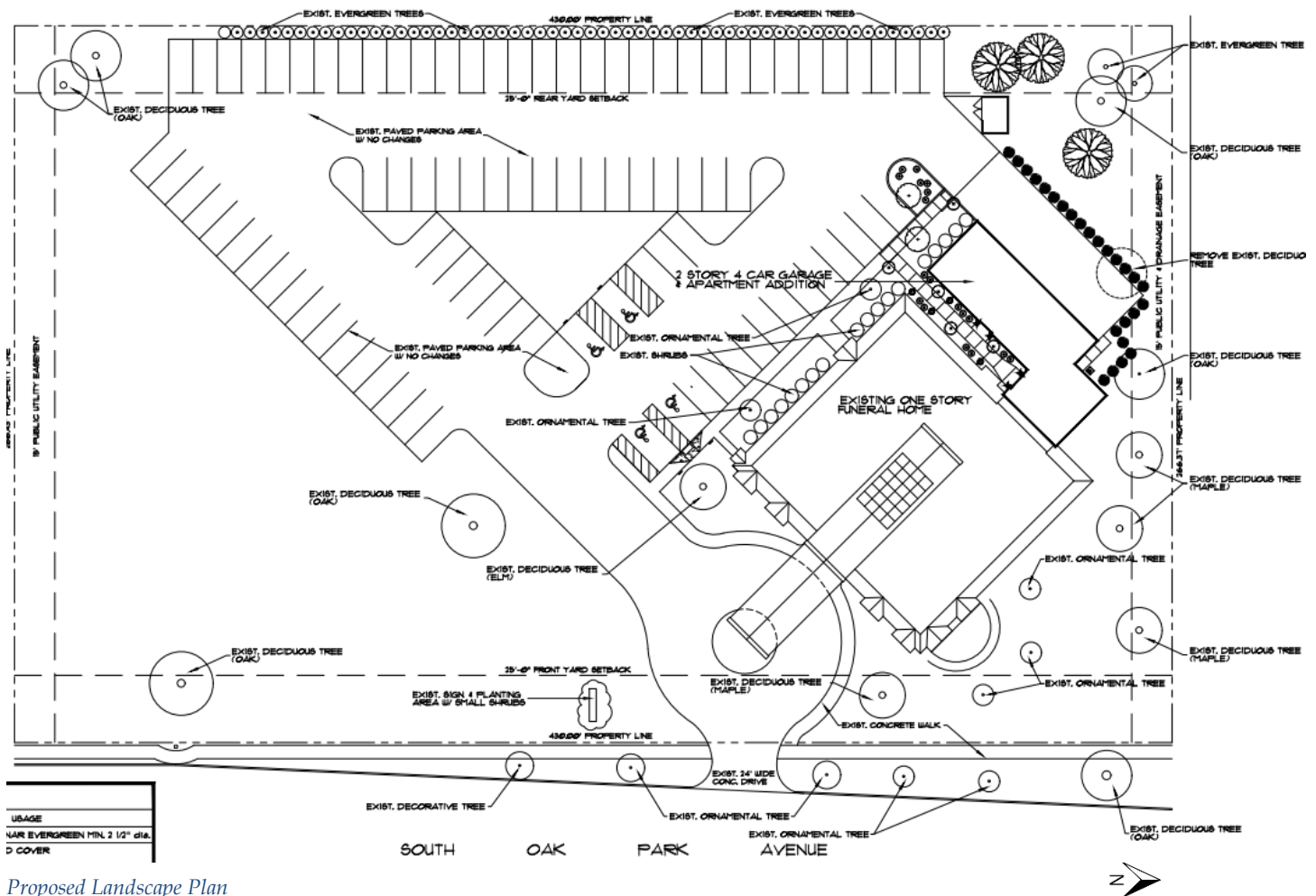
Open Item #2: Discuss the location and access for the proposed site improvements, including the two-story addition, driveway access, curbed landscape peninsula, and trash enclosure.

LANDSCAPE

The Petitioner has provided a landscaping plan indicating approximate locations of existing plantings throughout the site. The Petitioner notes there are several existing deciduous trees on the property, most of which are stated as oaks or maples along the northern part of the site, a few of which are ornamental trees closer to the northeast toward the street. There are also two existing evergreens at the far northwest corner near where the single-family attached residence abuts. There is also an existing row of evergreens along the west property line which helps buffer the west row of parking to neighboring homes. To allow for the addition and its new driveway access, the Petitioner proposes to only remove one deciduous tree at the north of the site.

25 evergreens are proposed along both the perimeter of the new driveway access and ground mechanical unit to screen them. They will be columnar evergreen American arborvitae trees, evenly spaced five feet apart, which will help seclude the addition to lessen impact to the neighboring commercial property and residences. The proposal also includes adding three red flowering dogwood trees at the northwest part of the site, near the new trash enclosure and existing oak tree and evergreen trees, as well as adding two magnolia trees. One magnolia tree will

be between the southwest façade of the addition and the row of parking. The other will be on a new curbed, landscaped peninsula.

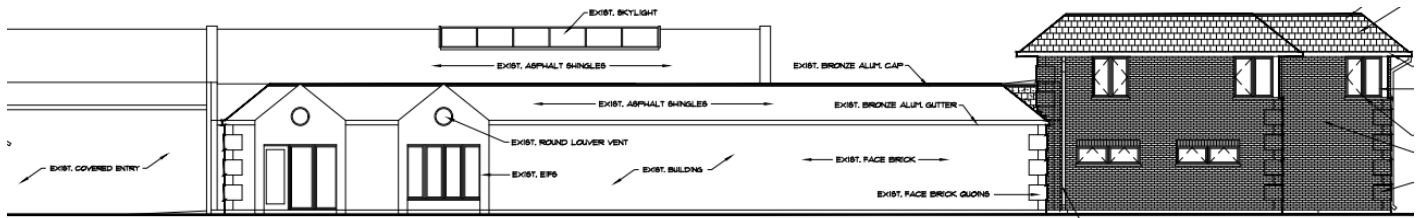


Proposed Landscape Plan

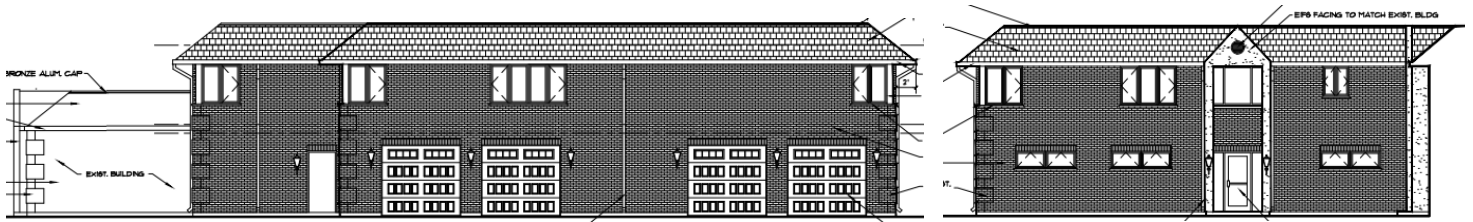
The new curbed, landscaped peninsula was requested by Village Staff to help address the Village's Landscape Code requirements and guide vehicles through the lot. Staff is not supportive of a waiver to exclude it. The Landscape Code requires that parking lot islands (peninsulas) shall be located at the end of each row of parking stalls or as otherwise approved in the landscaping plan. The code further states each island shall be at least 200 sq. ft. and at least 10 feet wide, and include at least one tree and one shrub per 200 sq. ft. of island green area. Currently, aside from the triangular lawn in the center of the parking lot with trees (shown on engineer's Existing Conditions plan), there are no existing landscaped islands/peninsulas on the site. The Petitioner's architect has stated they are not a supportive of these areas as they feel over landscaped peninsulas and/or islands can be hazardous to not only traffic flow but to unseen pedestrians. They noted its magnolia tree is a small, ornamental tree, and the ground cover bushes do not exceed 24" in height. Staff is supportive of the proposed peninsula as they are important to the overall design and traffic flow of parking lots. Any visibility concerns can be resolved by adjusting to different plantings and general landscape maintenance.

ARCHITECTURE

The Petitioner proposes to have the addition match the existing building where possible. The general shape of the roofline and architectural details is largely similar.

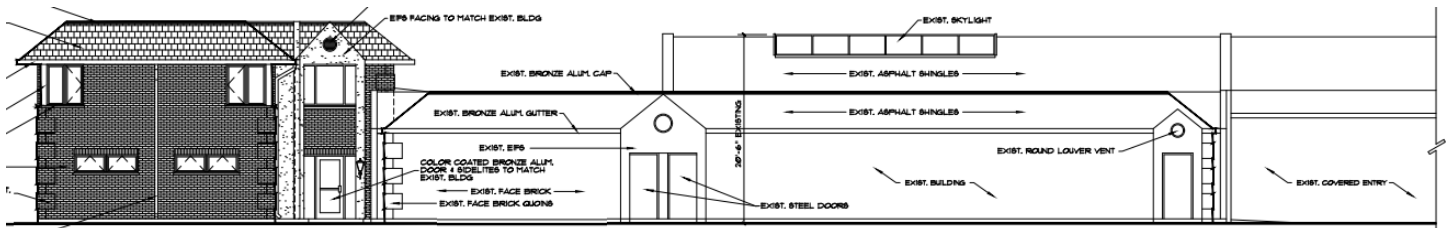


Looking Southwest



Looking Southeast

Looking Northwest



Looking Northeast

Given it is a substantial two-story addition to a single-story building, with an increase in building height and scale of architectural details, it is not possible to exactly match the existing building, but the goal rather to complement it. Though the scale of the addition at two-stories is greater than the existing single-story building, the massing overall appears complementary. The addition is 20'-10" to the top of the roof. The massing, volume, and height of the two-story addition also seems to fit in with the context of the neighboring residences and commercial property.

The addition's exterior materials and details will largely match the funeral home to help provide some visual continuity. The face brick and mortar, along with decorative quoin details at the corners, asphalt shingles with aluminum cap, and bronze aluminum gutters are all specified to match the funeral home. The downspouts will match the existing brick color. The Petitioner may not have physical material samples for the public hearing, but will be able to provide during the permit process for staff review and approval. The EIFS is a standard white color and the brick is a gray-beige tone.



The currently proposed courtyard entries have a decorative peaked front gabled EIFS structure with short wing wall extensions, and brick between the top of the first floor's door and the bottom of the second floor's window. The EIFS wing walls extend two stories up, with the peaked gable at the second floor. The Petitioner proposes this



Existing Architecture

architecture to reflect the existing architectural treatments on the windows and doors of the funeral home.

The Petitioner originally proposed the entries to be entirely EIFS, but added the brick in the middle per Staff request. The Petitioner's architect believes that if the EIFS were continuous, it better matches the existing architectural EIFS treatments. However, Staff feels that if the EIFS were to be continuous without the brick or other break in material, it appears monolithic and out of scale. The existing EIFS entries adjacent to the addition are only one story. There are a couple other minor but notable new architectural elements. The new four steel garage doors will have a row of tinted windows and brick soldier coursing above. The second story corner windows will have corner wood columns (6"x6") wrapped in color coated bronze aluminum to match the existing building.

Lastly, the proposed "coachlight" lighting will differ from the more modern cylinder sconces elsewhere on the property. The Petitioner's architect proposes sconces and two light poles. He notes the sconces will mostly be on the northwest side of the building which does not visually conflict with the existing modern sconces. On the southwest façade (titled "Looking Northeast") there is one new entry sconce visible as well as two new light poles (not on the elevation drawing, but shown in the lighting plan) which will be pedestrian scale seven foot tall in front of the courtyard. There are no existing cylinder lights on the southwest façade so the proposed lighting does not appear have a visually conflict. The existing cylinder sconces are on the other facades of the funeral home. Staff also notes that this southwest façade is not a primary frontage of the building.

The new trash enclosure, proposed at the northwest end of the parking lot, will be 6' tall with face brick and a color coated aluminum cap, both matching the existing building. The double doors will be stained cedar siding to match the existing color of the building, and will have a lift bar lock. There are no proposed changes to signage.

Open Item #3: Discuss the compatibility and appropriateness of the building addition's design and materials as it relates to the existing building and its location on the site. Consider approval be conditioned by physical material samples being provided during the permit process for staff review and approval.

PARKING

The Petitioner proposes to add one overall parking space throughout the entire property, when accounting for indoors as well as outdoors. The addition of the curbed, landscaped peninsula results in the loss of one outdoor parking space, and the proposed four car garage adds two new parking spaces since it replaces the smaller existing two car garage.

As noted on the Site Plan's Design Criteria table and depicted in the Existing Conditions plan, there are 94 existing spaces. Outside, there are 88 standard and 4 handicap accessible spaces existing. Inside, there are two garage spaces existing. Though a plat of survey was provided, it does not reflect more recent restriping of the lot. The proposal of 95 spaces total will include 87 standard and 4 handicap accessible spaces outside, and 4 garage spaces. The garage spaces will be partitioned for two to serve the apartment, and two to serve the funeral home's vehicles. The landscaped peninsula will result in restriping of the east row, which will include updated handicap dimensioned spaces addressing state code requirements.

Per the Zoning Ordinance's off-street parking requirements, 20 parking spaces are required per chapel, plus one space for each funeral vehicle kept on the premises. Additionally, two parking spaces are required for the apartment (rounded down from 2 ½ per the code's computation provisions). The funeral home has the possibility to provide three chapels at most with wall partitions, which requires only 60 parking spaces plus funeral vehicle space. The Petitioner has noted that since the pandemic, the funeral home has largely operated as one chapel without the partitions. Even when calculating for the more restrictive three-chapel count, the proposal exceeds the code's minimum parking requirements. Furthermore, the funeral home has existed for many years without known traffic issues to Village Planning Staff. The only increase in use will be for the apartment, which is currently proposed to be

the Petitioner. If the Petitioner wishes to expand parking, in the future, there is a large area of available lawn at the south part of the site.

LIGHTING

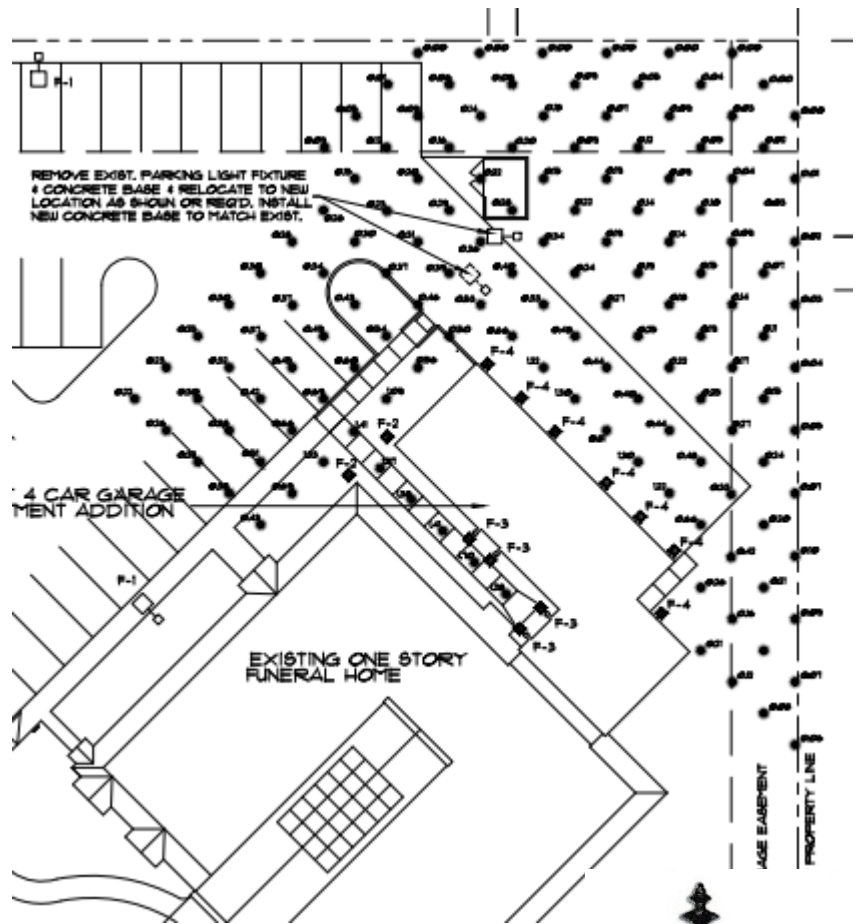
The Petitioner has provided a lighting plan showing photometric calculations for proposed lighting as it affects the area surrounding the proposed addition. Importantly, the Petitioner demonstrates that the maximum foot candles proposed is only 0.10 fc at the north property line and 0.00 fc, at the west property line.

The lighting proposal includes new wall sconces, two small light poles, and a slight relocation of an existing light pole out of the proposed driveway access to be east of the trash enclosure.

The “coachlights” are Hinkley Manor House fixtures with clear beveled glass and black finish with candelabra LED frosted lamps. The wattage of the sconces at the northwest (garage side) are lower in intensity at 8.5W. The choice of the “coachlight” style sconces rather than a solid cylinder style sconce like those existing on-site is so that enough light can be provided for safety measures at the doors and garages.

The architect’s plans indicate 0.10-foot candles at the property line abutting nonresidential (north) and zero foot candles abutting residential (west), which meets the Zoning Ordinance’s maximum requirements. The code regulates that property line foot candles adjacent to nonresidential properties be maximum 2.0-foot candles, and maximum 0.10 foot candles to residential.

Open Item #4: Discuss placement and style of the proposed lighting.



STANDARDS FOR SITE PLAN AND ARCHITECTURAL APPROVAL

Section III.T.2. of the Zoning Ordinance requires that the conditions listed below must be met and reviewed for Site Plan and Architectural Review approvals. Specific findings are not required, however the proposed site plan and building architectural design shall be used by the Commission to review the proposal and ensure compliance with the standards.

Architectural

- a. Building Materials: The size of the structure will dictate the required building materials (Section V.C. Supplementary District Regulations). Where tilt-up or pre-cast masonry walls (with face or thin brick inlay) are allowed vertical articulation, features are encouraged to mask the joint lines. Concrete panels must incorporate architectural finishes that comply with “Building Articulation” (Section III.U.5.h.) standards. Cast in place concrete may be used as an accent alternate building material (no greater than 15% per façade) provided there is sufficient articulation and detail to diminish it’s the appearance if used on large, blank walls.
- b. Cohesive Building Design: Buildings must be built with approved materials and provide architectural interest on all sides of the structure. Whatever an architectural style is chosen, a consistent style of architectural composition and building materials are to be applied on all building facades.
- c. Compatible Architecture: All construction, whether it be new or part of an addition or renovation of an existing structure, must be compatible with the character of the site, adjacent structures and streetscape. Avoid architecture or building materials that significantly diverge from adjacent architecture. Maintain the rhythm of the block in terms of scale, massing and setback. Where a development includes outlots they shall be designed with compatible consistent architecture with the primary building(s). Site lighting, landscaping and architecture shall reflect a consistent design statement throughout the development.
- d. Color: Color choices shall consider the context of the surrounding area and shall not be used for purposes of “attention getting” or branding of the proposed use. Color choices shall be harmonious with the surrounding buildings; excessively bright or brilliant colors are to be avoided except to be used on a minor scale for accents.
- e. Sustainable architectural design: The overall design must meet the needs of the current use without compromising the ability of future uses. Do not let the current use dictate an architecture so unique that it limits its potential for other uses (i.e. Medieval Times).
- f. Defined Entry: Entrance shall be readily identifiable from public right-of-way or parking fields. The entry can be clearly defined by using unique architecture, a canopy, overhang or some other type of weather protection, some form of roof element or enhanced landscaping.
- g. Roof: For buildings 10,000 sf or less a pitched roof is required or a parapet that extends the full exterior of the building. For buildings with a continuous roof line of 100 feet or more, a change of at least five feet in height must be made for every 75 feet.
- h. Building Articulation: Large expanses of walls void of color, material or texture variation are to be avoided. The use of material and color changes, articulation of details around doors, windows, plate lines, the provision of architectural details such as “belly-bands” (decorative cladding that runs horizontally around the building), the use of recessed design elements, exposed expansion joints, reveals, change in texture, or other methods of visual relief are encouraged as a means to minimize the oppressiveness of large expanses of walls and break down the overall scale of the building into intermediate scaled parts. On commercial

buildings, facades greater than 100 feet must include some form of articulation of the façade through the use of recesses or projections of at least 6 inches for at least 20% of the length of the façade. For industrial buildings efforts to break up the long façade shall be accomplished through a change in building material, color or vertical breaks of three feet or more every 250 feet.

- i. Screen Mechanicals: All mechanical devices shall be screened from all public views.
- j. Trash Enclosures: Trash enclosures must be screened on three sides by a masonry wall consistent with the architecture and building material of the building it serves. Gates must be kept closed at all times and constructed of a durable material such as wood or steel. They shall not be located in the front or corner side yard and shall be set behind the front building façade.

Site Design

- a. Building/parking location: Buildings shall be located in a position of prominence with parking located to the rear or side of the main structure when possible. Parking areas shall be designed so as to provide continuous circulation avoiding dead-end parking aisles. Drive-through facilities shall be located to the rear or side of the structure and not dominate the aesthetics of the building. Architecture for canopies of drive-through areas shall be consistent with the architecture of the main structure.
- b. Loading Areas: Loading docks shall be located at the rear or side of buildings whenever possible and screened from view from public rights-of-way.
- c. Outdoor Storage: Outdoor storage areas shall be located at the rear of the site in accordance with Section III.O.1. (Open Storage). No open storage is allowed in front or corner side yards and are not permitted to occupy areas designated for parking, driveways or walkways.
- d. Interior Circulation: Shared parking and cross access easements are encouraged with adjacent properties of similar use. Where possible visitor/employee traffic shall be separate from truck or equipment traffic.
- e. Pedestrian Access: Public and interior sidewalks shall be provided to encourage pedestrian traffic. Bicycle use shall be encouraged by providing dedicated bikeways and parking. Where pedestrians or bicycles must cross vehicle pathways a cross walk shall be provided that is distinguished by a different pavement material or color.

STANDARDS FOR A SPECIAL USE

Section X.J.5. of the Zoning Ordinance lists standards that need to be considered by the Plan Commission. The Plan Commission is encouraged to consider these standards (listed below) when analyzing a Special Use request. Staff will provide draft Findings in the Staff Report for the Public Hearing.

X.J.5. Standards: No Special Use shall be recommended by the Plan Commission unless said Commission shall find:

- a. That the establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
- b. That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
- c. That the establishment of the Special Use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
- d. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided;
- e. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets; and
- f. That the Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission. The Village Board shall impose such conditions and restrictions upon the premises benefited by a Special Use Permit as may be necessary to ensure compliance with the above standards, to reduce or minimize the effect of such permit upon other properties in the neighborhood, and to better carry out the general intent of this Ordinance. Failure to comply with such conditions or restrictions shall constitute a violation of this Ordinance.
- g. The extent to which the Special Use contributes directly or indirectly to the economic development of the community as a whole.

It is also important to recognize that a Special Use Permit does not run with the land and instead the Special Use Permit is tied to the Petitioner. This is different from a process such as a variance, since a variance will forever apply to the property to which it is granted. Staff encourages the Plan Commission to refer to Section X.J.6. to examine the conditions where a Special Use Permit will expire.

RECOMMENDATION

Following a successful workshop, proceed to a Public Hearing at the November 17, 2022 Plan Commission meeting.

LIST OF REVIEWED PLANS

Submitted Sheet Name		Prepared By	Date On Sheet
	Application (Redacted) & Response to Standards	Petitioner	8/17/22
	Narrative	Petitioner	Undated
	Letter from Petitioner's Architect	CB Designs	Undated, Received 10/10/22
	ALTA Plat of Survey	Joseph P. Knight & Assoc.	7/20/20
	Architectural Drawings - Cover Sheet, Site Plan, Landscape Plan, Lighting Plan, Floor Plans, Elevations	CB Designs	10/7/22
	Lighting Manufacturer Specification Sheet	Hinckley Manor	Undated
	Preliminary Engineering Drawings – Cover Sheet, Existing Conditions & Removal Plan, Geometric Paving & Utility Plan, Grading Plan	DesignTek Engineering, Inc.	10/7/22
	Original Proposal Color Rendering Board	CB Designs	Undated / Aug. 2022