



**DEKALB PLANNING AND ZONING COMMISSION AGENDA**  
**Tuesday, February 18, 2025**  
**6:00 P.M.**

**DeKalb Public Library**  
Yusunas Meeting Room  
309 Oak St.  
DeKalb, IL 60115

**A. ROLL CALL**

**B. ELECTION OF VICE-CHAIRPERSON**

**C. APPROVAL OF AGENDA** (Additions or Deletions)

**D. APPROVAL OF MINUTES**

1. January 21, 2025.

**E. PUBLIC PARTICIPATION** (Open Floor to Anyone Wishing to Speak on Record)

**F. NEW BUSINESS**

1. **Public Hearing** – A petition by DeKalb Community Unit School District 428 for approval of a variance to Article 13.06.04.3 of the Unified Development Ordinance to allow an electronic changeable copy sign (digital display sign) of 55 sq. ft. to exceed the maximum of 40 sq. ft. for the lot located at 901 S. 4<sup>th</sup> Street.

**G. REPORTS**

**H. ADJOURNMENT**

MINUTES  
CITY OF DEKALB  
**PLANNING AND ZONING COMMISSION**  
January 21, 2025

The Planning and Zoning Commission held a meeting on January 21, 2025, in the Yusunas Meeting Room at the DeKalb Public Library, 309 Oak Street, DeKalb, Illinois. Chair Maxwell called the meeting to order at 5:59 PM.

A. ROLL CALL

Recording Secretary, Olivia Doss, called the roll. Planning and Zoning Commission members present were: Chair Max Maxwell, Vice Chair Bill McMahon, Steve Becker, Trixy O'Flaherty, and Jerry Wright. Commission member Maria Pena-Graham was absent. Planning Director Dan Olson was present representing the City.

B. APPROVAL OF THE AGENDA (Additions/Deletions)

Chair Maxwell requested a motion to approve the January 21, 2025, agenda as presented. Mr. Wright motioned to approve the agenda as presented. Ms. O'Flaherty seconded the motion, and the motion was approved by unanimous voice vote.

C. APPROVAL OF MINUTES

1. January 6, 2025 –Chair Maxwell requested a motion to approve the January 6, 2025, minutes as presented. Mr. Becker motioned to approve the minutes as submitted. Mr. Wright seconded the motion, and the motion was approved by unanimous voice vote.

D. PUBLIC PARTICIPATION (Open Floor to Anyone Wishing to Speak on Record)

None.

E. NEW BUSINESS

1. **Public Hearing** – A petition by Cirilo Mendez for a special use permit for automobile sales for the property located at 2050 E. Lincoln Highway.

Chair Maxwell read the petition by title only.

Planning Director, Dan Olson, gave his staff report (dated 1-16-25) and noted that Mr. Mendez and his niece, Adilene Flores, were present to answer any questions. Mr. Olson explained the City received a petition from Cirilo Mendez requesting a special use permit for the sale of automobiles for the property located at 2050 E. Lincoln Hwy. He added the subject site is zoned "LC" Light Commercial District, and the selling of automobiles requires a special use permit. The 1.15 acre site was forced annexed to the City in August 2011 and automatically zoned to the "SFR-1" Single-Family Residential District. In March 2012 the City rezoned the property to the "LC" Light Commercial District.

Mr. Olson further explained that Mr. Mendez purchased the property in 2021. The applicant initially approached the City in late 2021 regarding establishing an automobile sales business at the location. At that time, City staff worked on a draft of possible conditions for the special use permit. Mr. Olson noted the owner is currently living in the home, but proposes making the home into a sales office for the business. Once the office is completed the owner will not be living in the home. Mr. Olson

mentioned the applicant currently conducts internet sales in a business identified as JW Auto Sales. Presently, automobiles are sold over the internet and then brought to the subject site to be cleaned and stored. The vehicles are then taken to their Chicago location for delivery to the customer.

One of the requirements of a special use permit is the submittal of a site plan, and Planning Director Olson said the City received a layout for the property last November. The submitted plan shows a paved area that will contain space for 14 automobiles on display for sale. In addition, five (5) parking spaces are provided for employees and customers. One handicap space is also shown on the plan. Mr. Olson added the plan also indicates a drainage basin as well as landscaping along E. Lincoln Hwy. and the east and west property lines. The office will include a sales area, two restrooms, a store, a waiting room and a handicap accessible ramp into the building. Mr. Olson stated a preliminary drawing of the proposed conversion of the home to the office was submitted and reviewed by the City Code Compliance Coordinator who approved of the initial drawing as it generally meets requirements. Before construction can begin, a more detailed drawing will need to be submitted to the City's Building Department for review.

Mr. Olson said the estimated cost of the exterior improvements is approximately \$122,600 and \$70,000 for the renovation of the home to a sales office, including the ADA ramp. Mr. Olson confirmed the applicant had no issues with the cost of the renovations. Mr. Olson explained the proposed special use will be compatible with other uses along E. Lincoln Highway which include a gas station, vehicle storage area, self-storage facility, furniture store, towing business and an equipment and tool rental place.

Planning Director Olson went over the conditions that were communicated to the applicant and recommend with the special use:

1. Create and pave a vehicle display area per the construction requirements of the UDO.
2. Provide one parking space (9' x 19') for every 300 sq. ft. of office area. Provide one handicap space (16' x 19').
3. No repair of vehicles on the site. Auto detailing is allowed as defined by the UDO. Mr. Olson clarified handwashing is allowed.
4. No outside storage of inoperable vehicles.
5. No outside storage of boats, trailers, or RV's.
6. All EPA guidelines shall be followed for storage/disposal spent liquids, tires, parts, etc.
7. The existing well and septic service can remain. Redevelopment of the site will require compliance with the UDO, and the potential need to hook up to City water and sewer.
8. Provide access for customers and employees to toilet facilities and waiting area in the building per ADA requirements and the City's Building Code.
9. No expansion of vehicle display area or office unless the special use permit is amended.
10. The special use permit shall expire within one (1) year of approval of the Ordinance unless the paved display area, parking lot, drainage basin, landscaping, lighting and the sales office are completed and a final occupancy permit issued by the City.

Mr. Olson explained that typically, special use permits require construction to begin within two (2) years of approval. However, given the quicker timeline the City wishes the applicant to meet, the expiration was changed to one year.

Mr. Olson stated staff recommend approval given the findings of fact that and the use meets the Comprehensive Plan recommendation. In addition, the building sits along a busy roadway which is ideal for auto sales, and the surrounding area will not be negatively impacted by the business.

Mr. Olson stated an email and letter were received from James and Evelyn Worrell, of 1849 E. Lincoln Highway, with concerns regarding the drainage of the property. Mr. Worrell mentioned there is an unpaved drive on the far east side of their property used for farm equipment, and he is concerned the proposed drainage basin location could force additional runoff onto that path causing the farm equipment to damage their yard. Mr. Olson summarized his response to the Worrells, where he explained detailed engineering plans are required, showing the basin will detain the stormwater per City regulations. He added the plans would need to be reviewed and approved by the City Engineer. The current plan was drafted by an engineering company and preliminarily meets all requirements.

No additional public comments were made at the hearing, and the public hearing was closed by Chair Maxwell.

Commission member Becker inquired about plans for signage, and if it would need to come back through the Commission. Mr. Olson explained there are sign regulations in place, and it would not need to come back through the Commission, as long as there is no variance requested. Ms. Flores responded on behalf of Mr. Mendez stating there are no current plans for signage, but Mr. Mendez believes he would construct a ground sign.

Commission member O'Flaherty asked the Worrells if they felt their concerns had been adequately addressed. Mr. Worrell then explained he did not have any objection to the project but had concerns about the drainage basin location. He added he does not believe there is enough room between the drainage basin and the common property line to accommodate the water runoff. He suggested the drainage be moved to the south end of the property, where the field tiles are already used. Mr. Worrell noted the subject property used to be his uncle's and was part of his grandfather's farm, so he is uniquely familiar with it. He wanted to ensure the Commission was aware of potential issues. Chair Maxwell asked Mr. Olson for clarification that the current plan was drafted by an engineering company. Mr. Olson stated C.S.E, a company who frequently does work within the City, prepared the current plan, and it has been reviewed by the City Engineer. Mr. Olson indicated there is approximately 10 ft between the basin and Mr. Worrell's property line, which is adequate. He added should any issues arise as the plans are further reviewed by the City Engineer, changes will be required as necessary. Commission member O'Flaherty clarified the final location has yet to be fully determined since final plans have not been submitted. Mr. Olson confirmed additional details would need to be reviewed once the applicant has applied for a building permit.

Ms. Flores addressed the concerns on Mr. Mendez's behalf, stating it is important to them to maintain positive relationships with their neighbors. As such, they are currently working with their engineer on moving the drainage basin to the south side of the property.

Chair Maxwell requested a motion to approve. Vice Chair McMahon moved that based upon the submitted petition, testimony presented and findings of fact, I move the Planning and Zoning Commission forward its findings of fact and recommend to the City Council approval of a special use permit for automobile sales on the property located at 2050 E. Lincoln Hwy. as shown on the site plan

dated 11-5-24 and floor plan dated 1-10-25 as shown on Exhibit A and subject to the 10 conditions the City staff recommended in the staff report dated 1-16-25. Ms. O'Flaherty seconded the motion.

A roll call vote was taken: Becker – yes, O'Flaherty – yes, Wright – yes, McMahon – yes, Maxwell – yes. Commission member Pena-Graham was absent. The motion passed 5-0-1.

#### F. REPORTS

Planning Director Olson noted there are no public hearings scheduled for the next meeting on February 3, 2025. In the event the meeting is cancelled, the notice will be posted on Thursday prior to the meeting. He also noted the special use permit for the AT&T antennas at 1500 S. 7<sup>th</sup> St. was approved at the last City Council meeting.

#### G. ADJOURNMENT

Chair Maxwell requested a motion to Adjourn. Mr. Becker motioned to adjourn, and Mr. Wright seconded the motion. The meeting adjourned at 6:16 p.m.

Respectfully submitted,

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Olivia K. Doss, Recording Secretary

Minutes approved by the Planning and Zoning Commission on February \_\_\_\_, 2025.

Click [here](#) to view the agenda packet for the January 21, 2025 Planning and Zoning Commission Meeting.

Click [here](#) to view the video recording of the January 21, 2025, Planning and Zoning Commission Meeting.

**COMMUNITY DEVELOPMENT DEPARTMENT  
STAFF REPORT**  
February 13, 2025

**TO:** DeKalb Planning and Zoning Commission  
**FROM:** Dan Olson, Planning Director  
**RE:** Sign Variance – 901 S. 4<sup>th</sup> St. - DeKalb Community Unit School District 428

**I. GENERAL INFORMATION**

- |    |                                 |   |
|----|---------------------------------|---|
| A. | Purpose                         | The construction of an electronic changeable copy sign (digital display sign) on an existing legal non-conforming ground sign.  |
| B. | Location/Size                   | 901 S. 4 <sup>th</sup> St./1.4 acres  |
| C. | Petitioner                      | DeKalb Community Unit School District 428,<br>Tammy Carson - Director of Facility & Safety Operations   |
| D. | Existing Zoning                 | “LC” Light Commercial District  |
| E. | Existing Land Use               | School Administrative Offices   |
| F. | Surrounding Zoning and Land Use | North: “GC” and “MFR1”; Commercial, Residential<br>South: “LC”; Various Commercial Uses<br>East: “GC” and “LC”; Various Commercial Uses<br>West: “SFR2” Single-Family Residential |
| G. | Comprehensive Plan Designation: | Commercial  |

## **II. BACKGROUND AND ANALYSIS**

The petitioner, DeKalb Community Unit School District 428, is requesting a variance to Article 13.06.04.3 of the Unified Development Ordinance (UDO) to allow an electronic changeable copy sign (digital display sign) of 55 sq. ft. for their Education Center located at 901 S. 4th St. The UDO allows a maximum of 40 sq. ft. for electronic changeable copy signs. The District plans to use the base of an existing sign for the new sign.

The existing ground sign is 17.5 feet high and a total of 40 sq. ft. in size (8' x 5') and was probably constructed in the late 1960's when the Eagle Grocery Store occupied the subject lot. The existing sign also contains the Children's Learning Center and The Growing Place, which are located directly south of the subject site. The School District purchased the building in late 2001.

The proposed new sign will be 17 feet tall and a total of 75 sq. ft. The digital display portion of the sign will be 55 sq. ft. The new sign will include space for the Children's Learning Center and The Growing Place. The School District will work with both to occasionally allow messages to be shown on the digital display portion of the sign. Per the UDO, the maximum size allowed for a ground sign for three or more tenants is 30 feet in height and 150 sq. ft. in size. For electronic changeable copy signs (digital display signs), the UDO states the maximum size cannot be more than 50% of the allowable size or 40 sq. ft., whichever is less. The digital display portion of the sign will be 55 sq. ft. or about 73% of the total sign size.

The District notes in their summary they are requesting the variance to allow the District Administration Office to advertise employment opportunities, school events, and celebrations that benefit the community. The School District also mentions with the high volume of traffic in the area, it's an excellent opportunity for District messages to be visible to a large group of motorists and pedestrians driving or walking along S. 4<sup>th</sup> St.

The applicant has indicated in their summary the rule of thumb for reading a sign is lettering should be one inch (1") for every ten feet (10') distance away from the viewer. With the sign at about thirty-eight (38) feet from the curb along S. 4<sup>th</sup> St., the standard letter size should be 4" in height. Since the majority of viewers will be motorists, the applicant is requesting the lettering size be increased to six (6) inches to accommodate for the traffic along S. 4<sup>th</sup> St. The speed limit along S. 4<sup>th</sup> St. in this area is 35 m.p.h. The larger lettering size will increase the ability to put more information on the sign, which will improve the effectiveness of the sign.

In 2019 the School District received a special use permit and constructed digital display sign at Clinton Rosette Middle School along N. 1st St. that is 13 feet in height and about 50 sq. ft. The digital display portion of the sign is 25 sq. ft. sq. ft. The sign is about 25 feet from the curb along N. 1st St., which has a 30-m.p.h. limit. In 2022 the Planning & Zoning Commission approved a variance for Inboden's Meat Market (1106 N. 1<sup>st</sup>.) to construct a 50 sq. ft. digital display sign on an existing legal non-conforming ground sign. The sign is about 15 feet from the edge of the curb along N. 1<sup>st</sup> St. and the speed limit is 35 m.p.h.



There are several other pole signs along S. 4th St. that are at the same height or taller than the sign proposed by the School District. The other pole signs are Jim's Body Shop (817 S. 4th St.), French Toast Pancake House (831 S. 4th St.), 835 Suites (835 S. 4th St.), Firestone – AJ's Auto Repair (849 S. 4th St.), State Senator Sue Rezin (850 S. 4th St.) and Culligan (830 S. 4th St.). Further south along S. 4th St. the American Legion constructed a 25 sq. ft. digital display sign last year (overall sign size is 50 sq. ft.). The sign met the regulations of the UDO and did not require a variance.

The UDO requires that electronic changeable copy signs have a minimum of five (5) seconds between message changes, limits on message movements and transitions and lighting limitations. The applicant has indicated they will comply with all the regulations for electronic changeable copy signs in the UDO.

### **III. FINDINGS OF FACT FOR VARIATIONS**

The request has been reviewed using the criteria regarding variances stated in Article 18, Section 18.03.03 of the UDO, titled "Findings of Fact," as follows:

**1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations of that district.**

There has been a trend for businesses to transition from manual changeable copy signs to electronic changeable copy signs (digital display signs) in order to convey their message. The existing sign on the subject site is too small to accommodate a digital display component and be seen from S. 4<sup>th</sup> St. A larger sign is justified.

The District notes in their summary they are requesting the variance to allow the District Administration Office to advertise employment opportunities, school events, and celebrations that benefit the community. The School District also mentions with the high volume of traffic in the area, it's an excellent opportunity for District messages to be visible to a large group of motorists and pedestrians driving or walking along S. 4th St.

**2. The extraordinary or exceptional conditions of the property, requiring the request for the variance, were not caused by the applicant.**

The sign was constructed in the late 1960's and met the City's sign regulations at the time. The School District bought the property in 2001. The unique conditions of the site and sign location were not caused by the applicant. The evolving technology of digital display signs has changed, and they have become more necessary and desirable for organizations to convey their message.

**3. The proposed variance will alleviate a peculiar, exceptional, or undue hardship, as distinguished from a mere inconvenience or pecuniary hardship.**

The applicant has indicated in their summary the rule of thumb for reading a sign is





lettering should be one inch (1") for every ten feet (10') distance away from the viewer. With the sign at about thirty-eight (38) feet from the curb along S. 4th St., the standard letter size should be 4" in height. Since the majority of viewers will be motorists, the applicant is requesting the lettering size be increased to six (6) inches to accommodate for the traffic along S. 4th St. The speed limit along S. 4th St. in this area is 35 m.p.h. The larger lettering size will increase the ability to put more information on the sign, which will improve the effectiveness of the sign.

**4. The denial of the proposed variance will deprive the applicant of the use of his/her property in a manner equivalent to the use permitted to be made by the owners of property in the immediate area.**

Denial of the proposed variance will deprive the applicant the use if their property in a manner equivalent to other commercial uses along S. 4<sup>th</sup> St. There are several other pole signs along S. 4th St. that are at the same height or taller. The other pole signs are Jim's Body Shop (817 S. 4th St.), French Toast Pancake House (831 S. 4th St.), 835 Suites (835 S. 4th St.), Firestone – AJ's Auto Repair (849 S. 4th St.), State Senator Sue Rezin (850 S. 4th St.) and Culligan (830 S. 4th St.). Further south along S. 4th St. the American Legion constructed a 25 sq. ft. digital display sign last year (overall sign size is 50 sq. ft.). The sign met the regulations of the UDO and did not require a variance.

The applicant has indicated in their summary the rule of thumb for reading a sign is lettering should be one inch (1") for every ten feet (10') distance away from the viewer. With the sign at about thirty-eight (38) feet from the curb along S. 4th St., the standard letter size should be 4" in height. Since the majority of viewers will be motorists, the applicant is requesting the lettering size be increased to six (6) inches to accommodate for the traffic along S. 4th St. The speed limit along S. 4th St. in this area is 35 m.p.h. The larger lettering size will increase the ability to put more information on the sign, which will improve the effectiveness of the sign.

**5. The proposed variance will result in a structure that is appropriate to and compatible with the character and scale of structures in the area in which the variance is being requested.**

The proposed sign will be slightly shorter than the existing sign and will be 75 sq. ft. in total area. The sign will accommodate two other educational related organizations beyond the School District. In addition, the sign will be thirty-eight (38) feet from the curb along S. 4th St. which justifies a larger sign.

There are several other pole signs along S. 4<sup>th</sup> St. that are at the same height or taller. The other pole signs are Jim's Body Shop (817 S. 4<sup>th</sup> St.), French Toast Pancake House (831 S. 4<sup>th</sup> St.), 835 Suites (835 S. 4<sup>th</sup> St.), Firestone – AJ's Auto Repair (849 S. 4<sup>th</sup> St.), State Senator Sue Rezin (850 S. 4<sup>th</sup> St.) and Culligan (830 S. 4<sup>th</sup> St.).

**6. The proposed variation will not impair and adequate supply of light and air to adjacent property; unreasonably increase the congestion in public streets,**



**increase the danger of fire or endanger the public safety, unreasonably diminish or impair established property values within the surrounding area or in any other respect impair the public health, safety, comfort, morals, or welfare of the inhabitants of the City of DeKalb.**

The existing sign was constructed in the late 1960's and has not been detrimental to the surrounding area or diminished property values. The proposed new sign will not impair the public health, safety, comfort, morals, or welfare of the surrounding area or the City of DeKalb. The City received three written comments from the public indicating support for the variance request.

#### **IV. PUBLIC INPUT**

The City received an e-mail from Noelle Jacobson of 424 Culver St. noting their support for the variance request. We also received a Public Response Form indicating support from Jeff Funfsinn of 838 Lacas St. The Children's Learning Center submitted a Public Response Form noting support but listing questions regarding the use of the digital display board and maintenance. Tammy Carson, Director of Facility & Safety Operations for the School District, spoke to the Children's Learning Center and will work out providing the ability to post messages on the sign. In addition, there will be not maintenance costs regarding the sign for the Children's Learning Center or The Growing Place.

#### **V. RECOMMENDATION**

Per the UDO, decisions to approve or deny variances lie solely with the Planning and Zoning Commission.

#### **Sample Variation Motion:**

Based on the submitted petition, testimony presented and findings of fact, I move that the Planning and Zoning Commission approve a variance to Article 13.06.04.3 of the Unified Development Ordinance in order to allow an electronic changeable copy sign (digital display sign) of 55 sq. ft. to exceed the maximum of 40 sq. ft. for the lot located at 901 S. 4th St. as shown on the sign detail and aerial photo labeled as Exhibit A.



# EXHIBIT A

Conventional Sign  
SQ Ft - 19.708  
Digital Sign  
SQ Ft - 55.019  
Total Sign Height -  
16.9375'



Conventional Top  
Sign

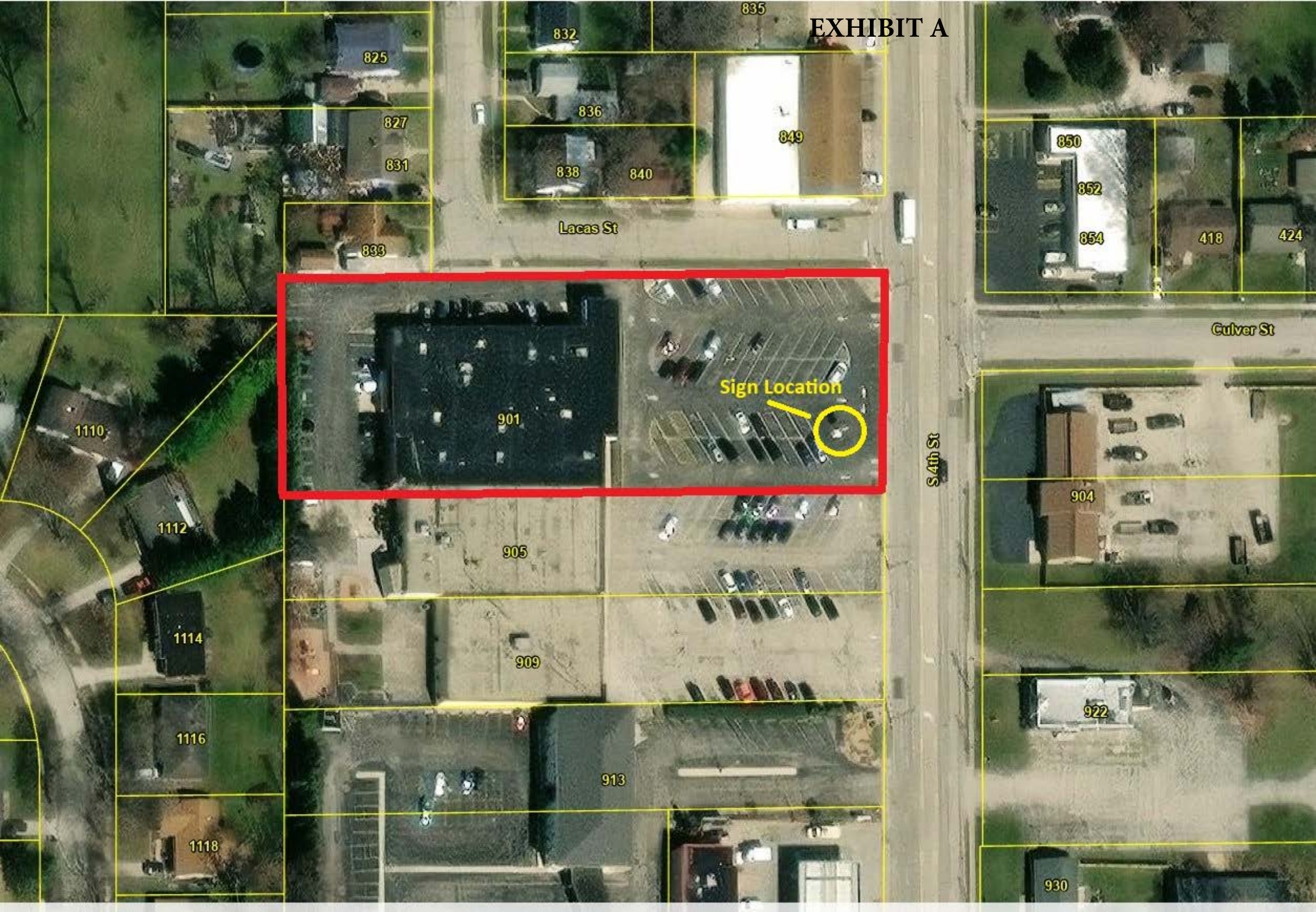
Digital Electronic  
Display.

Aluminum Pole Base Cover

Existing  
Foundation



# EXHIBIT A





5'

901

DISTRICT 428  
EDUCATION  
CENTER

Serving the Greater DeKalb, Milledgeville  
and Cortland Communities

KISHWAUKEE  
EDUCATION  
CONSORTIUM

901

905

CHILDREN'S  
LEARNING  
CENTER

8'

909

THE  
GROWING  
PLACE


Current Sign  
Height is  
17.5'



## Updated Education Center



Tammy Carson <tammy.carson@d428.org>

To  Olson, Dan

Cc  Jon Bobbe



 Reply

 Reply All

 Forward



Fri 1/31/2025 10:20 AM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

### Summary:

DeKalb CUSD #428 is requesting the variance be approved to allow for the District Administration Office to advertise employment opportunities, events, or celebrations that benefit the families and communities. With the high volume of traffic in this area, this is an excellent opportunity to be visible to a large group of individuals driving and walking on Fourth Street.

Typically the rule of thumb for reading a sign is that lettering should be one inch (1") for every ten feet (10') distance away from the viewer. With the sign being thirty-eight feet (38') from the curb, that would make the standard letter size 4" in height. Then to accommodate that the majority of viewers will be in moving vehicles, we are requesting that the size be increased to six inches (6") to accommodate for the movement. The increased size will increase the ability to put more information on the board, which will improve the effectiveness of the sign.

Thanks,

Tammy Carson, CPS & CPMM

Director of Facility & Safety Operations

DeKalb CUSD 428

(815) 754-2951 (direct line)

(815) 901-6990 (cell)

(815) 748-0960 (fax)

**From:** [nlj005](#)  
**To:** [Olson, Dan](#)  
**Subject:** Variance Sign  
**Date:** Tuesday, February 4, 2025 7:00:24 AM

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[**NOTICE:** This message originated outside of the City Of DeKalb mail system -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Hello,

I am writing you for the proposal for the sign at 901 S. 4th St. I support the proposal.  
Let me know if there's anything else you need from me.

Thank you,

Noelle Jacobson  
847-533-3667  
424 Culver Street  
DeKalb IL 60115



**901 S. 4<sup>th</sup> St. – Variance - Sign  
Public Response Form**

Owners Name: Jeff Funtzinn

Property Address: 838 Lacas St DeKalb

Basic Input:

- ☒ I support the proposal.  
☐ I support the proposal in general but would like to see specifics before I decide.  
☐ I do not support the proposal.

Written Comments:

I think these signs are kind of cool. Many people  
might think they are an eyesore. Just another  
way to get ads in our faces. Will every town  
in the country look like Tokyo or Vegas some  
day? Maybe. Is it progress? Maybe not.





**From:** [Tina Cliffe](#)  
**To:** [Olson, Dan](#)  
**Subject:** 901 S 4th St Variance Response  
**Date:** Friday, February 7, 2025 3:27:56 PM  
**Attachments:** [20250207\\_145434.pdf](#)

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[**NOTICE:** This message originated outside of the City Of DeKalb mail system -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Here is Children's Learning Center's Public Response Form

Please reach out if you have any questions or need additional information.

--

*Tina M. Cliffe*  
*Children's Learning Center*  
*Associate Director*



901 S. 4<sup>th</sup> St. – Variance - Sign  
Public Response Form

Owners Name: Childrens Learning Center  
Property Address: 905 S. 4<sup>th</sup> St. DeKalb

Basic Input:

- ☐ I support the proposal.  
☒ I support the proposal in general but would like to see specifics before I decide.  
☐ I do not support the proposal.

Written Comments:

Will other agencies such as CLC / GCP  
be able to promote community events  
on the digital display board?

Is there a cost for our name to be  
displayed?


Will there be any maintainance expense  
to CLC?



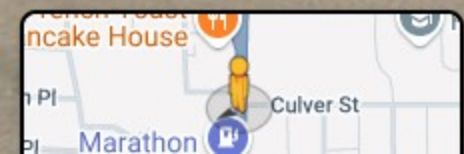


← S 4th St

DeKalb, Illinois

 Google Street View

Sep 2023 [See more dates](#)







904 S 4th St

DeKalb, Illinois



Google Street View

Sep 2023

[See more dates](#)







S 4th St

DeKalb, Illinois



Google Street View

Sep 2023

[See more dates](#)













✕ Expand



The Eagle Store on South Fourth Street in DeKalb is pictured in 1969. (Photo courtesy of DeKalb County History Center Archives)





## VARIANCE REQUEST

**TO:** Community Development Department, City of DeKalb, Illinois

**FROM:** Petitioner Name(s) DeKalb CUSD 428

Phone 815.754.2350

Mailing Address 901 S. 4th Street

City DeKalb

State IL

ZIP 60115

Email tammy.carson@d428.org

Property Owner Name(s) DeKalb CUSD 428

Phone 815.754.2350

Mailing Address 901 S. 4th Street

City DeKalb

State IL

ZIP 60115

Email tammy.carson@d428.org

1. The petitioner hereby petitions the Planning and Zoning Commission to approve a Variance Request for the following property

A. Common Address of Property 901 S. 4th Street; DeKalb, IL 60115

B. Parcel Identification Number (PIN) 08-27-227-058

C. Legal Description – attach additional page(s) if necessary \_\_\_\_\_

2. Current Zoning District LC - Light Commercial

Current Use Administrative Offices  
~~Municipality~~

3. From what portion of the Unified Development Ordinance are you requesting a variance?

Article 13

Section 02-06

Paragraph 02-04.3



4. The petitioner hereby submits the following:

- ☐ Variance Fee (\$100.00 Residential; \$250.00 Non-Residential) **NA**
- ☐ Plat of Survey of the property showing lot lines, location of existing buildings, structures, and other improvements, and a scale drawing of the proposed addition(s) or change(s) requiring the variance

☒ Documentation attached on additional page(s) that supplies the following:

- A. Explain the nature of the variance requested and attach a scale drawing of the survey of the property showing lot lines, location of existing buildings, structures and other improvements, and showing the proposed addition or change requiring the variance.
- B. Describe in detail how the strict application of the terms of the ordinance relating to the request for a variance imposes practical difficulties or particular hardship while not serving merely as a convenience to the petitioner.
- C. Demonstrate the request for a variance will be in harmony with the general purpose and intent of the ordinance by clarifying the request will NOT:
- 1) Impair an adequate supply of light and air to adjacent property,
  - 2) Unreasonably increase congestion upon public streets,
  - 3) Increase the danger of fire or endanger public safety,
  - 4) Unreasonably diminish or impair established property values within the surrounding area,
  - 5) In any other respect impair the public health, safety, comfort, morals, or welfare of the inhabitants of the City of DeKalb.
- D. Demonstrate that denial of the request for a variance will:
- 1) Prevent the property in question from yielding a reasonable return if only permitted to be used under the conditions allowed by ordinance,
  - 2) Prove the exceptional conditions were not caused by the applicant,
  - 3) Prove the proposed variance will deprive the applicant the use of the property in a manner equivalent to the use permitted to be made by owners of property in the area,
  - 4) Result in a structure that is appropriate to and compatible with the character and scale of structures in the area.

\*The petitioner hereby states that a pre-application conference (☐ was / ☒ was not) held with City staff prior to the submittal of this petition

Date of meeting \_\_\_\_\_


Those in attendance \_\_\_\_\_

**\*Note to Petitioner: A pre-application conference with staff is highly encouraged to avoid delays and help in the timely processing of this petition.**



5. The petitioner hereby agrees that this petition will be placed on the Planning and Zoning Commission's agenda only if it is completed in full and submitted in advance of established deadlines.
6. The petitioner hereby agrees to abide by the requirements set forth in the Planning and Zoning Commission's Public Hearing Procedures.

I hereby swear that all statements contained herein, and any plans and papers submitted herewith, are true to the best of my knowledge and belief.

  
\_\_\_\_\_  
Petitioner Signature

1-30-25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Property Owner Signature

1-30-25  
\_\_\_\_\_  
Date