



DEKALB PLANNING AND ZONING COMMISSION AGENDA
Monday, May 5, 2025
6:00 P.M.

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

A. ROLL CALL

B. APPROVAL OF AGENDA (Additions or Deletions)

C. APPROVAL OF MINUTES

1. April 7, 2025.

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

E. NEW BUSINESS

1. **Public Hearing** – A petition by DeKalb Township for a special use permit to allow for the expansion of Oakwood Cemetery for the property located at 611-615 N. 1st Street.
2. **Plat of Resubdivision** – A request to approve the Final Plat of the Dirks Resubdivision located at 3435 and 3447 Owens Lane (Marshall Dirks).

F. REPORTS

G. ADJOURNMENT

MINUTES
CITY OF DEKALB
PLANNING AND ZONING COMMISSION
April 7, 2025

The Planning and Zoning Commission held a meeting on April 7, 2025, in the Yusunas Meeting Room at the DeKalb Public Library, 309 Oak Street, DeKalb, Illinois. Chair Maxwell called the meeting to order at 6:00PM.

A. ROLL CALL

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

B. APPROVAL OF THE AGENDA (Additions/Deletions)

Chair Maxwell requested a motion to approve the April 7, 2025, agenda as presented. Mr. Becker motioned to approve the agenda as presented. Mr. Wright seconded the motion, and the motion was approved by unanimous voice vote.

C. APPROVAL OF MINUTES

1. March 17, 2025 – Chair Maxwell requested a motion to approve the March 17, 2025, minutes as presented. Ms. O'Flaherty motioned to approve the minutes as submitted. Ms. Pena-Graham 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

- a. **Public Hearing** – A petition by Michael J. Warfel for approval of the rezoning of the site at 209 Grove St. from the "LI" Light Industrial District to the "CBD" Central Business District.

Chair Maxwell read the petition by title only.

The applicant, Michael Warfel, explained he purchased the property at 209 Grove St. about 2 ½ years ago and has put a lot of work into remodeling the building. While Mr. Warfel does not have any specific plan for how the building will be occupied, he believes the small space is a good retail location given the building location and surrounding public parking lots. Mr. Warfel told the Commission he would rather not rent out the space, and instead maintain control of the building, utilizing it for live music. He understands the building would not be a suitable space for a coffee house, restaurant or bar, but envisions it being an open place for the community to spend time and exchange ideas. Mr. Warfel noted he owns the space free and clear and is only looking to make enough profit to cover taxes, insurance and utilities. If he cannot find a viable way to use the space himself, he would be willing to put it up for rent and added it would make a fine retail location. Mr. Warfel concluded, stating he believes this is the beginning of the whole block being redeveloped, mentioning the space on the east side of his building has been vacant since COVID and he would love to see it redeveloped as well.

Planning Director, Dan Olson, gave his staff report (dated 4-3-25) on the petition. Mr. Olson explained the site at 209 Grove St. is currently zoned "LI" Light Industrial District. The building, formerly known as the "Whizzer Building", has about 1,100 sq. ft of usable space. He noted the applicant has gutted the interior of the building and reiterated they are interested in establishing retail/service uses or office space. Mr. Olson recalled last April the City Council approved an AIP grant in the amount of \$23,380 to allow Mr. Warfel to do work in the building to accommodate office or retail space. He listed some of the work completed including HVAC, plumbing, new windows and doors and a new ADA sidewalk. Mr. Warfel purchased the property in 2022.

Mr. Olson continued, stating the proposed "CBD" zoning will allow more uses that are compatible with the surrounding neighborhood. He noted the area on the north side of Grove St. between S. 2nd St. and S. 3rd St. is zoned "LI" Light Industrial. Mr. Olson explained this industrial zoned area has been in existence for several decades, however has become more commercial in nature. As described in the Unified Development Ordinance, the intent of the "CBD" is to accommodate those retail and office uses which are characteristic of the downtown commercial core of the City. He mentioned the City's 2022 Comprehensive Plan recommends commercial uses for this "LI" zoned area.

Furthermore, he clarified the "LI" Light Industrial District is no longer compatible for the subject site and surrounding area. Mr. Olson explained the size of the building and lack of on-site parking/loading area makes the site incompatible for industrial type uses. He added the proposed "CBD" classification is appropriate for the building, will accommodate the proposed uses and is consistent with the zoning and land uses in the surrounding area. Mr. Olson noted the subject site is in an area where on-site parking is not required, according to the UDO. He mentioned public parking is available in the nearby Vaughn Lot (82 spaces), Embree Lot (75 spaces) and Gurler Lot (139 spaces).

To conclude, Mr. Olson stated City staff recommended approval of the rezoning request as the building is simply not compatible for Light Industrial.

Three letters of support were received by the City from nearby property owners which included Julia Guio of 212 S. 2nd Street, Foursquare Church of 210 Grove Street, and the Consentino Law Firm at 213-217 S. 2nd Street.

No public comments were made, and Chair Maxwell closed the public hearing.

Ms. O'Flaherty mentioned the rezoning petition made sense and Ms. Pena-Graham stated the building looked great.

Chair Maxwell asked for a motion to approve. Vice Chair McMahon moved that based upon the submitted petition, testimony presented and findings of fact, he moved the Planning and Zoning Commission forward its findings of fact and recommend to the City Council approval of the rezoning of the subject site at 209 Grove St. from the "LI" Light Industrial District to the "CBD" Central Business District. Ms. O'Flaherty seconded the motion.

A roll call vote was taken: Becker – yes, O'Flaherty – yes, Pena-Graham – yes, Wright – yes, McMahon – yes, Maxwell - yes. The motion passed 6-0-0.

F. REPORTS

Mr. Olson had only a few items to report. He stated no hearings are scheduled for the next meeting on April 21, 2025. If a Plat or another item not requiring a hearing is added the meeting will be held, otherwise, the meeting may be cancelled. Mr. Olson mentioned both meetings in May will likely be held but there are just a few items.

G. ADJOURNMENT

Chair Maxwell requested a motion to adjourn. Mr. Wright motioned to adjourn, and Ms. Pena-Graham seconded the motion. The meeting adjourned at 6:07 p.m.

Respectfully submitted,

Olivia K. Doss, Recording Secretary

Minutes approved by the Planning and Zoning Commission on April 21, 2025.

Click [here](#) to view the agenda packet for the April 7, 2025 Planning and Zoning Commission Meeting.

Click [here](#) to view the video recording of the April 7, 2025, Planning and Zoning Commission Meeting.

**COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT**

May 1, 2025

TO: DeKalb Planning and Zoning Commission

FROM: Dan Olson, Planning Director

RE: 611-615 N. 1st St. - Special Use Permit to allow for the expansion of Oakwood Cemetery (DeKalb Township)

I. GENERAL INFORMATION

- | | | |
|----|---------------------------------|--|
| A. | Purpose | Expansion of the Oakwood Cemetery |
| B. | Location/Size | 611-615 N. 1 st St. /.82 acres |
| C. | Petitioner | DeKalb Township |
| D. | Existing Zoning | "MFR1" Multi-Family Residential District |
| E. | Existing Land Use | Vacant |
| F. | Surrounding Zoning and Land Use | North: "SFR2"; Vacant
South: "SFR2"; Church
East: "MFR1"; Multi-Family Residential
West: "SFR2"; Cemetery |
| G. | Comprehensive Plan Designation | Institutional |

II. BACKGROUND AND ANALYSIS

The City has received a special use permit application from DeKalb Township to expand the Oakwood Cemetery along N. 1st St. The Township is purchasing .82 acres of property from the adjacent First Congregational United Church of Christ at 615 N. 1st St. The site is zoned “MFR1” Multi-Family Residential District, and a cemetery and mausoleums require a special use permit in that district. The 2022 Comprehensive Plan designates the site for Institutional type uses. The current cemetery is a legal non-conforming use.

The additional property will primarily be used for a park with walking paths, memorial plaza, new trees and Columbariums. There will be no cemetery plots on the subject site. The plan also includes eight new parking spaces. Access will be provided through the parking lot of the church. The northern portion of the site is in the floodplain; however, the Township is only proposing new landscaping and a possible walking path in that area, and no structures. They will comply with the floodplain regulations in the Unified Development Ordinance.

III. STANDARDS OF A SPECIAL USE

1. The proposed special use complies with all provisions of the applicable district regulations.

The proposed special will comply with all regulations of the “MFR1” Multi-Family Residential District and the Unified Development Ordinance (UDO).

2. The proposed special use will not be unreasonably detrimental to the value of other property in the neighborhood in which it is to be located or to the public welfare at large.

The proposed special use will not have a detrimental effect on the adjacent properties or land uses. The site has been zoned “MFR1” Multi-Family Residential District for decades. The proposed special use is the expansion of an existing cemetery. The surrounding area is already developed with a variety of uses including a cemetery, church, apartment building, middle school and commercial uses.

3. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the special use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district regulations.

The granting of the special use will not dominate the immediate area and will not prevent development on the neighboring properties. The surrounding area is already developed with a variety of uses including a cemetery, church, apartment building, middle school and commercial uses. The proposed special will operate in a manner that is not detrimental to the surrounding neighborhood.



4. Adequate utility, drainage and other such necessary facilities have been or will be provided.

Adequate public services and utilities are already provided to the subject site. The site plan shows eight (8) additional parking spaces that accommodate the proposed special use. The applicant will comply with the floodplain regulations in the City's Unified Development Ordinance.

5. The proposed use, where such developments and uses are deemed consistent with good planning practice, or can be operated in a manner that is not detrimental to the permitted developments and uses in the district; can be developed and operated in a manner that is visually compatible with the permitted uses in the surrounding area; shall in all other respects conform to the applicable regulations of the district in which it is located; and is deemed essential or desirable to preserve and promote the public health, safety and general welfare of the City of DeKalb.

The proposed special use will not be detrimental to the permitted developments and uses in the surrounding area. The surrounding area is already developed with a variety of uses including a cemetery, church, apartment building, middle school and commercial uses. The City received a Public Response Form from Bradford Shive of 8 Miller Ct. noting support of the special use request.

V. CITIZEN RESPONSE/COMMENTS

The City received a Public Response Form from Bradford Shive of 8 Miller Ct. noting support of the special use request.

VI. RECOMMENDATION

The staff recommends approval, and a sample motion is below.

Sample Motion – Special Use Permit:

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 special use permit to allow for the expansion of Oakwood Cemetery located at 611 N. 1st St. and a portion of the property located at 615 N. 1st St. per the site plan dated February, 2025 and labeled as Exhibit A.



EXHIBIT A

PROPOSED IMPROVEMENTS

FEBRUARY 2025

- 1 8-CAR PARKING LOT WITH 1 ADA SPACE
- 2 CONCRETE WALK
- 3 MEMORIAL PLAZA WITH DONOR BRICK PAVERS
- 4 PROPOSED PHASE 1 COLUMBARIA
- 5 DECOMPOSED GRANITE PATH
- 6 SEATWALL
- 7 TREE ALLEE WITH MEMORIAL TREES
- 8 SPECIMEN OAK TREE IN CURBED ENTRY ISLAND
- 9 REMEMBRANCE POLLINATOR GARDEN AND STORMWATER
- 10 TRAILSIDE BENCH ON CONCRETE PAD (FUTURE)
- 11 FUTURE WOODLAND TRAIL
- 12 FUTURE CONCRETE AND COLUMBARIA EXPANSION

EXISTING
OAKWOOD
CEMETERY

FIRST STREET



EXHIBIT A

PHASE ONE IMPROVEMENTS

FEBRUARY 2025

- 1 8-CAR PARKING LOT WITH 1 ADA SPACE
- 2 CONCRETE WALK
- 3 MEMORIAL PLAZA WITH DONOR BRICK PAVERS
- 4 PROPOSED PHASE 1 COLUMBARIA
- 5 DECOMPOSED GRANITE PATH
- 6 SEATWALL
- 7 TREE ALLEE WITH MEMORIAL TREES
- 8 SPECIMEN OAK TREE IN CURBED ENTRY ISLAND
- 9 REMEMBRANCE POLLINATOR GARDEN AND STORMWATER
- 10 CONCRETE PAD FOR FUTURE BENCH

ENGINEER'S ESTIMATE OF COST FOR
CIVIL SITE IMPROVEMENTS = \$99,655

INCLUDES GRADING, PARKING, CONCRETE, PAVER PLAZA,
SEATWALL, AND PHASE ONE GRANITE PATH

ANTICIPATED COUNTY COSTS	
COLUMBARIA	\$40,000
ALLEE TREES	\$21,750
SPECIMEN OAK	\$2,500
POLLINATOR	\$9,000
SHRUBS AND GROUNDCOVER	\$4,250
SCREENING EVERGREENS	\$5,000

TOTAL PHASE ONE COUNTY COSTS = \$82,500

EXISTING
OAKWOOD
CEMETERY

FIRST STREET





115

105

721

717

711

110

120

7

8

6

4

611

623

629

617

615

N 1st St



DeKalb Township Special Use Narrative

DeKalb Township is seeking a Special Use per Section 5.02.03 of the DeKalb Zoning Code for an expansion of the operation of the Oakwood Cemetery with additional land (*approx. 35,929 sq. ft.*) as to be purchased from the First Congregational United Church of Christ.

This additional property shall primarily be a “park” as noted per Concept Plan as presented, with landscaping, walking paths and similar features. There shall not be any cemetery plots included or installed within this new area, however, the plan does call for Columbariums. Phase II of the Concept Plan may also include an area improved with walking paths and an area designated for the distribution/scattering of cremains.

A portion of the property to be secured by the Petitioner and part of this Application for Special Use is a “floodplain”. As such, if/when that area of the property is developed the Petitioner, pursuant to Article 11 of the DeKalb Unified Development Ordinance will need to work with the City Engineer to meet standards for improvements in the floodplain. Currently, the only improvements intended in this area will be plantings, along with possibility of sidewalks, no other “structures” are intended.

Oakwood Cemetery Expansion – Special Use Permit
Public Response Form



Owners Name: Bradford Shive

Property Address: 8 Miller Ct. 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.

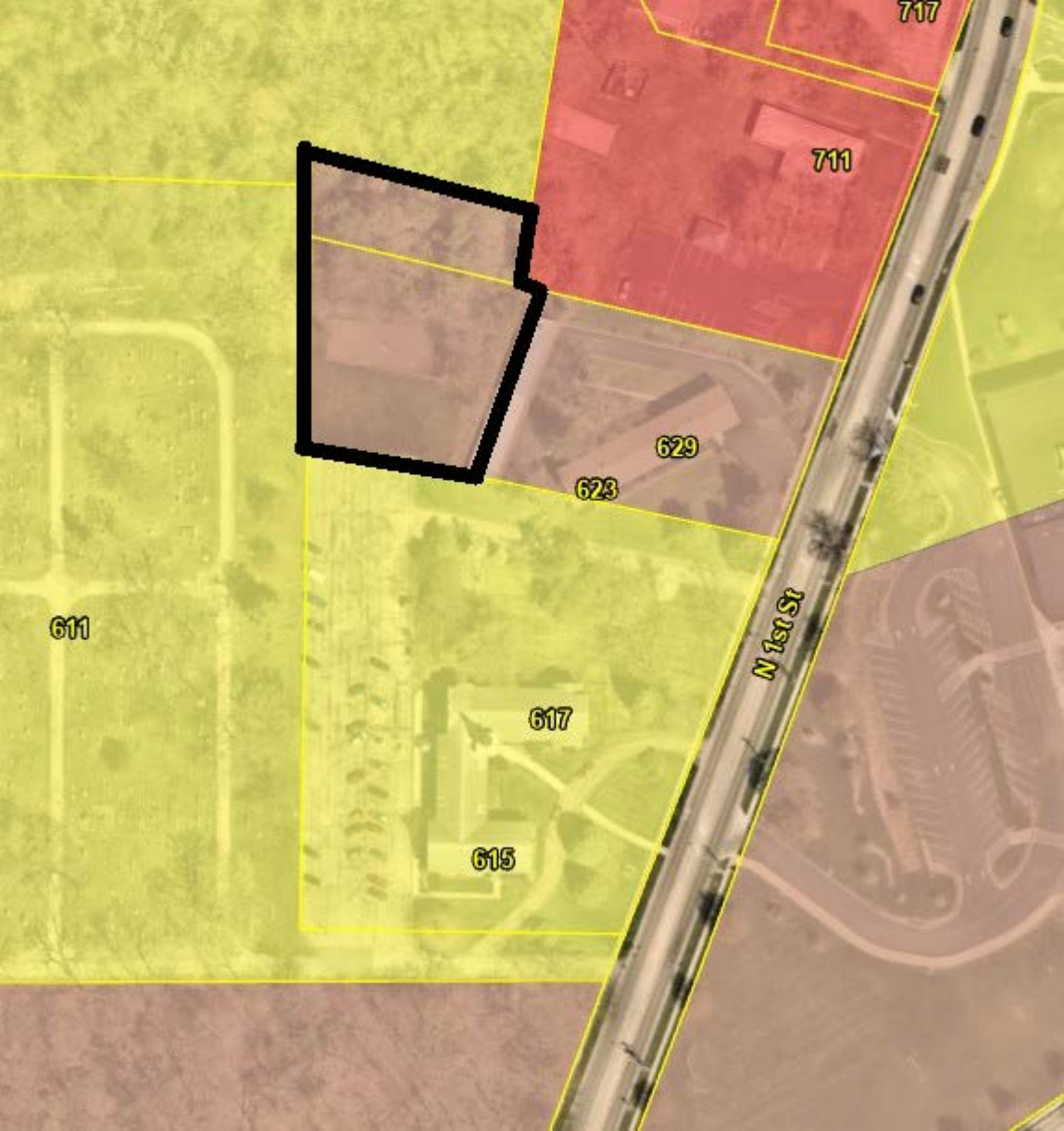
Written Comments:

We have lived next to
Oakwood Cemetery since
1996. The Cemetery is always
well maintained.

I think the expansion
plan is a "best use" decision.

Bradford Shive





611

615

617

623

629

711

717

N 1st St



LEGAL NOTICE

NOTICE is hereby given that a public hearing will be held before the DeKalb Planning and Zoning Commission at its regular meeting on Monday, May 5, 2025, at 6:00 p.m. in the Yusunas Meeting Room at the DeKalb Public Library, 309 Oak St., DeKalb, IL, on the petition by DeKalb Township for a special use permit to allow for the expansion of Oakwood Cemetery located at 611 N. 1st St. and a portion of the property located at 615 N. 1st St. The subject property has Parcel Identification Numbers (PIN's) of 08-14-352-009 (part of) and 08-14-352-005, is zoned "SFR2" Single-Family Residential District and legally described below.

OUTLOT Y OF THE SECOND ADDITION TO S.A. SPICKERMAN'S RESUBDIVISION, BEING PART OF SECTION 14, TOWNSHIP 40 NORTH, RANGE 4 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF DEKALB, DEKALB COUNTY, ILLINOIS,

AND THAT PART OF THE SOUTHWEST QUARTER OF SECTION 14, TOWNSHIP 40 NORTH, RANGE 4, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID OUTLOT Y, SAID POINT ALSO BEING ON THE EAST LINE OF OAKWOOD CEMETERY; THENCE SOUTHERLY, ALONG SAID EAST LINE, 177.71 FEET; THENCE EASTERLY, AT AN ANGLE OF 89 DEGREES 14 MINUTES 44 SECONDS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 131.23 FEET; THENCE NORTHERLY, AT AN ANGLE OF 111 DEGREES 27 MINUTES 43 SECONDS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 150.00 FEET; THENCE WESTERLY, AT AN ANGLE OF 80 DEGREES 06 MINUTES 00 SECONDS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 19.42 FEET TO THE SOUTHEAST CORNER OF SAID OUTLOT Y; THENCE CONTINUING WESTERLY, AT AN ANGLE OF 180 DEGREES 09 MINUTES 56 SECONDS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG THE SOUTH LINE OF SAID OUTLOT Y, 168.26 FEET TO THE POINT OF BEGINNING, IN DEKALB COUNTY, ILLINOIS.

All interested persons are invited to appear and be heard at the time and place listed above. Interested persons are also encouraged to submit written comments on the proposal to the City of DeKalb, Community Development Department, 164 E. Lincoln Highway, DeKalb, Illinois, 60115 by 12:00 p.m. on Monday, May 5, 2025, or by e-mail to dan.olson@cityofdekalb.com. Further information regarding the petition is available from the Community Development Department at (815) 748-2361 or on the City of DeKalb's web page at <https://www.cityofdekalb.com/1103/Public-Hearings>.

Max Maxwell, Chair

DeKalb Planning and Zoning Commission



SPECIAL USE PERMIT PETITION

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

FROM: Petitioner Name(s): DeKalb Township Phone: (815)-758-8282
Petitioner's Representative: Craig S.Krandel Email: ckrandel@zrfmlaw.com
Mailing Address: 50 N. Virginia St.
Crystal Lake, IL 60014

Property Owner: First Congregational United Church of Christ Phone: (815)-787-7836
Mailing Address: 615 N. First St Email: omgdekalb@gmail.com
DeKalb, IL 60115

1. The petitioner hereby petitions the City of DeKalb to approve a Special Use Permit for the following property:

A. Legal Description and Parcel Number (s) – If necessary, attach the full legal description on a separate piece of paper: See Attached

B. Street Address or Common Location: Portion of 615 N. First St.

C. Size of Property (square feet or acres): 35,929 sq. ft

D. Existing Zoning: SFR2

E. Proposed Special Use (as listed in the UDO): Cemetery

F. Proposed Use and Description: On a separate document, describe the proposed use's characteristics. Also, indicate whether or not the proposed use would: a) Prevent development and use of neighboring property; b) impact adjacent existing and future land uses; c) impact adjacent property values; d) impact the general public's health, safety, and welfare; and e) be in conformance with all elements of the "UDO," Unified Development Ordinance

2. The petitioner hereby submits the following information:

- ☒ Vicinity map of the area proposed for the special use
- ☒ Petition fee (\$500.00)
- ☒ 2 full size copies and an electronic copy of a site plan, which must show the following items (per the requirements of Article 14.03.03 of the UDO):

- ☐ Property dimensions
- ☐ Location and use of proposed structures
- ☐ Number and location of parking spaces and loading area. Number of required parking spaces per the UDO
- ☐ Location and type of landscaping (including existing trees 6" in diameter or greater and existing tree masses)
- ☐ Location, type, and height of fencing or walls
- ☐ Location and width of driveways and curb cuts; internal traffic patterns
- ☐ Floor area (square footage)
- ☐ Location of exterior lighting
- ☐ Location, type, and height of signage
- ☐ Direction of storm water flow, location of detention area

(Note to Petitioner: A site plan for a special use permit is intended to be a schematic plan only. All plans must eventually conform to other City standards prior to the issuance of any building permits or other permits.)

3. 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 pre-application conference: _____

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.)

4. 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.

5. The petitioner has read and completed all of the above information and affirms that it is true and correct.

Mary Hesse
Petitioner Signature

April 9 2025
Date

I hereby affirm that I am the legal owner (or authorized agent or representative of the owner – proof attached) of the subject property and authorize the petitioner to pursue this Special Use Permit petition as described above (petitioner must sign if they are the owner).

Anthony J. McNamee
Property Owner Signature

April 10 2025
Date

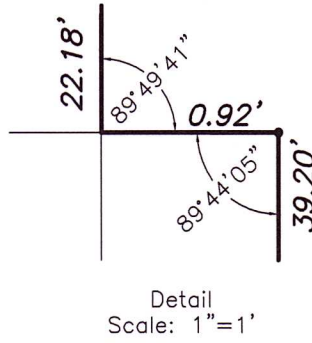
PLAT AND CERTIFICATE OF SURVEY

OUTLOT Y OF THE SECOND ADDITION TO J.A. SPICKERMAN'S RESUBDIVISION, BEING PART OF SECTION 14, TOWNSHIP 40 NORTH, RANGE 4 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF DEKALB, DEKALB COUNTY, ILLINOIS,

PROPERTY ADDRESS: part of 615 N. 1ST STREET, DEKALB, IL, 60115
P.I.N. 08-14-352-005 and part of P.I.N. 08-14-352-009

AND THAT PART OF THE SOUTHWEST QUARTER OF SECTION 14, TOWNSHIP 40 NORTH, RANGE 4, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID OUTLOT Y, SAID POINT ALSO BEING ON THE EAST LINE OF OAKWOOD CEMETERY; THENCE SOUTHERLY, ALONG SAID EAST LINE, 177.71 FEET; THENCE EASTERLY, AT AN ANGLE OF 89 DEGREES 14 MINUTES 44 SECONDS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 131.23 FEET; THENCE NORTHERLY, AT AN ANGLE OF 111 DEGREES 27 MINUTES 43 SECONDS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 150.00 FEET; THENCE WESTERLY, AT AN ANGLE OF 80 DEGREES 06 MINUTES 00 SECONDS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 19.42 FEET TO THE SOUTHEAST CORNER OF SAID OUTLOT Y; THENCE CONTINUING WESTERLY, AT AN ANGLE OF 180 DEGREES 09 MINUTES 56 SECONDS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG THE SOUTH LINE OF SAID OUTLOT Y, 168.26 FEET TO THE POINT OF BEGINNING, IN DEKALB COUNTY, ILLINOIS.

CONTAINS 35,929 SQ. FT.



Outlot X
08-14-352-001

363.00'

Oakwood Cemetery has senior rights to the 363' width and this Found Iron Pipe here is evidence of such and the same is also shown on the 1997 survey by VanKampen of said cemetery

See Detail

P.O.B.
Found Pinchtop Pipe
1.0' W

Both of the following surveys have overlapped the cemetery as evidenced by Found Pinchtop Irons:

- 1) 1955 survey by Knetsch of Congregational Church and W.L.B.K. radio station
- 2) 1963 plat by Mattern of Second Add. to J.A. Spickerman's Resubdivision

Found Pinchtop Pipe
0.4' S
0.9' W

567.00'

Oakwood Cemetery
08-14-352-006

Contains 10,402 SQ. FT.
Outlot Y
08-14-352-005

Contains 25,527 SQ. FT.

131.23'

bituminous pavement

First Congregational Church
08-14-352-009

257.87'

Found Pinchtop Pipe

N. 1st Street

- =====LEGEND=====
- Boundary of property surveyed
 - Found iron pipe
 - Set iron pipe
 - P.O.B.
 - A1 80°06'00"
 - L1 19.42'
 - Utility pole

STATE OF ILLINOIS)
COUNTY OF DEKALB)SS

THIS IS TO CERTIFY THAT THE ATTACHED PLAT IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY I HAVE MADE OF PROPERTY HEREON SHOWN AND DESCRIBED. ALL DISTANCES SHOWN IN FEET AND DECIMALS THEREOF. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.
FIELD WORK COMPLETED APRIL 4TH, 2025, WITNESS MY HAND AND SEAL AT DEKALB, ILLINOIS THIS 7TH DAY OF APRIL, 2025.

L.A. Doogs

LESLIE AARON DOOGS
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3833
LICENSE EXPIRATION DATE: NOVEMBER 30TH, 2026



JADE Hanna Surveyors
155 N 3rd Street
Dekalb, IL 60115
(815) 756-2189
Info@Hannasurveyors.com
License No. 184006622

FOR: DEKALB TOWNSHIP - MARY HESS
JOB NO. 17718

SCALE 1"=50'



STAFF REPORT

May 1, 2025

TO: Planning and Zoning Commission

FROM: Dan Olson, Planning Director

RE: Final Plat of Dirks Resubdivision - 3435-3447 Owens Lane - Bridges of Rivermist Unit Two Subdivision (Marshall Dirks)

I. GENERAL INFORMATION

- | | | |
|----|-------------------|--|
| A. | Purpose | Resubdivide Lots 84 and 85 in the Bridges of Rivermist, Unit 2, to allow for the addition onto a single-family home. |
| B. | Owner/Applicant | Marshall Dirks |
| C. | Location and Size | Lots 84 and 85 in the Bridges of Rivermist, Unit 2, 3435-3447 Owens Lane/.51 acres |

II. BACKGROUND AND ANALYSIS

The applicant and property owner, Marshall Dirks, is requesting to resubdivide lots 84 and 85 in the Bridges of Rivermist, Unit Two Subdivision from two lots into one. The addresses of the lots are 3435 (lot 84) and 3447 (Lot 85) Owens Lane. Lot 85 contains a single-family home and lot 84 contains a garden and no structures. Lot 84 is 11,900 sq. ft. and Lot 85 is 10,418 sq. ft. The new lot will be 22,318 sq. ft. or .51 acres.

The applicant would like to add onto the existing home, however the addition would encroach over the common lot line. In addition, there is a 5-foot utility easement on the north side of Lot 84 as well as the south side of Lot 85. Both easements will be vacated with the approval of the plat. There are no utilities in easements and the applicant has been obtaining release letters from the utility companies that have rights to access the easement in case utilities are added at a later time. Currently the owner still needs releases from ComEd, Frontier and Metronet.

The plat has been reviewed by City staff and all comments have been adequately addressed. The applicant has provided a layout of the home on the lot along with the architectural elevations. The Commission's review only pertains to the Plat, not any layout



of the home. The sidewalk will be completed across Lot 84 through a 50/50 cost-sharing agreement between the owner and the City.

III. RECOMMENDATION

Sample Motion:

I move that the Planning and Zoning Commission recommend approval of the Final Plat of the Dirks Resubdivision dated August 9, 2024 prepared by Hanna Surveyors as shown on Exhibit A subject to all utility approvals being obtained prior to the recording of the plat.

FINAL PLAT
OF

DIRKS RESUBDIVISION

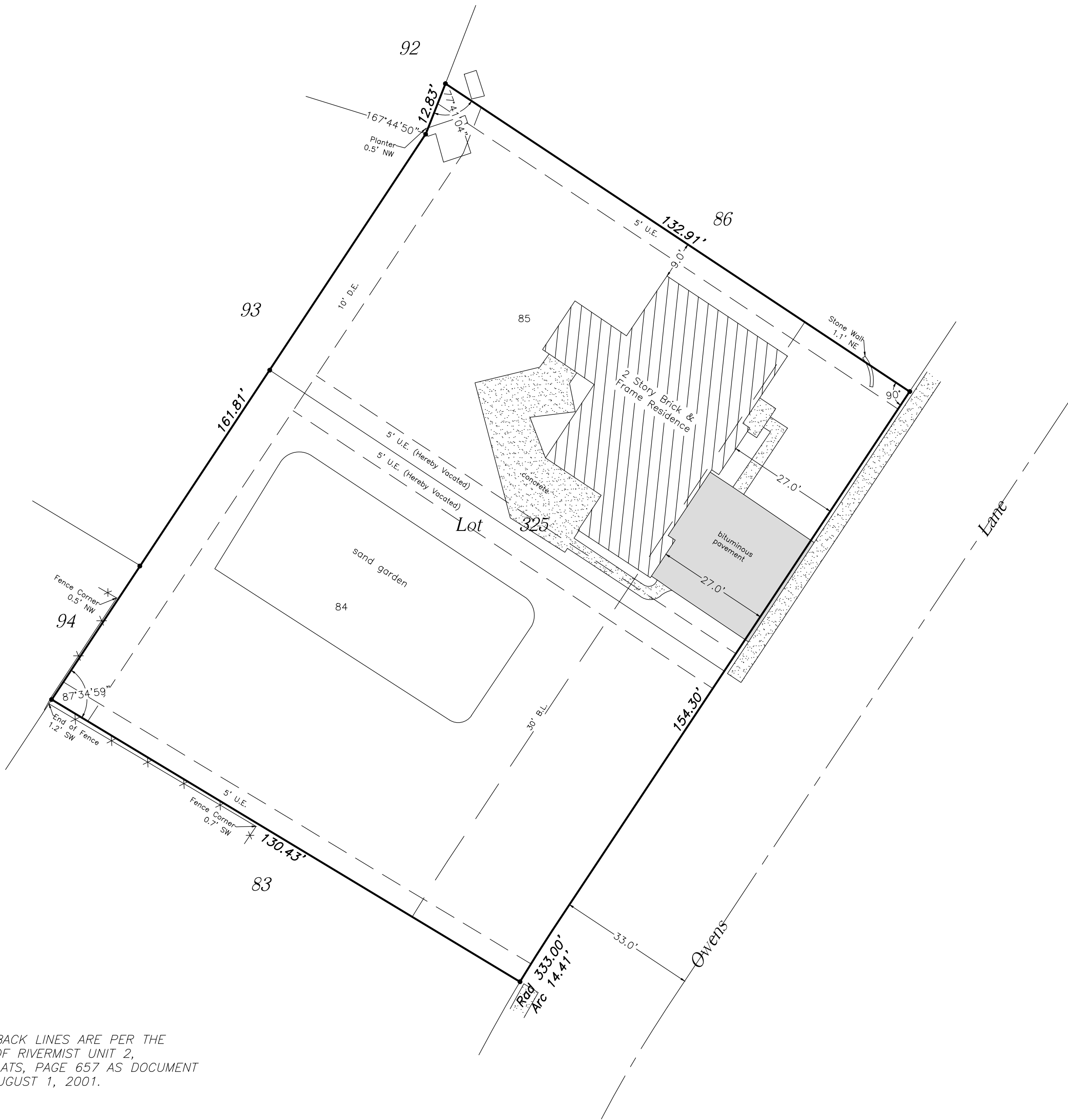
EXHIBIT A

PROPERTY ADDRESS: 3435 & 3447 OWENS LANE, DEKALB, IL 60115

P.I.N.S 08-02-424-003 & 08-02-424-004

LOT 325 CONTAINS 22,334 SQ. FT.

A RESUBDIVISION OF LOTS 84 AND 85 OF BRIDGES OF RIVERMIST UNIT 2,
BEING A BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF SECTION 2,
TOWNSHIP 40 NORTH, RANGE 4 EAST OF THE THIRD PRINCIPAL MERIDIAN



EASEMENTS AND BUILDING SETBACK LINES ARE PER THE
RECORDED PLAT OF BRIDGES OF RIVERMIST UNIT 2,
RECORDED IN BOOK "Z" OF PLATS, PAGE 657 AS DOCUMENT
NO. 2001013105 RECORDED AUGUST 1, 2001.

STATE OF ILLINOIS }
COUNTY OF DEKALB }SS

THIS IS TO CERTIFY THAT MARSHALL DIRKS AND JODI DIRKS ARE THE OWNERS OF THE PROPERTY DESCRIBED IN THE FOREGOING SURVEYOR'S CERTIFICATE AND HAVE CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AS INDICATED ON THE ATTACHED PLAT FOR THE USES AND PURPOSES THEREIN SET FORTH AND DO HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE OF "DIRKS' RESUBDIVISION", IN THE CITY OF SYCAMORE, DEKALB COUNTY, ILLINOIS, AND FURTHER CERTIFY THAT TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THE LOT SHOWN HEREON LIES WITHIN DEKALB COMMUNITY SCHOOL DISTRICT NO. 428.

DATED THIS _____ DAY OF _____, 202_____.

MARSHALL DIRKS
3447 OWENS LANE,
DEKALB, IL, 60115

JODI DIRKS
3447 OWENS LANE,
DEKALB, IL, 60115

STATE OF ILLINOIS }
COUNTY OF DEKALB }SS

I, TASHA SIMS, COUNTY CLERK IN AND FOR DEKALB COUNTY, IN THE STATE OF ILLINOIS, DO HEREBY CERTIFY THAT I HAVE EXAMINED THE RECORDS AND HAVE FOUND NO DELINQUENT GENERAL TAXES, NO UNPAID CURRENT GENERAL TAXES, NO DELINQUENT SPECIAL ASSESSMENTS OR UNPAID CURRENT SPECIAL ASSESSMENTS AGAINST THE TRACT OF LAND DESCRIBED AND PLATTED HEREON THIS DAY OF _____, 202_____.

TASHA SIMS
COUNTY CLERK

STATE OF ILLINOIS }
COUNTY OF DEKALB }SS

THIS IS TO CERTIFY THAT THE ATTACHED PLAT WAS APPROVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF DEKALB, DEKALB COUNTY, ILLINOIS ON THIS _____DAY OF _____, 202_____.

MAX MAXWELL
CHAIRMAN OF THE PLANNING AND ZONING COMMISSION

STATE OF ILLINOIS }
COUNTY OF DEKALB }SS

I, _____ A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY BRUCE W. CAIN AND BONNIE J. CAIN PERSONALLY KNOWN TO BE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT, AS SAID OWNERS, APPEARED BEFORE ME THIS DAY, IN PERSON, AND ACKNOWLEDGED THAT THEY SIGNED AND DELIVERED THE ANNEXED PLAT AS THEIR OWN FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES THEREIN SET

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS _____ DAY OF _____, 202_____.

NOTARY PUBLIC

STATE OF ILLINOIS }
COUNTY OF DEKALB }SS

THIS PLAT WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF DEKALB COUNTY, AFORESAID ON THIS _____ DAY OF _____, 202_____, AT _____ O'CLOCK _____.M. AND RECORDED IN PLAT CABINET _____, AT SLIDE NO. _____, AS DOCUMENT NO. _____.

TASHA SIMS
DEKALB COUNTY RECORDER

STATE OF ILLINOIS }
COUNTY OF DEKALB }SS

THIS IS TO CERTIFY THAT THE ATTACHED PLAT WAS APPROVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DEKALB, DEKALB COUNTY, ILLINOIS ON THIS DAY OF _____, 202_____.

BY: _____ ATTEST: _____
COHEN BARNES MAYOR RUTH SCOTT EXECUTIVE ASSISTANT

STATE OF ILLINOIS }
COUNTY OF DEKALB }SS

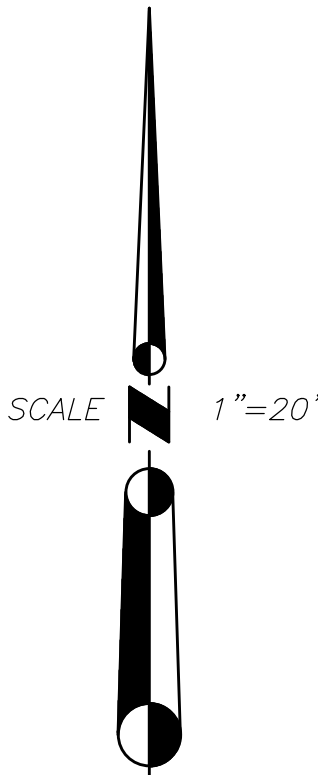
THIS IS TO CERTIFY THAT I, LESLIE AARON DOOGS, ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3833 HAVE SURVEYED AND RESUBDIVIDED LOTS 84 AND 85 IN BRIDGES OF RIVERMIST UNIT 2, BEING A BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF SECTION 2, TOWNSHIP 40 NORTH, RANGE 4 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 1, 2001 IN BOOK "Z" OF PLATS, PAGE 657 AS DOCUMENT NO. 2001013105 IN DEKALB COUNTY, ILLINOIS.

I FURTHER CERTIFY THAT THE ATTACHED PLAT IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY AND SUBDIVISION, ALL DISTANCES SHOWN IN FEET AND DECIMALS THEREOF, THAT THE PROPERTY HEREON SHOWN IS WITHIN THE CORPORATE LIMITS OF THE CITY OF DEKALB, DEKALB COUNTY, ILLINOIS AND THAT SAID PROPERTY IS LOCATED IN ZONE "X", AREA DETERMINED TO BE OUTSIDE THE 100 YEAR FLOOD PLAIN, AS SET FORTH BY THE F.I.R.M. 17037C0251E, HAVING AN EFFECTIVE DATE OF JANUARY 2ND, 2009.

DATED AT DEKALB, ILLINOIS THIS 9TH DAY OF AUGUST, 2024.

LESLIE AARON DOOGS
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3833
LICENSE EXPIRATION DATE: NOVEMBER 30TH, 2024

JADE Hanna Surveyors
155 N 3rd Street
Dekalb, IL 60115
(815) 756-2189
info@hannasurveyors.com
License No. 184006622



FOR: MARSHALL DIRKS
JOB NO. 17451



3456

3459

3447

3435

3434

Owens Ln

3413

3430



Rich Rd

Waterman St

Quinlan Av

Baraboo Ln

Roseman Ln

Owens Ln

Larking Av

287

275

263

245

223

207

193

177

163

151

137

119

105

102

3403

114

126

3466

3459

3447

3435

3456

3472

178

186

194

166

3479

3467

3445

3433

3419

3403

3420

3402

3401

3413

3422

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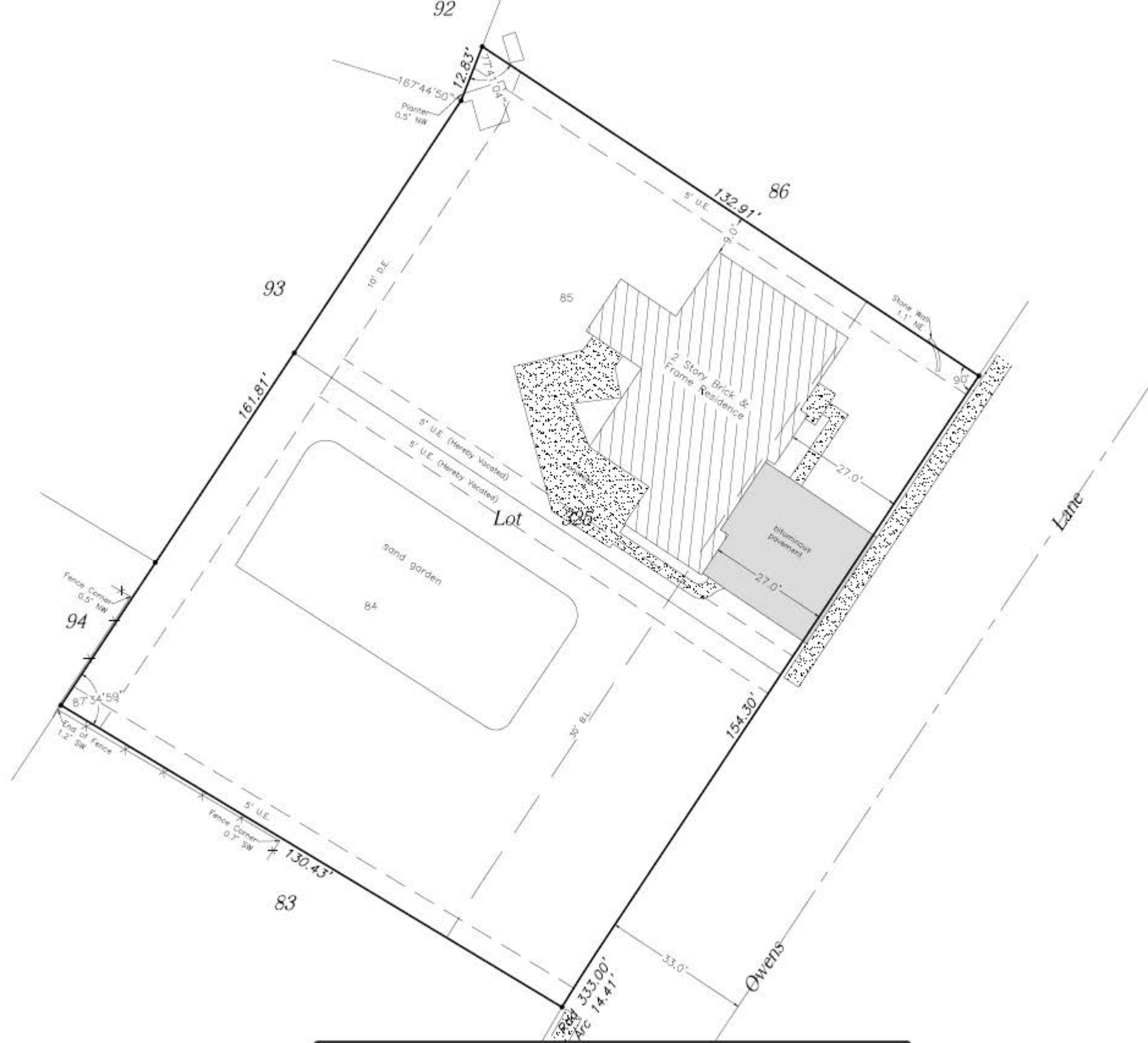
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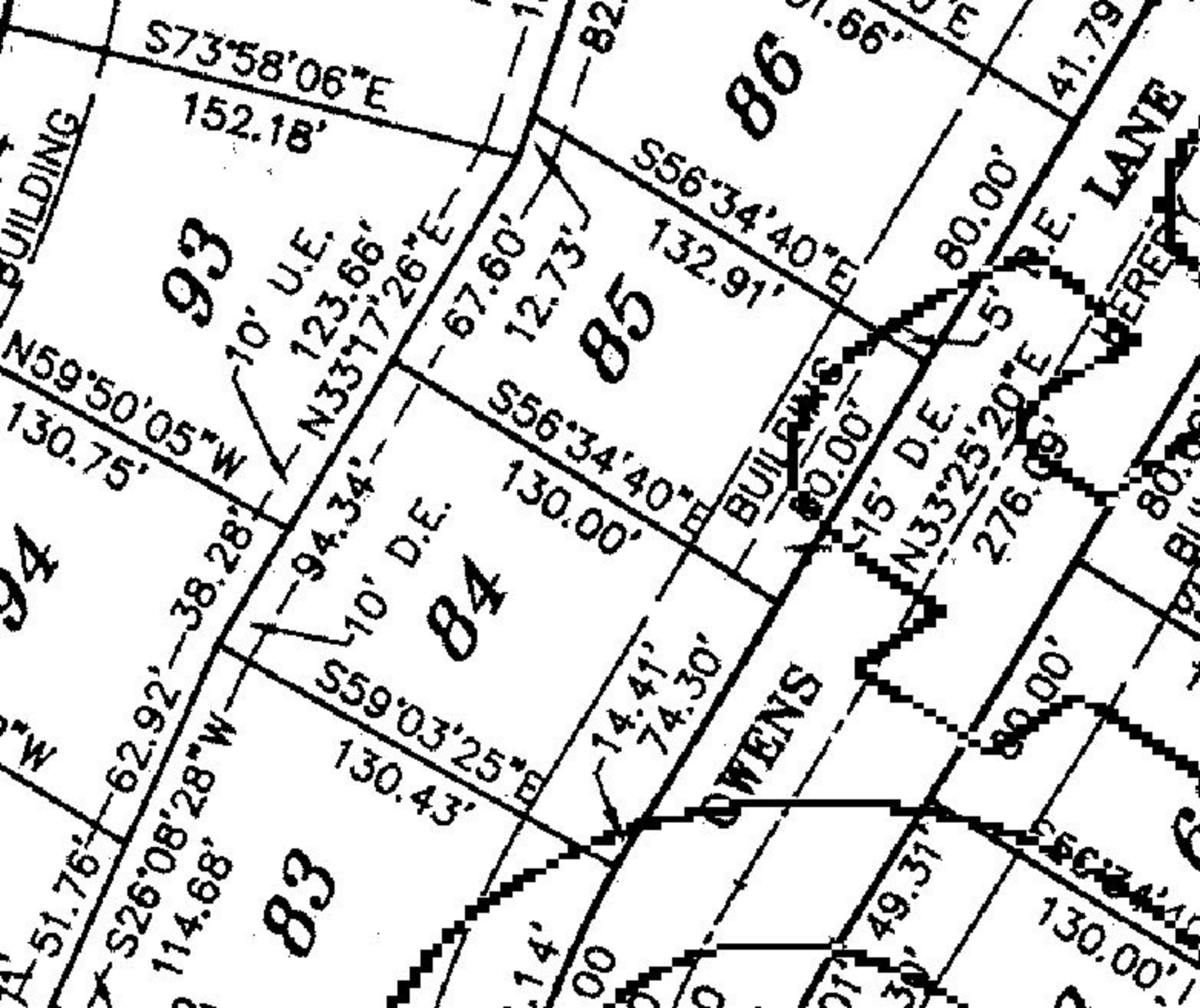
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3436

3412

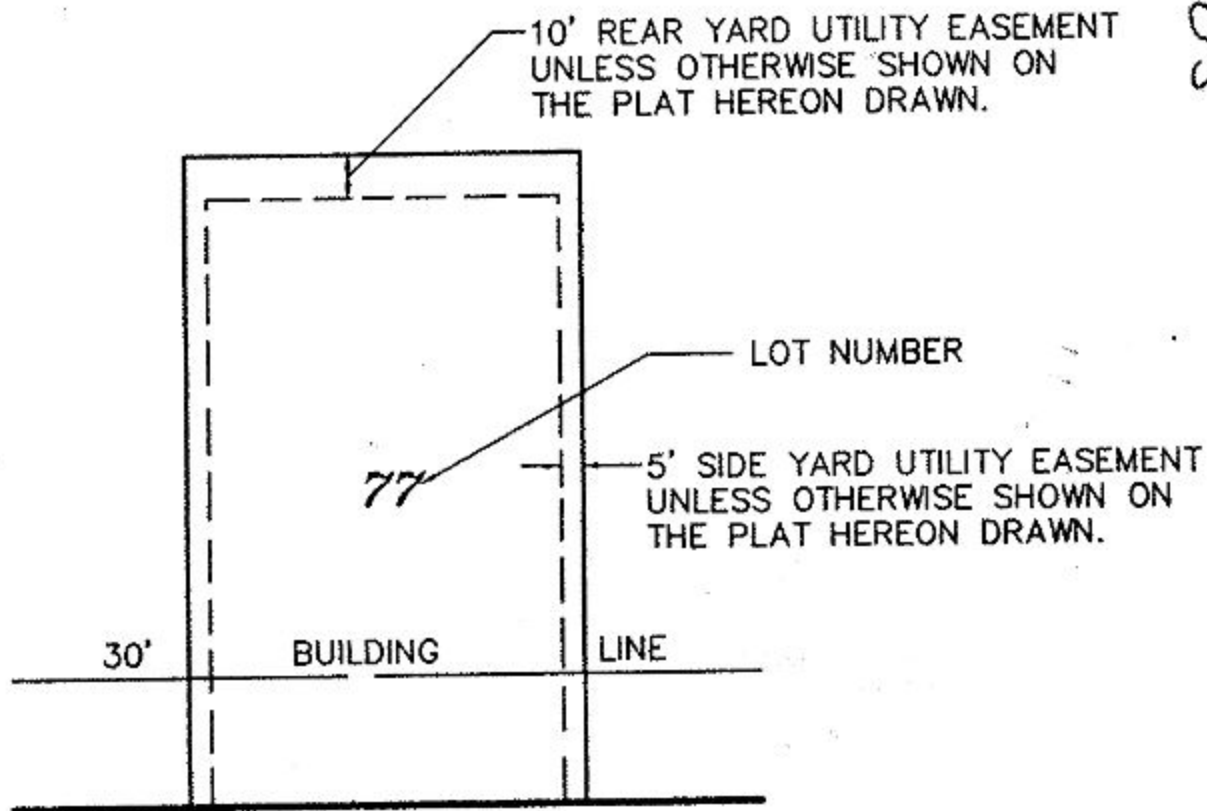
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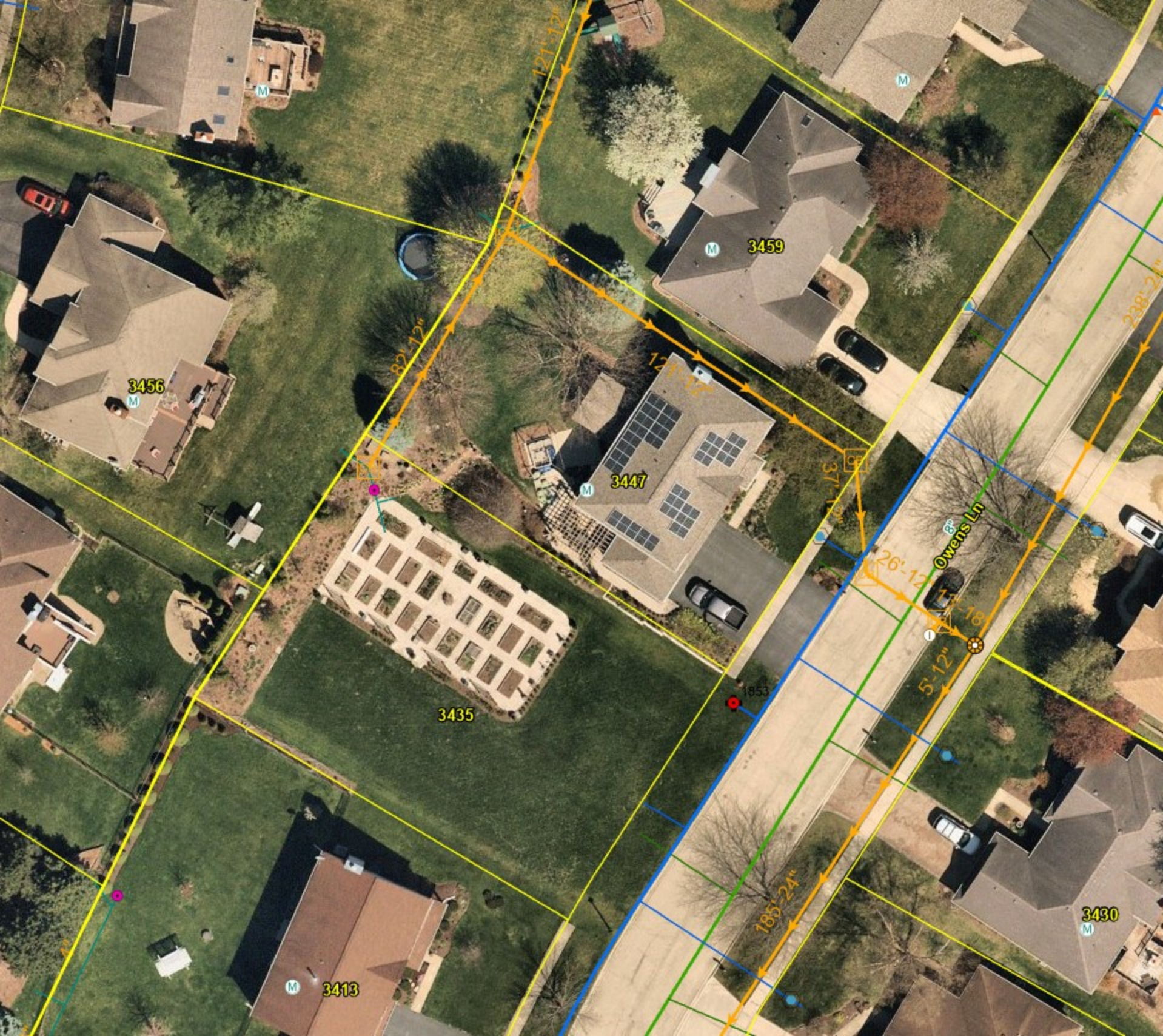




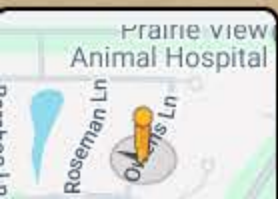
EASEMENT LEGEND

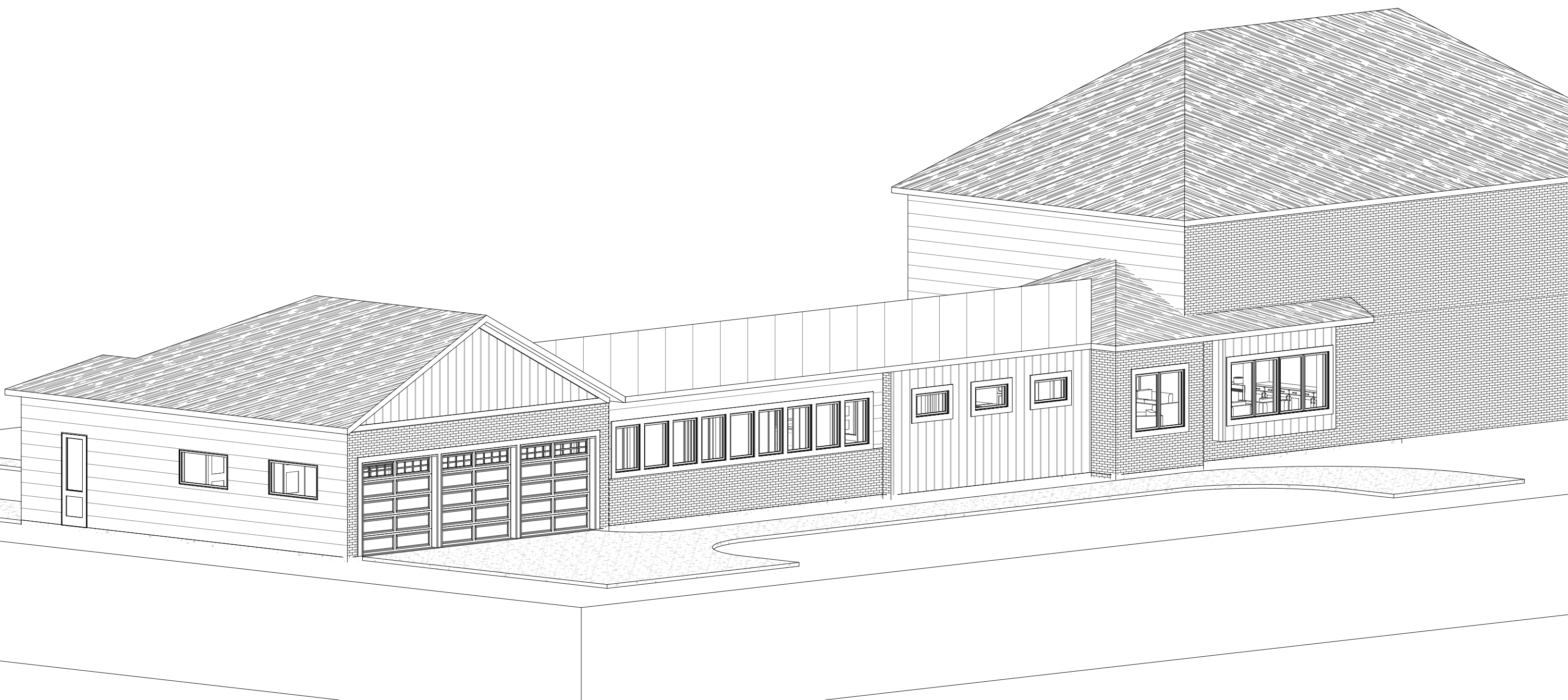
101013105











From: [Gill, Zachary](#)
To: [Olson, Dan](#); [Netzer, Justin](#); [Faivre, Bryan](#)
Cc: [Harper, Dawn](#)
Subject: Re: 3435-3447 Owens Lane
Date: Thursday, August 15, 2024 9:08:42 AM
Attachments: [image001.png](#)
[image002.png](#)
[Outlook-rvqptqfj.png](#)

Engineering is not opposed to vacating the utility easement.

Zachary Gill, P.E. | City Engineer
City of DeKalb
1216 Market Street | DeKalb, IL 60115
Phone: 815-748-2331
www.cityofdekalb.com



From: Olson, Dan <Dan.Olson@CITYOFDEKALB.com>
Sent: Monday, August 12, 2024 4:05 PM
To: Netzer, Justin <Justin.Netzer@CITYOFDEKALB.com>; Gill, Zachary <Zachary.Gill@CITYOFDEKALB.com>; Faivre, Bryan <BFAIVRE@CITYOFDEKALB.com>
Cc: Harper, Dawn <Dawn.Harper@CITYOFDEKALB.com>
Subject: RE: 3435-3447 Owens Lane

Thanks Justin.

Dan Olson, AICP | Planning Director
City of DeKalb | 164 E. Lincoln Highway | DeKalb, IL 60115
Phone: 815-748-2361
Email: dan.olson@cityofdekalb.com | Website: www.cityofdekalb.com



From: Netzer, Justin <Justin.Netzer@CITYOFDEKALB.com>
Sent: Monday, August 12, 2024 2:24 PM

From: [Netzer, Justin](#)
To: [Olson, Dan](#); [Gill, Zachary](#); [Faivre, Bryan](#)
Subject: RE: 3435-3447 Owens Lane
Date: Monday, August 12, 2024 2:23:54 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Dan,

I have no issues on the proposed vacation of the 5' utility easement. This will not affect anything related to Water Utilities. I did reach out to Andy, and he saw no issues on the proposed vacation regarding storm sewer easements.

Thanks,

Justin Netzer | Utility Superintendent
City of DeKalb | 1216 Market St. | DeKalb, IL 60115
Phone: 815-748-8122 | Fax: 815-748-8145
E-mail: Justin.Netzer@cityofdekalb.com | Website: www.cityofdekalb.com



From: Olson, Dan <Dan.Olson@CITYOFDEKALB.com>
Sent: Monday, August 12, 2024 10:12 AM
To: Gill, Zachary <Zachary.Gill@CITYOFDEKALB.com>; Faivre, Bryan <BFAIVRE@CITYOFDEKALB.com>; Netzer, Justin <Justin.Netzer@CITYOFDEKALB.com>
Subject: FW: 3435-3447 Owens Lane

All,

Please advise if you agree on the proposed vacation of the 5' utility easements along the common lot line between Lots 84 and 85 in The Bridges of RiverMist Unit 2. Attached is the proposed Plat of Resubdivision along with a close-up view. Also attached is the aerial of the subject lot and the Subdivision Plat for Bridges of RiverMist Unit 2.

Thank You

Dan Olson, AICP | Planning Director
City of DeKalb | 164 E. Lincoln Highway | DeKalb, IL 60115
Phone: 815-748-2361
Email: dan.olson@cityofdekalb.com | Website: www.cityofdekalb.com

From: [Mike Holland](#)
To: [Olson, Dan](#)
Subject: RE: 3435-3447 Owens Lane - Easement
Date: Thursday, October 21, 2021 8:59:56 AM
Attachments: image001.png

[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.]

No issues on our end. If they're consolidating the lots then vacating that easement is fine. Let me know if you need anything further from us.

Mike Holland, P.E.

District Engineer / Asst. District Manager
Kishwaukee Water Reclamation District
1301 Sycamore Rd.
DeKalb, Illinois 60115
Office: (815) 758-3513
www.kishwrd.com

From: Olson, Dan <Dan.Olson@CITYOFDEKALB.com>
Sent: Wednesday, October 20, 2021 9:15 AM
To: Mike Holland <MHolland@kishwrd.com>
Subject: 3435-3447 Owens Lane - Easement

Mike,

Good morning. We have a resident at 3447 Owens Lane (Lot 85) that owns the adjacent vacant lot at 3435 Owens (Lot 84). He is proposing an addition that will place the home over the common lot line. The owner will be doing a plat of resubdivision to consolidate the lots and vacate the side-yard utility easement. I noted to the owner we would get the approval of the KWRD for him. Let me know if there are any issues. Thanks

Dan Olson, AICP | Principal Planner
City of DeKalb | 164 E. Lincoln Highway | DeKalb, IL 60115
Phone: 815-748-2361
Email: dan.olson@cityofdekalb.com | Website: www.cityofdekalb.com



Disclaimer: This is a transmission from the City of DeKalb that is confidential and proprietary. If you are not the intended recipient, copying or distributing the contents of this message is expressly

From: [Luginbill, Rebecca](#)
To: marshall@provenwinners.com
Cc: [Olson, Dan](#)
Subject: FW: 3435-3447 Owens Lane - Plat of Resubdivision
Date: Monday, March 17, 2025 1:10:03 PM
Attachments: [image001.png](#)
[image002.png](#)
[Resubdivision Plat.pdf](#)

[**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.]

Yes, my apologies – I had grabbed the wrong PDF.
The attached is approved.

Rebecca Luginbill
Land Management
Nicor Gas Company
x2rlugin@southernco.com
PH: 630-388-2095



From: Marshall Dirks <>
Sent: Monday, March 17, 2025 11:57 AM
To: Luginbill, Rebecca <X2RLUGIN@SOUTHERNCO.COM>;
Subject: Re: 3435-3447 Owens Lane - Plat of Resubdivision

Rebecca –

I just want to confirm that you have reviewed this plat as that's the one that belongs to me and is in question. The other Goldman one was an example of a previously approved vacation.

Thanks.

From: Luginbill, Rebecca <X2RLUGIN@SOUTHERNCO.COM>
Date: Monday, March 17, 2025 at 9:28 AM
To: Marshall Dirks <marshall@provenwinners.com>, Dan.Olson@CITYOFDEKALB.com <Dan.Olson@CITYOFDEKALB.com>
Subject: RE: 3435-3447 Owens Lane - Plat of Resubdivision

[**EXTERNAL EMAIL**] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

I have review the attached and approve of the requested vacation.

From: [Marshall Dirks](#)
To: [Olson, Dan](#)
Subject: FW: 3435 & 3447 Owens Ln.; DeKalb
Date: Thursday, March 20, 2025 2:58:54 PM

[**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.]

One more down...I'm finding that folks are confused as there's not an easement between the properties...it's just a building restriction for home proximity purposes as the easement is only at the back of the property which will not be impacted.

I have hired Ken Spears Construction for architectural drawings and formal application of all needed permits – so we'll be working on that for April. Would they be able to represent me at any board meetings for the combining of these lots?

Marshall

From: Wyman, Ted <Ted_Wyman@comcast.com>
Date: Thursday, March 20, 2025 at 2:47 PM
To: Marshall Dirks <marshall@provenwinners.com>
Subject: 3435 & 3447 Owens Ln.; DeKalb

[**EXTERNAL EMAIL**] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Marshall,

It was good speaking with you on the phone.

As we had discussed, there does not seem to be a utility easement at the front of Lot 325. However, Comcast would have no objection to the vacation of said easement. Our facilities are only present in the back 10' Drainage Easement of Lot 325.

If you have any questions in regards to this information, please don't hesitate to contact me.

Sincerely,

Ted Wyman
Comcast Cable
Right-of-Way Engineer
688 Industrial Drive
Elmhurst, IL 60126



MINOR SUBDIVISION (UP TO 3 LOTS)



A. APPLICANT

1. Petitioner / Petitioner Representative

Name Marshall Dirks
Mailing Address 3447 OWENS LN
City, State, ZIP DeKalb, IL 60115

Phone: 815-762-1230
Email: MARSHALL@PROVENWINNERS.COM

2. Property Owner (if different from Petitioner)

Name _____
Mailing Address SAME
City, State, ZIP _____

Phone: _____
Email: _____

3. Engineer / Architect

Name Steve Bollinger
Mailing Address 45W 425 PLANK RD.
City, State, ZIP Hampshire, IL 60140

Phone: 815-751-2189
Email: bollingerarchitect@gmail.com
STEVENBOLLINGER@gmail.com

4. Surveyor (if applicable)

Name _____
Mailing Address _____
City, State, ZIP _____

Phone: _____
Email: _____

B. PROPERTY

1. Subdivision Name Bridges of Rivernut
2. Common Address or Location 3435 & 3447 OWENS LANE
3. Parcel #(s) 84485 08-02-424-004 08-02-424-003
4. Legal Description (if necessary, briefly describe here and reference the full legal description on the Plat)

leg

5. Size of the total area being subdivided (sq. ft. or acres) _____
6. Proposed Number of Lots Combining parcels (Lots 84485)
7. Existing Zoning District PD-R

Filing Fee \$300

C. PRE-APPLICATION CONFERENCE

A Pre-application Meeting with City staff is required prior to the acceptance of this application, per Unified Development Ordinance 5.13.10(1).

Date of meeting _____

Individuals in attendance _____

D. CHECKLIST

Below are the minimum criteria necessary to properly process your application. Each item must be checked by the applicant to signify it is provided on this form or on other attached pages. **Failure to submit all required information will result in delays in the City's consideration of this application, per UDO 15.07.1.**

Item	If not applicable, indicate N/A and explain
<input checked="" type="checkbox"/> 1. Filing Fee: \$500.00 (>3 lots) OR \$300 (<3 lots)	
<input checked="" type="checkbox"/> 2. Three (3) copies of Preliminary Plat document	
3. General Information	
<input checked="" type="checkbox"/> a. Name of subdivision on plat	
<input checked="" type="checkbox"/> b. Map key	
<input checked="" type="checkbox"/> c. Compass, scale, date	
<input checked="" type="checkbox"/> d. Township, range, section	
<input checked="" type="checkbox"/> e. Acreage of tract to be subdivided (to 0.01 acre)	
<input checked="" type="checkbox"/> f. Surveyor's certification	
4. Names and addresses	
<input checked="" type="checkbox"/> a. Owner(s) of record of tract to be subdivided	combined
<input checked="" type="checkbox"/> b. Plat preparer	
<input checked="" type="checkbox"/> c. Party for whom plat was prepared	
<input checked="" type="checkbox"/> d. Engineer and surveyor	
<input checked="" type="checkbox"/> e. Owners of immediately adjacent land	
5. Districts, boundaries and Jurisdictions	
<input checked="" type="checkbox"/> a. Zoning district(s)	
<input checked="" type="checkbox"/> b. Floodplain/floodway boundaries	
<input checked="" type="checkbox"/> c. School district	
<input checked="" type="checkbox"/> d. Park district	
<input checked="" type="checkbox"/> e. Fire district	
<input checked="" type="checkbox"/> f. Sanitary district	
<input checked="" type="checkbox"/> g. Drainage district	
<input checked="" type="checkbox"/> h. Soil & water conservation district	
<input checked="" type="checkbox"/> i. Public utilities	
<input checked="" type="checkbox"/> j. Other districts, boundaries, etc.	

Item	If not applicable, indicate N/A and explain
6. Lots, parcels, tracts, etc.	
<input checked="" type="checkbox"/> a. Proposed lot and block depths and widths (to nearest foot)	
<input checked="" type="checkbox"/> b. Size of proposed lots (to nearest foot if less than 1 acre; to nearest 0.1 if greater than 1 acre)	
<input checked="" type="checkbox"/> c. Proposed building setback lines	
<input checked="" type="checkbox"/> d. Location of building lines for fences	
<input checked="" type="checkbox"/> e. Location of earth berms	
7. Streets and sidewalks	
<input checked="" type="checkbox"/> a. All existing and proposed street names	
<input checked="" type="checkbox"/> b. All existing and proposed pavement and all right-of-way widths	
<input checked="" type="checkbox"/> c. All existing and proposed sidewalks, pedestrian/bicycle paths, nature trails, etc.	
<input checked="" type="checkbox"/> d. Grades and profiles of streets and sidewalks (or written declaratory statement for subdivider's engineer)	
8. Utilities	
<input checked="" type="checkbox"/> a. Location, size, and dimensions of all existing and proposed water mains and sanitary sewer mains	
<input checked="" type="checkbox"/> b. Location, size, and dimensions of all existing and proposed utility easements	
<input checked="" type="checkbox"/> c. Written declaratory statement form	
9. Stormwater	
<input checked="" type="checkbox"/> a. Location and size of all existing and proposed storm sewer mains, catch basins, storm sewer laterals, field tiles, etc. along with all existing and proposed easements	
<input checked="" type="checkbox"/> b. Location and size of all existing and proposed detention and retention areas and an explanation of how they will function	
<input checked="" type="checkbox"/> c. All calculations and other data from subdivider's engineer used to demonstrate the ability of all stormwater facilities to effectively accommodate runoff	
10. Physical information	
<input checked="" type="checkbox"/> a. All contour data at 2-foot intervals	
<input checked="" type="checkbox"/> b. Proposed buildings, their use, and foundation elevations	Finishing addition & pool drawings
<input checked="" type="checkbox"/> c. Existing building, buried structures, bridges, culverts, and other physical structures, etc.	
<input checked="" type="checkbox"/> d. Results of any soil tests, borings, water surveys, etc. (optional)	
<input checked="" type="checkbox"/> e. Water courses, wooded areas, wetlands, likely areas of archaeological significance, likely areas of endangered species' habitats, etc. (if applicable)	



Item

If not applicable,
indicate N/A and explain

☐ 11. Where applicable, provide all of the information listed herein for all adjacent land within 150 feet of the boundaries of the tract to be subdivided, including, but not limited to ownership, use, lot configuration, zoning, floodplain/floodway, street and sidewalk pavements and right-of-way widths, utilities and stormwater facilities (size, location, easements, etc.)

☒ 12. Likely platting phases of the subdivision

☐ 13. Traffic study (if applicable)

☐ 14. Soils report (22.02a) from Soil & Conservation District (if applicable)

☒ 15. Other

(please indicate)

E. The petitioner hereby agrees this application and plat will be placed on a Planning and Zoning Commission agenda only after it is completed in full.

F. The petitioner has read and completed all of the above information and affirms that it is true and correct.

Paul Dill
Petitioner Signature

7/10/24
Date

I hereby affirm I am the legal owner (or authorized agent or representative of the owner—proof attached) of the subject property and authorize the petitioner to pursue this request as described above (petitioner must sign if s/he is the owner).

Paul Dill
Property Owner Signature

7/10/24
Date