



**DEKALB PLANNING AND ZONING COMMISSION AGENDA**  
**Monday, May 15, 2023**  
**6:00 P.M.**

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

**A. ROLL CALL**

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

**C. APPROVAL OF MINUTES**

1. May 1, 2023

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

**E. NEW BUSINESS**

1. **Public Hearing** – A petition by DeKalb CUSD #428 to amend the Special Use Permit approved by Ordinance #2020-044 to extend the time frame for a modular classroom to remain on the site at 1121 School St. (Littlejohn Elementary School) for two more years.
2. **Public Hearing** – A petition by the City of DeKalb for text amendments to the UDO by adding a “GS” Government Sanitary District and associated list of permitted uses and conditions of use for the District. Text amendments are also proposed to remove the use “Sewage Treatment Facilities” from the SFR-1, SFR-2, TFR, MFR-1, MFR-2, and LI Zoning Districts.

**F. REPORTS**

**G. ADJOURNMENT**

COVID-19 Notice: The corporate authorities of the City of DeKalb intend to conduct this meeting in-person with a physically present quorum that is open to the public and in compliance with all applicable public health requirements. Pursuant to current public health guidelines, persons attending this meeting are not required to wear protective face masks/coverings.

MINUTES  
CITY OF DEKALB  
**PLANNING AND ZONING COMMISSION**  
May 1, 2023

The Planning and Zoning Commission held a meeting on May 1, 2023, in the Yusunas Meeting Room at the DeKalb Public Library, 309 Oak St. DeKalb, Illinois. Chair Max Maxwell called the meeting to order at 6:00 PM.

A. ROLL CALL

Recording Secretary Stephanie Turner called the roll. Planning and Zoning Commission members present were: Trixy O'Flaherty, Maria Pena-Graham, Shannon Stoker, Jerry Wright, Bill McMahon, and Chair Max Maxwell. Steve Becker was absent. Planning Director Dan Olson, City Manager Bill Nicklas, and City Engineer Zac Gill were present representing the City of DeKalb.

B. APPROVAL OF THE AGENDA (Additions/Deletions)

Chair Maxwell requested a motion to approve the May 1, 2023, agenda as presented. Mr. McMahon 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. April 17, 2023 –Chair Maxwell requested a motion to approve the April 17, 2023, minutes as presented. Ms. O'Flaherty motioned to approve the minutes as presented. Ms. Stoker 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 EO5 Hotels represented by Primit Patel for the approval of the rezoning of the site at 902 Peace Road from the "HI" Heavy Industrial District to the "PD-I" Planned Development Industrial District and approval of a preliminary development plan, and associated waivers to the UDO in order to accommodate a 121 room Marriott branded hotel.

Primit Patel of EO5 Hotels, contract purchaser of subject site, stated he currently is the owner of the Hampton Inn and Home2 Suites on S. Annie Glidden Rd. and is requesting rezoning of the property to accommodate a Marriott branded hotel. Mr. Patel informed the Commission he knows there is a demand for another hotel in the area due to currently operating two hotels in DeKalb.

Mr. Patel stated workers in DeKalb who are Marriott loyal guests have been staying in Aurora and Naperville to obtain loyalty points. He stressed there are no hotels on Peace Road in DeKalb and the subject site is four miles from Chicago West Business Center. He explained this will be a dual branded hotel sharing a lobby and a pool. He added 60 rooms will be a Fairfield Inn which will be standard stay, and 61 rooms will be a TownePlace Suites which is an extended stay option.

Planning Director Olson went through the Staff Report dated April 27, 2023. Mr. Olson stated the petition is to rezone the site from the "HI" Heavy Industrial District to the Planned Development Industrial District to accommodate the hotel. He stated the subject site is a 2.5-acre lot in the Airport North Industrial Park Unit 4 Subdivision which currently has a shared access off Peace Road with adjoining businesses. He mentioned the hotel access will be slightly modified to make it safer and more efficient.

Mr. Olson said the number of parking spaces required is 127 and 136 spaces will be provided. He informed the Commission a Final Development Plan will come back to the Commission for review and will include engineering, landscaping, a lighting plan, and final architectural renderings.

Planning Director Olson explained the applicant is meeting many of the goals of the Comprehensive Plan and the hotel will be a catalyst for future development along Peace Road. Mr. Olson covered two waivers to the UDO, one being the maximum site coverage and the other a reduced parking setback along the north property line. He added the two waivers will not have a detrimental effect on the surrounding area.

Mr. Olson discussed the public input that was received including an e-mail from David Swigart, CEO of Conserv FS (owners of Fast Stop Express) noting support of the request. He said three additional letters were received today. Mr. Olson mentioned letters of strong support were received from the DeKalb County Convention and Visitors Bureau and Paul Borek of the DeKalb County Economic Development Corporation. He added a letter not supporting the proposal was received from the DeKalb County Building and Construction Trades Council. Mr. Olson ended by saying the City strongly recommends approval of the project.

Chair Maxwell asked if there were any comments from the public in which there were none.

Chair Maxwell asked if there were any questions or comments from the Commission members.

Shannon Stoker inquired if there would be any other shared amenities like a restaurant or bar amongst both hotels. Pramit Patel stated just a pool and a gym.

Maria Pena-Graham asked if the workers working there will be local workers, including construction workers. Mr. Patel said all workers at other hotels live in DeKalb and there is a requirement that any manager relocate to DeKalb. He stated the residence of the construction workers depends on the company that wins the bids for the work.

Maria Pena-Graham addressed Mr. Olson and inquired if he thinks other businesses and restaurants will come to the area because she has talked with people who stay at hotels that are near restaurants. Mr. Olson said he strongly believes the proposed hotel will lead to future development in the area.

Mr. Wright asked if someone could speak to the letter from the DeKalb County Building and Construction Trades Council which did not support the hotel. Mr. Olson noted the applicant can respond but the focus of the Commission should be on the findings of fact for the rezoning. Mr. Patel explained they try to use union workers when feasible, however it depends on bids they receive and the project budget. He mentioned the entire project could not be completed using all union laborers, as it would not be feasible.

Mr. McMahon moved that based on the submitted petition and testimony presented, the Planning and Zoning forward its findings of fact and recommend to the City Council approval of the rezoning of subject site at 902 Peace Road from the "HI" Heavy Industrial District to the "PD-I" Planned Development Industrial District for a 121-room Marriott Branded Motel to be located on the subject property per the Preliminary Development Plans and Development Standards listed in Exhibit A of the staff report with the condition the access to the subject site be revised on the Final Development Plan per the approval of the City Engineer.

Ms. Pena-Graham seconded the motion.

A roll call vote was taken. Ms. O'Flaherty – Yes, Ms. Pena-Graham – Yes, Ms. Stoker-Yes, Mr. Wright – Yes, Mr. McMahon – Yes, Chair Maxwell – Yes. Steve Becker was absent. Motion passed 6-0-1.

#### F. REPORTS

Planning Director Olson announced the next Commission meeting is set for Monday, May 15, which will consist of two hearings. One is for a text amendment for the Kishwaukee Water Reclamation District and the other is an extension of a special use permit for Littlejohn School's modular classroom.

City Engineer Zac Gill touched on the current and upcoming road projects starting with the work being conducted on two bridges (N. 1<sup>st</sup> St. and Lucinda Ave). He said the City received funding from the State and the bridges were deemed at the end of their useful life. He mentioned the work should be completed by this fall. Mr. Gill also explained the major project along Peace Road including the widening through Fairview Dr. Finally, he stated they are ahead of schedule with the annual street maintenance program for the year.

#### G. ADJOURNMENT

Mr. Wright motioned to adjourn, Ms. O'Flaherty seconded the motion, and the motion was approved by unanimous voice vote. The Planning and Zoning Commission Meeting adjourned at 6:18 PM.



**STAFF REPORT**

May 11, 2023

**TO:** Planning and Zoning Commission

**FROM:** Dan Olson, Planning Director

**RE:** Amendment to the Special Use Permit approved by Ordinance 2020-044 to extend the time frame for a modular classroom to remain on the site at 1121 School St. (Littlejohn Elementary School).

**I. GENERAL INFORMATION**

- |                                    |   |
|------------------------------------|---|
| A. Purpose                         | Extend the time frame for a modular classroom to remain on the subject site.  |
| B. Owner/Applicant                 | DeKalb CUSD #428  |
| C. Location and Size               | 1121 School St./11 acres  |
| D. Existing Zoning and Land Use    | “SFR2” Single-Family Residential; Public Elementary School  |
| E. Surrounding Zoning and Land Use | North – “SFR2”; single-family residential<br>South – “RC-1” and “SFR2”; single-family residential<br>East – “SFR2”; single-family residential<br>West – “SFR2”; single-family residential |
| F. Comprehensive Plan Designation  | Institutional   |



## **II. BACKGROUND AND ANALYSIS**

The applicant, DeKalb Community School District #428, is requesting approval of a petition to amend the Special Use Permit approved by Ordinance 2020-044 to extend the time frame for a modular classroom to remain on the site at Littlejohn Elementary School (1121 School St.). On July 10, 2017 the City Council approved Ordinance 2017-31 to allow for the addition of a modular classroom just to the west of the existing school building. The Ordinance had a three-year time limit for the modular classroom to be on the site. In 2020 the City Council approved a three-year extension for the modular classroom. In 2001, the City initially granted a special use permit to the School District for the placement of a modular classroom in the same general location. The modular classroom was removed in about 2011 and the School District requested to have a modular classroom placed back on the site in 2017. The school was constructed in 1954.

The school has a K-5 enrollment of approximately 365 students in the 2022/23 school year with a capacity of approximately 385 students based on current space and program restrictions. The modular classroom holds two classroom size spaces and is currently occupied by the Music Classroom and the STEM Room. By moving these classrooms to the modular building, space was created inside the building to allow for additional classrooms and support space. The School District indicates in their supporting documentation a continued need for the modular classroom for two more years because enrollment has not decreased. Additional time is needed because a new elementary school will not be open until August, 2025. The staff would recommend the modular classroom be allowed to stay on the site for no longer than August 15, 2025, which is acceptable to the School District.

The modular classroom is 70' x 24' and located parallel and just to the south of the hard-surfaced play area west of the school building (see attached site plan). The parking formula and number of existing parking spaces shown on the site plan has not changed since 2017 and 2020. Based upon the parking formula in the UDO, there are 62 required parking spaces and there are currently 72 spaces on the site with three handicap spaces. As part of the approval in 2017, the School District added site lighting along the west side of the school building to illuminate the playground area. The District also put screening around the trash dumpster in compliance with the UDO. An annual inspection is conducted on the modular classroom and a Temporary Facility Permit is issued by the DeKalb County Regional Office of Education.

## **III. STANDARDS OF A SPECIAL USE**

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

Littlejohn Elementary School has been located on the subject property since 1954. A special use permit was issued in 2001 and 2017 for the site to include a modular classroom. The City granted a three-year extension in 2020 and expires on June 22, 2023. The subject property is zoned "SFR2" Single-Family Residential, which requires a

special use for public school buildings. The modular classroom will remain in its current location and meets all setbacks and other zoning requirements of the “SFR2” District and the 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. An elementary school has existed on the site since 1954. A modular classroom was located on the site from 2001 to 2011 in approximately the same location. A modular classroom was re-established on the property in 2017 and has not been a detriment to the neighborhood. The nearest home to the modular classroom is about 160 feet away.

**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 special use will not dominate the immediate area and will not prevent development on neighboring properties. The surrounding area is already developed with single-family residential uses and the school has existed on the site since 1954. The modular classroom was previously located on the site for approximately 10 years from 2001 to 2011 and the current modular classroom has been on the property since 2017. The location of the modular classroom on the site has not dominated the immediate area and meets the requirements of the UDO.

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

Adequate public services are already provided to the subject site and the modular classroom. The appropriate utilities are provided to the classroom and additional lighting was added to the area between the school building and modular classroom in 2017.

**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.**

A modular classroom has been located in the same place since 2017 and has operated in a manner that is compatible with the surrounding area. An annual inspection is

conducted on the modular classroom and a Temporary Facility Permit is issued by the DeKalb County Regional Office of Education. The modular classroom will allow the school district to serve the educational needs of the community, which promotes the public health, safety and general welfare of the City.

#### **IV. CITIZEN RESPONSE/COMMENTS**

The City received a Public Response Form from Donna Clausen of 919 Huffman Ct. who indicated support for the proposal. Also received was a Public Response Form from Joan Vassilogambros of 920 N. 9<sup>th</sup> St. who noted their support of the proposal but would like to see more specifics.

#### **V. CONCLUSIONS AND RECOMMENDATION**

Staff would recommend approval of the amendment to the special use permit and allow the continuation of the modular classroom on the subject site to August 15, 2025. The modular classroom will allow the school district to serve the educational needs of the community, which promotes the public health, safety and general welfare of the City.

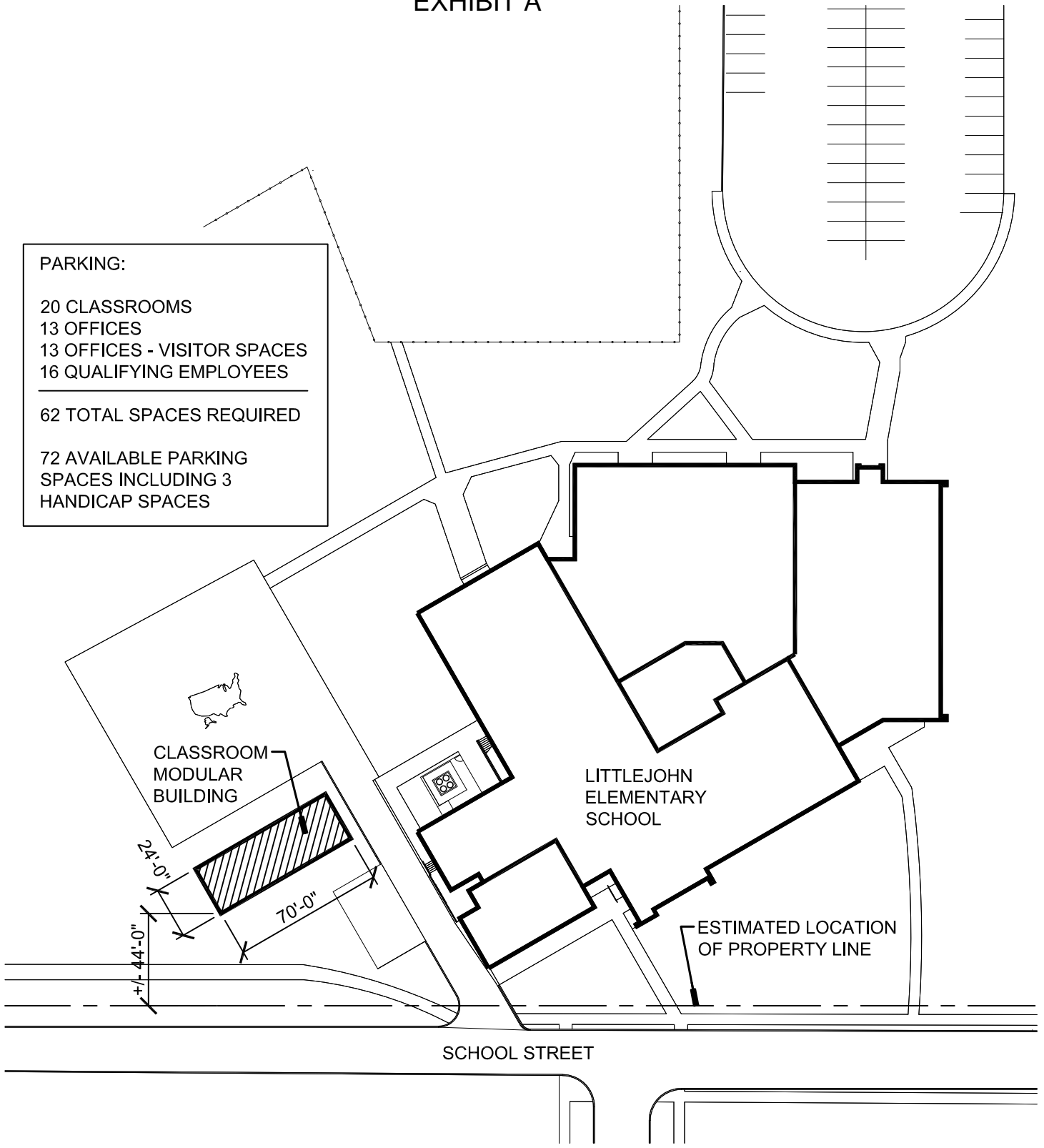
#### **Sample Motion:**

Based upon the submitted petition and testimony presented, I move that the Planning and Zoning Commission forward its findings of fact and recommend to the City Council approval of an amendment to Ordinance 2020-044 to extend the time frame for a modular classroom to be located at 1121 School St. (Littlejohn Elementary School) as shown on the attached Exhibit A, subject to the following condition:

1. The modular classroom may remain on the subject site in the location as shown on Exhibit A up to August 15, 2025 and shall, on or before said date, be removed from the property. At such time, the surface beneath the modular classroom shall be restored to a pre-installation, grassed condition.



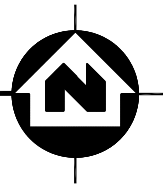
# EXHIBIT A

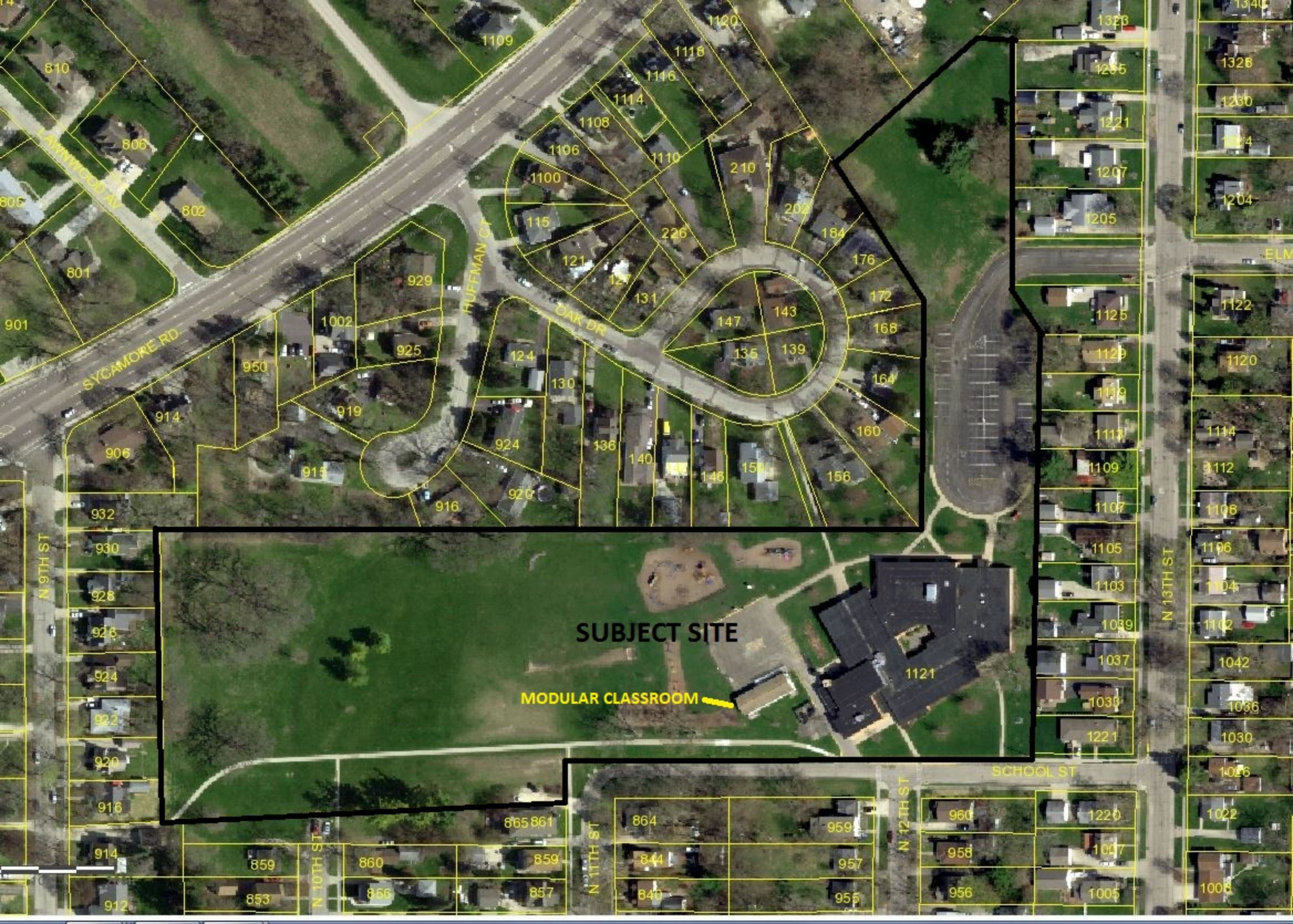


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## PARTIAL SITE PLAN

SCALE: 1/64"=1'-0"





**SUBJECT SITE**

**MODULAR CLASSROOM**

SYCAMORE RD

HUFFMAN CT

DAK DR

N 9TH ST

N 10TH ST

N 11TH ST

N 12TH ST

N 13TH ST

SCHOOL ST

ELM



## ***PROPOSED USE AND DESCRIPTION***

Littlejohn Elementary School maintained an enrollment of approximately 365 students in 2022/23 with a capacity of approximately 385 students based on current space and program restrictions.

Due to growth in enrollment and addition of special programs, the building needed more classroom space inside the building in 2017/18. In addition with increased enrollment, the need for additional space for student support needs and breakout areas were needed. The District installed a modular classroom on the property to provide that space in 2017. The modular building holds two classroom size spaces which currently are occupied by the Music Classroom and the STEM Room. By moving these rooms to the modular building, space was created inside the school for additional classrooms and support spaces.

Since the enrollment has not decreased in the District, the need for the modular classroom is anticipated to continue until the new elementary school opens in August 2025. Annually, the District applies for a Temporary Facility Permit with the Regional Office of Education (ROE) after the District Architect completes the annual inspection. Any deficiencies noted by the District Architect are corrected immediately as a requirement for the ROE Permit.

The current zoning for the school is SFR2 Single Family Residential District. Schools are in a Special Use in a SFR2. We are requesting an extension of the Special Use Permit from 2017 and the original extension which was approved in 2020.





**1121 School St. – Littlejohn Elem. School - Special Use Permit Amendment  
Public Response Form**

Owners Name: Joan Vassilogambros

Property Address: 920 No. 9<sup>th</sup> St

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:

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## 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 15, 2023, 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 CUSD #428 to amend the Special Use Permit approved by Ordinance #2020-044 to extend the time frame for a modular classroom to remain on the site at 1121 School St. (Littlejohn Elementary School) for two more years. The subject site has a Parcel Identification Number (PIN) of 08-14-453-037 and is zoned "SFR2" Single-Family Residential.

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 15, 2023, or by e-mail to [dan.olson@cityofdekalb.com](mailto: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 CUSD #428 Phone: 815.754.2350  
Petitioner's Representative: Tammy Carson Email: tammy.carson@d428.org  
Mailing Address: 901 S. 4th Street  
DeKalb, IL 60115

Property Owner: DeKalb CUSD #428 Phone: 815.754.2350  
Mailing Address: 901 S. 4th Street Email: \_\_\_\_\_  
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:  
PIN #0814453037  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - B. Street Address or Common Location: 1121 School Street; DeKalb, IL 60115
  - C. Size of Property (square feet or acres): 11.11 acres
  - D. Existing Zoning: SFR2
  - E. Proposed Special Use (as listed in the UDO): Public Elementary School
  - 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.

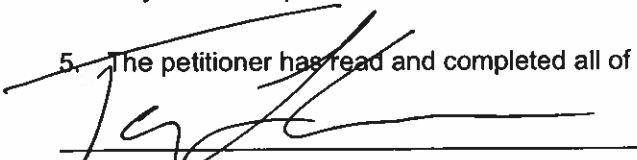
\*Date of pre-application conference: \_\_\_\_\_

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.)**

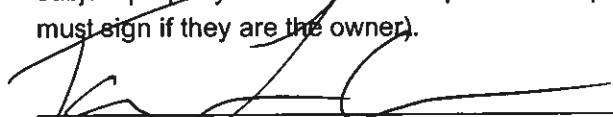
4. The petitioner hereby agrees that this petition will be placed on the Planning and Zoning Commission's agenda only if it is completed in full and submitted in advance of established deadlines.

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

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

4/14/23  
\_\_\_\_\_  
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).

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

4/14/23  
\_\_\_\_\_  
Date