

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. 7th 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,

Olivia K. Doss, Recording Secretary

Minutes approved by the Planning and Zoning Commission on February 18, 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.