

TO: The Sycamore Plan Commission
FROM: Bill Nicklas
City Manager
DATE: April 4, 2007
RE: April 9, 2007 Plan Commission Meeting

The Plan Commission agenda has three action items and one workshop item.

I Action Items

A. Consideration of a Final Plat for Phase Two of the Thanks America Commercial Division in the City of Sycamore, Illinois.

The attached plat defines Lots 1-7 of the Commercial Division of the Thanks America subdivision. These lots would be zoned “M-1” Light Manufacturing District, as determined in the Plan Commission and Council votes of February concerning the revised concept plan for the Thanks America subdivision.

A favorable Plan Commission recommendation is requested.

B. Consideration of a Final Plat for the Gateway Medical Subdivision.

The attached plat combines three lots into one lot to accommodate a larger clinic prospect on the new Lot One. The proposed re-subdivision would normally be handled by the plat officer, but the creation of a new water main easement is beyond the authority of the plat officer.

A favorable Plan Commission recommendation is requested.

C. Consideration of Revisions to the Plan Commission’s By-Laws.

At the March 12 meeting of the Plan Commission, some proposed revisions to the Commission’s by-laws were reviewed. No further revisions were suggested by the Commission, so the March 12 revisions (see attached) have been placed on an action agenda for approval.

The Unified Development Ordinance (“UDO”) provides that the Commission “shall adopt its own rules and procedures” so long as they are not in conflict with other provisions within the UDO or with applicable Illinois statutes. The red-lined version of the proposed by-laws has been reviewed by City Attorney Kevin Buick and found to be in conformance with all applicable local codes and state statutes. If the Commission approves these changes, as the City staff recommend, no further action is necessary by the City Council.

II Workshop Items

A. Consideration of a Building & Zoning Department Recommendation to Amend Article 1.3.3, Article 5.3.1, and Article 6.2.1 of the Unified Development Ordinance to Define a Commercial “Kiosk,” to Establish the Zoning Districts in Which a Commercial “Kiosk” Could be Installed, and to Permit Such a Structure Within Permitted Yard Areas in the City of Sycamore, Illinois.

A public notice has been published in behalf of a local petitioner--Charity Brunner of 364 Chauncey Street—who has requested the Commission’s consideration of a concept that has roots in commercial zoning protocols of the 1960s and 1970s but is not presently reflected in the City’s UDO. Although the particular property that originally interested Ms. Brunner and prompted this workshop is no longer available, the concept merits the Commission’s review.

Specifically, the proposition is to install a pre-fabricated commercial kiosk about the size of the drive-through photo labs of an earlier era on a commercially-zoned parcel with another principal structure on the lot. Typically, such small structures would be placed in a parking area, not unlike an ATM unit, in such a manner as to permit normal vehicle movements to and from off-street parking stalls. In this particular case, the pre-fab structure is a coffee “hut” that would house two employees and serve coffee and espresso drinks from a drive-through window (see the attached photos). This concept is already a franchise opportunity in the upper Midwest and the Pacific Northwest.

Some logical questions raised by this proposition are as follows:

1. Does the UDO permit such a structure in any of the City’s zoning districts? Such structures are presently permitted in “C-2” and “C-3” zoning districts, provided they meet the required setback requirements. The yard setbacks are as follows:

Setbacks	C-2	C-3
Front Yard	0’	50’
Corner Side Yard	0’	50’
Side Yard	0’	10’
Rear Yard	5’	25’

Although the “C-2” Central Business District regulations do not require yard setbacks along street frontages, obviously any attempt to install a drive-

through would need to account for safe ingress and egress that did not stack vehicles in the adjoining streets.

In “C-3” Highway Business districts, a drive-through use of the type proposed here would need visibility from the street to be economically viable. For such a small structure to attract the motoring public, it would need to be closer than 50 feet to street frontages at most commercial intersections.

2. Does the structure conform to local and state building codes? Mr. Doty has reviewed this type of use with state officials. If restrooms are available in the principal use on the lot, the two employees could use them without installing separate restroom facilities. Certifications from the manufacturer of the structure regarding compliance with locally-adopted plumbing, electrical, and building codes would be required.
3. Are any departures from the UDO required to accommodate such a use? Just the yard setbacks (see the table above). Existing sign regulations would apply.

Would a revision of the UDO to add specific provisions for commercial “kiosks” be in order? That is the question the Commission will be asked to answer.