



AGENDA
LOVES PARK ZONING BOARD OF APPEALS
August 14, 2025

CITY COUNCIL CHAMBERS
100 HEART BOULEVARD
5:30 P.M.

1. **Roll call and declaration of a quorum**
2. **Reading and approval of the minutes from the June 12, 2025 meeting**
3. **Report from the Zoning Office – None**
4. **Unfinished business – None**
5. **New business –**
 - A. **4806 Interstate Blvd.** (08-35-400-022) – Seeking a Variance to the sign ordinance.
 - B. **4908 Interstate Blvd.** (08-35-400-014) – Seeking a Variance to the sign ordinance.
 - C. **4XXX Interstate Blvd.** (12-02-226-008) – Seeking a Variance to the sign ordinance.
 - D. **7784 Forest Hills Rd.** (08-32-426-010) – Seeking a Special Use Permit for an Event Space in the CR (Retail Commercial) Zoning District.
 - E. **6873 Lanterne Dr.** (08-34-279-008) – Seeking a Variance for a parking pad extended past the garage.
 - F. **5782 Whispering Way** (12-04-203-032) – Seeking a Variance for a parking pad along the garage.
 - G. **6231 Tudor Ln.** (08-34-376-007) – Seeking a Variance for driveway widening.
 - H. **5642 N. 2nd St.** (11-01-476-018) – Seeking a Special Use Permit to convert office space to indoor storage.
 - I. **XXXX Harlem Rd.** (08-25-400-009) – Seeking a Special Use Permit for a Solar Farm as part of a pre-annexation agreement.
 - J. **Text Amendment** – Chapter 102 – Zoning Section 102-188. IL Light Industrial, (b) Permitted uses, (12) Mini warehouse storage units without outside storage

- K. **Text Amendment** – Chapter 102 – Zoning Section 102-188. IL Light Industrial, (c) Special uses, (7) Mini warehouse storage units without outside storage

- L. **Text Amendment** – Chapter 102 – Zoning Section 102-188. IL Light Industrial, (b) Permitted uses, (17) Any use which may be allowed as a permitted use or special use in the CR district.

- M. **Text Amendment** – Chapter 102 – Zoning Section 102-188. IL Light Industrial, (c) Special uses, (8) Any use which may be allowed as a permitted use or special use in the CG district.

- N. **Text Amendment** – Chapter 102 – Zoning Chapter 102-189. IG Industrial General, (c) Permitted uses.

- O. **Text Amendment** – Chapter 102 – Zoning Chapter 102-189. IG Industrial General, (d) Special uses.

- P. **Text Amendment** – Chapter 102 – Zoning Section 102-284. Commercial districts, (1) CN district. In the CN district business signs are permitted in accordance with the following conditions:, (b) Nonresidential uses. In the CN district non-flashing business signs are permitted, subject to the following conditions:, (3) Height.

- Q. **Text Amendment** – Chapter 102 – Zoning Section 102-284. Commercial districts, (2) CR, CG and CO districts.

6. Public participation & comment

7. General discussion

8. Adjournment



Zoning Board of Appeals Committee Minutes

DATE OF MEETING: June 12, 2025

CALLED TO ORDER: 5:30 P.M.

MEMBERS PRESENT: Catherine Nelson, Don Daniels, Nathan Kutz and Al Carajuana.

MEMBERS ABSENT: Rhonda Taylor and Jennifer Hall.

ALSO PRESENT: Juan Terre', Nate Bruck, Attorney Phil A Nicolosi, Shane Lynch, Lucy Tan, Tan Wee, Spencer and Tammy Pumphrey, Eric Gillam, Shawn Bower and Renee Vervinch.

APPROVAL OF MINUTES: May 15, 2025.

Don Daniels moved to approve said motion. Al Caruana seconded said motion.

Motion carried ayes 4– 0 nays

ZONING OFFICER REPORT: None

MATTERS PROPOSED, DISCUSSED OR DECIDED AND RECORD OF VOTES TAKEN:

- A. 101 E. Riverside Blvd. (11-01-405-001) – Seeking a Special Use Permit to allow a Food Truck Park in the CR (Retail Commercial) Zoning District.

Petitioners Lucy Tan and Tan Wee stated they would like to have a food truck park for local businesses and residents.

Catherine asked if they are aware of the 6 conditions.

Petitioner said they did and will follow all conditions.

Don Daniels moved to approve said motion. Al Caruana seconded said motion.

Motion carried ayes 4– 0 nays

- B. 4722 N. Second St. (11-12-480-014) – Seeking continuation of Special Use Permit 4622-24 and expand parking allotment.

Petitioner stated he wanted to continue the Special Use Permit and requested for more parking spaces.

Catherine stated he was not complying with condition #6 and has 30 days to comply with 15 cars on the lot. And further will need to re- apply for the extra parking spaces.

Don Daniels moved to approve said motion with the condition that applicant will be in compliance within 30 days and staff will be verifying. Al Caruana seconded said motion.

Motion carried ayes 4– 0 nays

- C. 4105 N. Perryville Road seeking a Special Use Permit for an event space renewal.

Petitioner requested to re-new the Special Use permit for his event space.

Catherine stated the conditions will remain the same as last year.

Don Daniels moved to approve said motion. Al Caruana seconded said motion.

Motion carried ayes 4– 0 nays

- D. 314 Pennsylvania Ave. (11-01-276-015) – Seeking a Variance on the side setback of existing garage from six feet to four feet.

Petitioner requested a Variance to change the garage from detached to attached to the home.

Was asked how long the construction would last.

Petitioner stated 91 days or less.

Don Daniels moved to approve said motion. Al Caruana seconded said motion.

Motion carried ayes 4– 0 nays

- E. 5999 Durrington Dr. (08-34-351-032) – Seeking a Variance for a driveway addition along the garage.

Petitioner requested a Variance to add an addition on to his driveway.

No conditions were placed.

Don Daniels moved to approve said motion. Al Caruana seconded said motion.

Motion carried ayes 4– 0 nays

Don Daniels moved for adjournment at 6:18 p.m.; seconded by Al Carajuana.
The motion to adjourn was approved by a vote of 4 ayes – 0 nays.

**RESPECTFULLY SUBMITTED BY CATHERINE NELSON, -CHAIRMAN OF THE ZONING BOARD OF APPEALS
COMMITTEE**



Zoning Board of Appeals Staff Report

July 10, 2025

SUBJECT: Variance for permissible realtor sign size

PROJECT SUMMARY:	Petitioner is requesting a variance to our codes to allow a larger "For Sale" sign to be placed which may be visible from I-90.
LOCATION:	4806 Interstate Blvd (08-35-400-022)
FUTURE LAND USE:	Manufacturing
ZONING DISTRICT:	IL (Light industrial)
ADJACENT ZONING/USE:	North: IL, Empty Lot South: IL, Manufacturing West: I-90
SETBACKS (Min):	East: IL, Manufacturing Required Front – ½ of ROW, 60' maximum Rear – five feet Side – 20 feet Provided Front – None needed Rear – Side –
PARKING:	Required Parking is not applicable
LANDSCAPING:	No landscaping plan provided
SIGNAGE:	Signage plan included.
FINDINGS OF FACT:	<ol style="list-style-type: none"><i>The establishment, maintenance, or operation of the Variance will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.</i><i>The Variance will not be injurious to the use and enjoyment</i>

	<p><i>of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood.</i></p> <ol style="list-style-type: none"> 3. <i>The establishment of the Variance will not impede the normal orderly development and improvement of the surrounding property for uses permitted in the district.</i> 4. <i>Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided.</i> 5. <i>Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.</i> 6. <i>The Variance shall, in all other respects, conform to the applicable regulations of the district in which it is located. The Zoning Officer shall forward the Board of Appeal's decision and records to the City Council within ten days after action or within 45 days from the date of public hearing if no action has been taken by the Board of Appeals.</i>
RECOMMENDATION:	Staff recommends Approval , with no conditions.
CONDITIONS:	None

ATTACHED: AERIAL OF PROPERTY, IMAGE OF SIGN

RECOMMENDATION: APPROVAL/DENIAL/TABLED **VOTE:** _____

CONDITIONS:

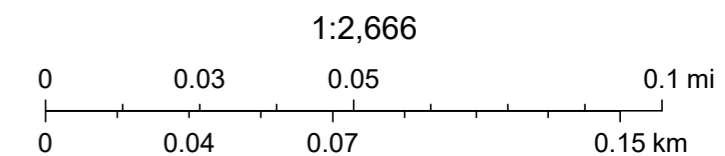
AUDIENCE COMMENTS:

4806 Interstate Site Plan



6/2/2025

 Approximate Signage Location





Job Details:

12' x 20' SFG
 digital vinyl on 1/2" MDO with 6" white posts
 Qty: 1

ATTENTION: This proof is provided for checking design, copy accuracy and general color scheme. ANY ERRORS NOT NOTED WILL BE ON THE FINISHED PRODUCT.

Vital signs
 USA

BUSINESS SIGNS & BRANDING

791 INDUSTRIAL DR. ELMHURST, IL 60126
 PH: 630-832-9600 FAX: 630-832-9669
 www.vitalsignsusa.com

CLIENT: Newmark
JOB #:
LOCATION: Loves Park, Spring Creek Lakes Business Park
 12x20 SFG
DATE: 6/04/2025
DESIGNER: SB

Approved as is **Approved with changes noted**
 Not Approved - Revise & Resubmit

Date: _____ **Signed:** _____

Colors on this proof are for representation only. This drawing has been made available to the client to illustrate design or manufacturing details and are not to be distributed for bid without the written consent of Vital Signs USA.



Zoning Board of Appeals Staff Report

July 10, 2025

SUBJECT: Variance for permissible realtor sign size

PROJECT SUMMARY:	Petitioner is requesting a variance to our codes to allow a larger "For Sale" sign to be placed which may be visible from I-90.
LOCATION:	4908 Interstate Blvd (08-35-400-014)
FUTURE LAND USE:	Manufacturing
ZONING DISTRICT:	IL (Light industrial)
ADJACENT ZONING/USE:	<p>North: IL, Empty Lot South: IL, Empty lot West: I-90 East: IL, Empty lot</p>
SETBACKS (Min):	<p>Required Front – ½ of ROW, 60' maximum Rear – five feet Side – 20 feet</p> <p>Provided Front – None needed Rear – Side –</p>
PARKING:	<p>Required Parking is not applicable</p>
LANDSCAPING:	No landscaping plan provided
SIGNAGE:	Signage plan included.
FINDINGS OF FACT:	<ol style="list-style-type: none"> <i>The establishment, maintenance, or operation of the Variance will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.</i> <i>The Variance will not be injurious to the use and enjoyment</i>

	<p><i>of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood.</i></p> <ol style="list-style-type: none"> 3. <i>The establishment of the Variance will not impede the normal orderly development and improvement of the surrounding property for uses permitted in the district.</i> 4. <i>Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided.</i> 5. <i>Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.</i> 6. <i>The Variance shall, in all other respects, conform to the applicable regulations of the district in which it is located. The Zoning Officer shall forward the Board of Appeal's decision and records to the City Council within ten days after action or within 45 days from the date of public hearing if no action has been taken by the Board of Appeals.</i>
RECOMMENDATION:	Staff recommends Approval , with no conditions.
CONDITIONS:	None

ATTACHED: AERIAL OF PROPERTY, IMAGE OF SIGN

RECOMMENDATION: APPROVAL/DENIAL/TABLED **VOTE:** _____

CONDITIONS:

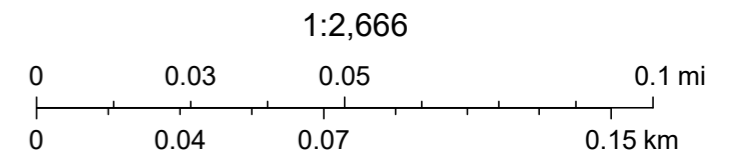
AUDIENCE COMMENTS:

4908 Interstate Site Plan



6/2/2025

 Approximate Signage Location





Job Details:

12' x 20' SFG
 digital vinyl on 1/2" MDO with 6" white posts
 Qty: 1

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 BUSINESS SIGNS & BRANDING

791 INDUSTRIAL DR. ELMHURST, IL 60126
 PH: 630-832-9600 FAX: 630-832-9669
 www.vitalsignsusa.com

CLIENT: Newmark
JOB #:
LOCATION: Loves Park, Spring Creek Lakes Business Park
 12x20 SFG
DATE: 6/04/2025
DESIGNER: SB

Approved as is **Approved with changes noted**
 Not Approved - Revise & Resubmit

Date: _____ **Signed:** _____

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Zoning Board of Appeals Staff Report

July 10, 2025

SUBJECT: Variance for permissible realtor sign size

PROJECT SUMMARY:	Petitioner is requesting a variance to our codes to allow a larger “For Sale” sign to be placed which may be visible from I-90.
LOCATION:	4XXX Interstate Blvd (12-02-226-008)
FUTURE LAND USE:	Manufacturing
ZONING DISTRICT:	IL (Light industrial)
ADJACENT ZONING/USE:	North: IL, manufacturing South: IL, empty lot West: I-90 East: CR, stadium
SETBACKS (Min):	Required Front – ½ of ROW, 60’ maximum Rear – five feet Side – 20 feet Provided Front – None needed Rear – Side –
PARKING:	Required Parking is not applicable
LANDSCAPING:	No landscaping plan provided
SIGNAGE:	Signage plan included.
FINDINGS OF FACT:	<ol style="list-style-type: none"><i>The establishment, maintenance, or operation of the Variance will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.</i><i>The Variance will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair</i>

	<p><i>property values within the neighborhood.</i></p> <ol style="list-style-type: none"> 3. <i>The establishment of the Variance will not impede the normal orderly development and improvement of the surrounding property for uses permitted in the district.</i> 4. <i>Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided.</i> 5. <i>Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.</i> 6. <i>The Variance shall, in all other respects, conform to the applicable regulations of the district in which it is located. The Zoning Officer shall forward the Board of Appeal's decision and records to the City Council within ten days after action or within 45 days from the date of public hearing if no action has been taken by the Board of Appeals.</i>
RECOMMENDATION:	Staff recommends Approval , with no conditions.
CONDITIONS:	None

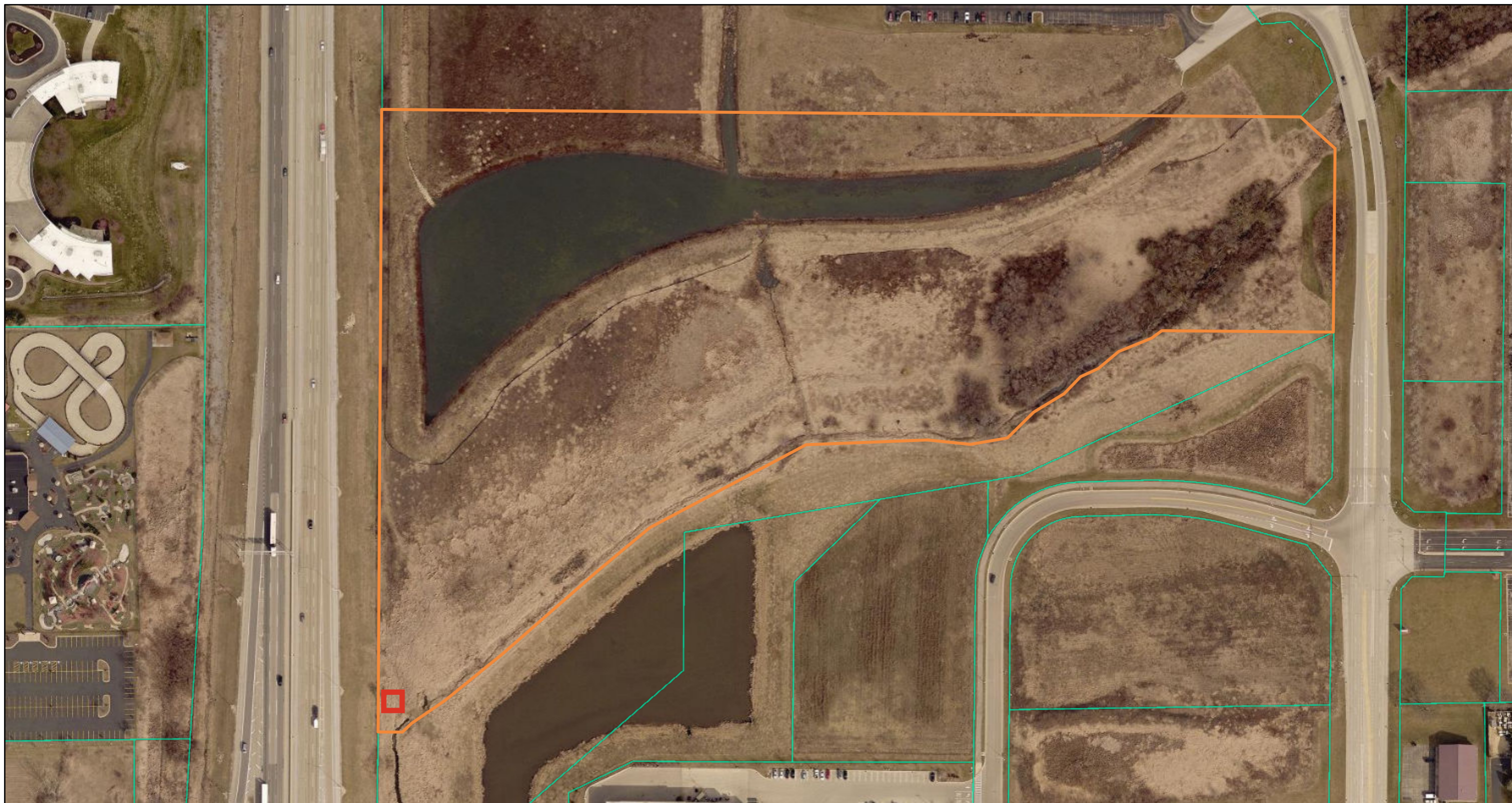
ATTACHED: AERIAL OF PROPERTY, IMAGE OF SIGN

RECOMMENDATION: APPROVAL/DENIAL/TABLED **VOTE:** _____

CONDITIONS:

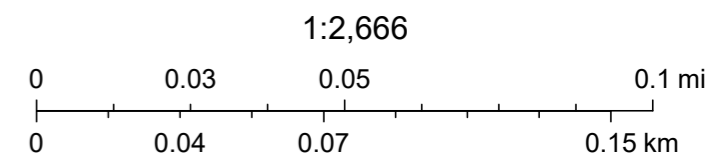
AUDIENCE COMMENTS:

4XXX Interstate Site Plan



6/2/2025

 Approximate Signage Location





Job Details:

12' x 20' SFG
 digital vinyl on 1/2" MDO with 6" white posts
 Qty: 1

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Approved as is **Approved with changes noted**
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Date: _____ **Signed:** _____

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Zoning Board of Appeals Staff Report

July 10, 2025

SUBJECT: Requesting A Special Use Permit for an Event Space.

PROJECT SUMMARY:	Petitioner is requesting a Special Use Permit for an Event Space 7784 Forest Hills Rd. in the CR (Retail Commercial) zoned district.
LOCATION:	7784 Forest Hills Road
FUTURE LAND USE:	Retail use
ZONING DISTRICT:	CR (Retail Commercial)
ADJACENT ZONING/USE:	North: IL, manufacturing South: IL, bowling alley West: IL, manufacturing East: CG, gas station
SETBACKS (Min):	Required Front – ½ of ROW, 30’ min. 60’ max. Rear – five feet Side – 20 feet Provided (Existing) Front – 47 feet Rear – 180 feet Side – 40 feet and 26 feet
PARKING:	Required Parking is existing and non-compliant for intended use.
LANDSCAPING:	Landscaping concept provided (see picture)
SIGNAGE:	Signage shall be simple (see picture)
FINDINGS OF FACT:	<ol style="list-style-type: none"><i>The establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.</i><i>The Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the</i>

<p>RECOMMENDATION:</p> <p>CONDITIONS:</p>	<p><i>purposes already permitted, not substantially diminish and impair property values within the neighborhood.</i></p> <ol style="list-style-type: none"> 3. <i>The establishment of the Special Use will not impede the normal orderly development and improvement of the surrounding property for uses permitted in the district.</i> 4. <i>Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided.</i> 5. <i>Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.</i> 6. <i>The Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located. The Zoning Officer shall forward the Board of Appeal's decision and records to the City Council within ten days after action or within 45 days from the date of public hearing if no action has been taken by the Board of Appeals.</i> <p>Staff recommends Approval, with conditions.</p> <ol style="list-style-type: none"> 1. The Special Use Permit will require renewal one-year after approval by City Council. 2. The Special Use Permit expires with change of ownership. 3. Alcohol sales are not permitted without a liquor license. 4. Parking lot shall be re-sealed and striped. 5. Due to limited parking spaces, a parking agreement with neighboring businesses must be in place prior to opening with copies of agreements sent to Loves Park Community Development. 6. Landscaping shall be completed within the first year. 7. Permits shall be issued for remodeling work performed. 8. The establishment shall not be permitted to have live music, unless it is included, as part of a reception, banquet, or other similar occurrence happening on site. 9. No concerts, paid or pre-paid ticket events, events with a cover charge at the door, or events promoting alcohol shall be permitted.
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ATTACHED: AERIAL OF PROPERTY, BUILDING ELEVATION

RECOMMENDATION: APPROVAL/DENIAL/TABLED **VOTE:** _____

CONDITIONS:

AUDIENCE COMMENTS:

50.28

150

278.07

150

341.25

340.7

340.99

184.75

318.76

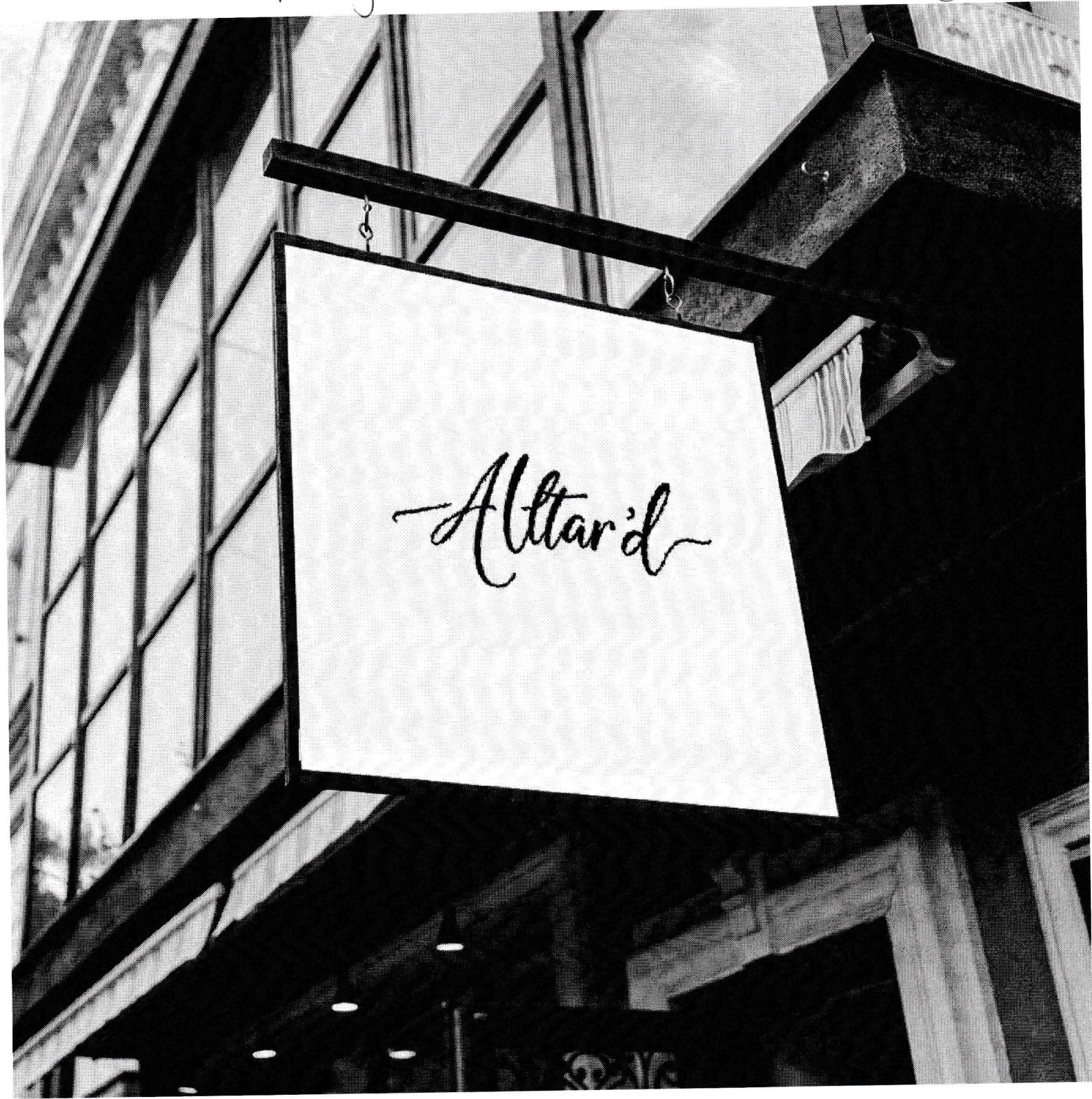
690

WINGIS





Signage will be simple black lettering
with either a metal hanger or
hung on the front of building



Altarid

Permission for Overflow Parking Use

Authorization to Utilize Parking Lot as Needed

To whom it may concern,

This letter serves as formal permission for Altar'd Event Venue, for the use of our parking lot located at 7814 Forest Hills Rd., Loves Park, IL 61111 for overflow parking, should the need arise. We understand that events and circumstances may occasionally lead to parking shortages, and we are willing to accommodate overflow vehicles in our designated parking area. * Please note, our current tenants will have priority over parking and at times may decline use based on their necessity. *

Please ensure that all vehicles are parked in an orderly manner, adhering to any posted regulations and respecting the surrounding property and access ways. We ask that you notify us in advance whenever overflow parking is expected, so we can make any necessary arrangements and inform our tenants accordingly.

Should you require further clarification, please do not hesitate to reach out. We appreciate your cooperation and look forward to helping to support your parking needs as necessary.

Sincerely,

Nicholas Frew

Frew Properties, LLC

815-282-8400

Dated: 7/10/2025

*This permission is subject to change based on tenant occupancy or if any issues are brought to our attention. We will notify Altar'd Event Venue of any changes to this permission, if necessary.

JOURNEY

CHURCH MINISTRIES

7/9/2025

To whom it may concern:

I was contacted by Layci Jiles weeks ago regarding her interest in using the property at 7784 Forest Hills Rd for events and photography. Specifically, we discussed the chronic parking issues that have been associated with the property in the past. Layci enquired about the possibility of using our parking lot for events they may hold, as we are across the street.

Journey Church is willing to consider the possibility of our parking lot being used on occasion by Altar'd, but more thought and time are needed to give a definitive answer. Of particular concern is the safety of patrons crossing Forest Hills Road. That being said, we are excited about our new neighbors. We wish them well and look forward to cooperating with them in mutually beneficial ways.

Many thanks,



-Rev. Bart Bentley

7825 Forest Hills Road, Loves Park, IL 61111
815.633.6143



Zoning Board of Appeals – Staff Report

SUBJECT:	Variance for a parking pad.
PROJECT SUMMARY:	Seeking a Variance for a parking pad extended past garage.
LOCATION:	6873 Lanterne Drive
FUTURE LAND USE:	Residential
ZONING DISTRICT	R1 (Single family Residential)
ADJACENT ZONING/USE:	North: R1 Single family residential South: R2 Two family residential West: R1 Single family residential East: R1 Single family residential
SETBACKS (Min):	Required Front – Rear – Side – Provided Front – Rear – Side –
PARKING:	N/A
LANDSCAPING:	N/A
SIGNAGE:	N/A
FINDINGS OF FACT:	<ol style="list-style-type: none"> 1. <i>The establishment, maintenance, or operation of the Variance will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.</i> 2. <i>The Variance will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood.</i> 3. <i>The establishment of the Variance will not impede the normal orderly development and improvement of the surrounding property for uses permitted in the district.</i> 4. <i>Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided.</i>

5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.

6. The Variance shall, in all other respects, conform to the applicable regulations of the district in which it is located. The Zoning Officer shall forward the Board of Appeal's decision and records to the City Council within ten days after action or within 45 days from the date of public hearing if no action has been taken by the Board of Appeals.

RECOMMENDATION: Staff recommends: Approval with conditions.

CONDITIONS:

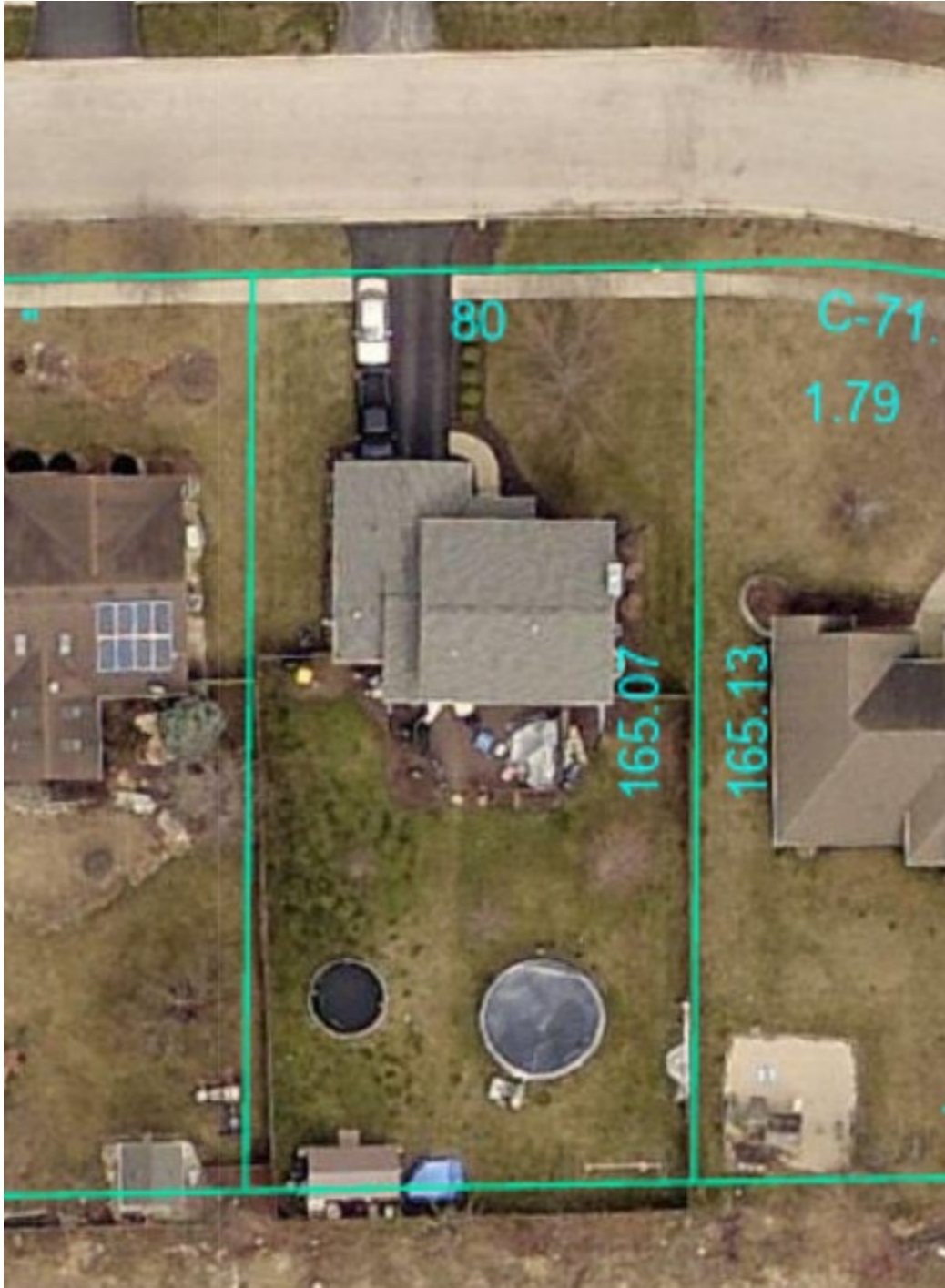
1. Driveway expansion may start after the Right of Way.
2. Driveway curb cut will not be expanded.

ATTACHED: Aerial, Site Plan

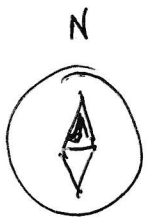
RECOMMENDATION: APPROVAL/DENIAL/TABLED VOTE: _____

CONDITIONS:

AUDIENCE COMMENTS:



80'



Existing
Asphalt
Drive

t1

t2

13

Additional
Parking
Pad
Asphalt

2 car Garage

33

House

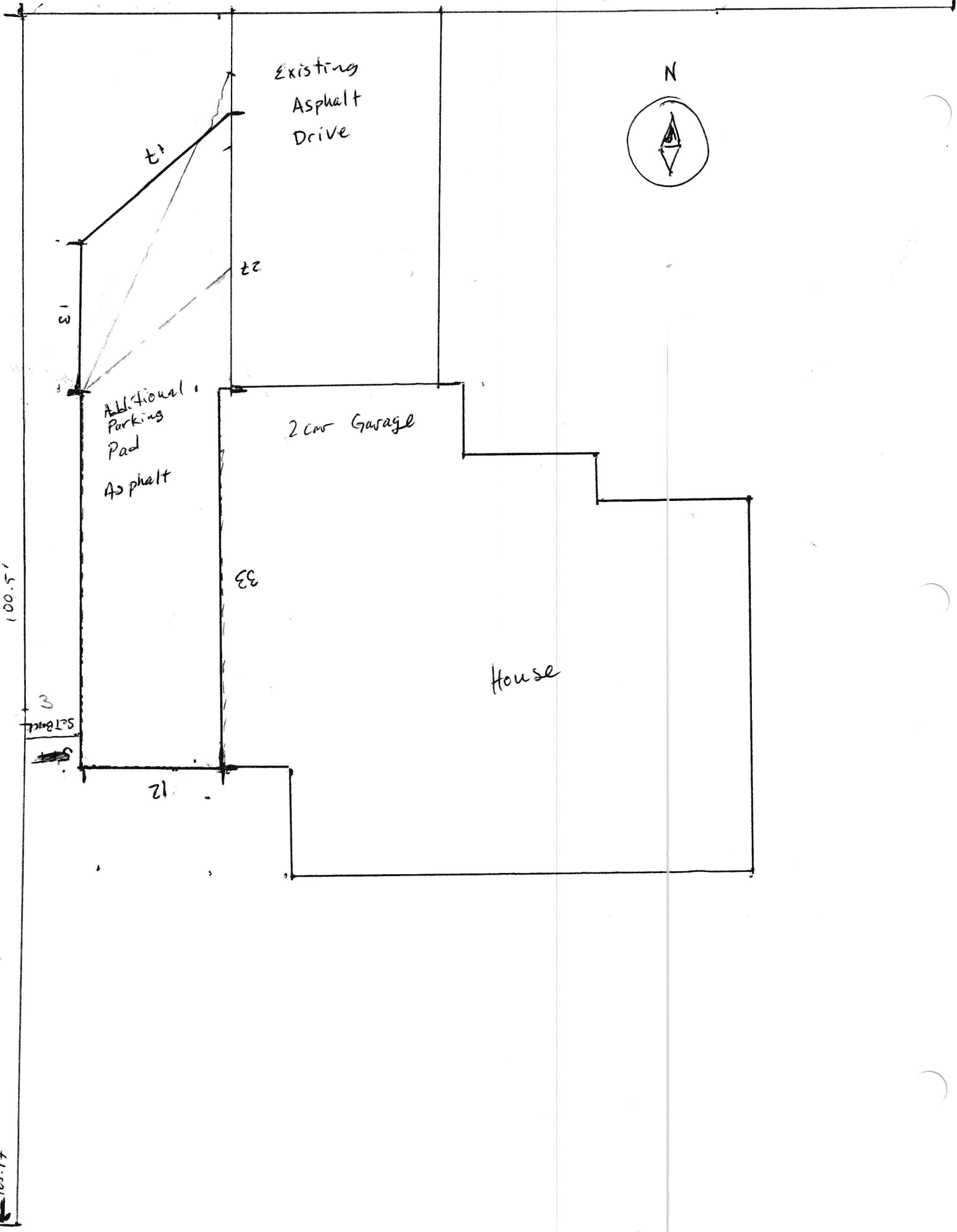
12

3

5.75

100.5'

165.17





Zoning Board of Appeals – Staff Report

SUBJECT:	Variance for a parking pad.
PROJECT SUMMARY:	Seeking a Variance for a parking pad extended past garage.
LOCATION:	6873 Lanterne Drive
FUTURE LAND USE:	Residential
ZONING DISTRICT	R1 (Single family Residential)
ADJACENT ZONING/USE:	<p>North: R1 Single family residential South: R2 Two family residential West: R1 Single family residential East: R1 Single family residential</p>
SETBACKS (Min):	<p>Required Front – ½ ROW 30’ Min.-60’ Max. Rear – 30’ Side – 6’</p> <p>Provided Front – Rear – Side –</p>
PARKING:	N/A
LANDSCAPING:	N/A
SIGNAGE:	N/A
FINDINGS OF FACT:	<ol style="list-style-type: none"> 1. <i>The establishment, maintenance, or operation of the Variance will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.</i> 2. <i>The Variance will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood.</i> 3. <i>The establishment of the Variance will not impede the normal orderly development and improvement of the surrounding property for uses permitted in the district.</i> 4. <i>Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided.</i>

5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.

6. The Variance shall, in all other respects, conform to the applicable regulations of the district in which it is located. The Zoning Officer shall forward the Board of Appeal's decision and records to the City Council within ten days after action or within 45 days from the date of public hearing if no action has been taken by the Board of Appeals.

RECOMMENDATION: Staff recommends: Approval with conditions.

CONDITIONS:

1. Driveway expansion may start after the Right of Way.
2. Driveway curb cut will not be expanded.

ATTACHED: Aerial with site plan

RECOMMENDATION: APPROVAL/DENIAL/TABLED VOTE: _____

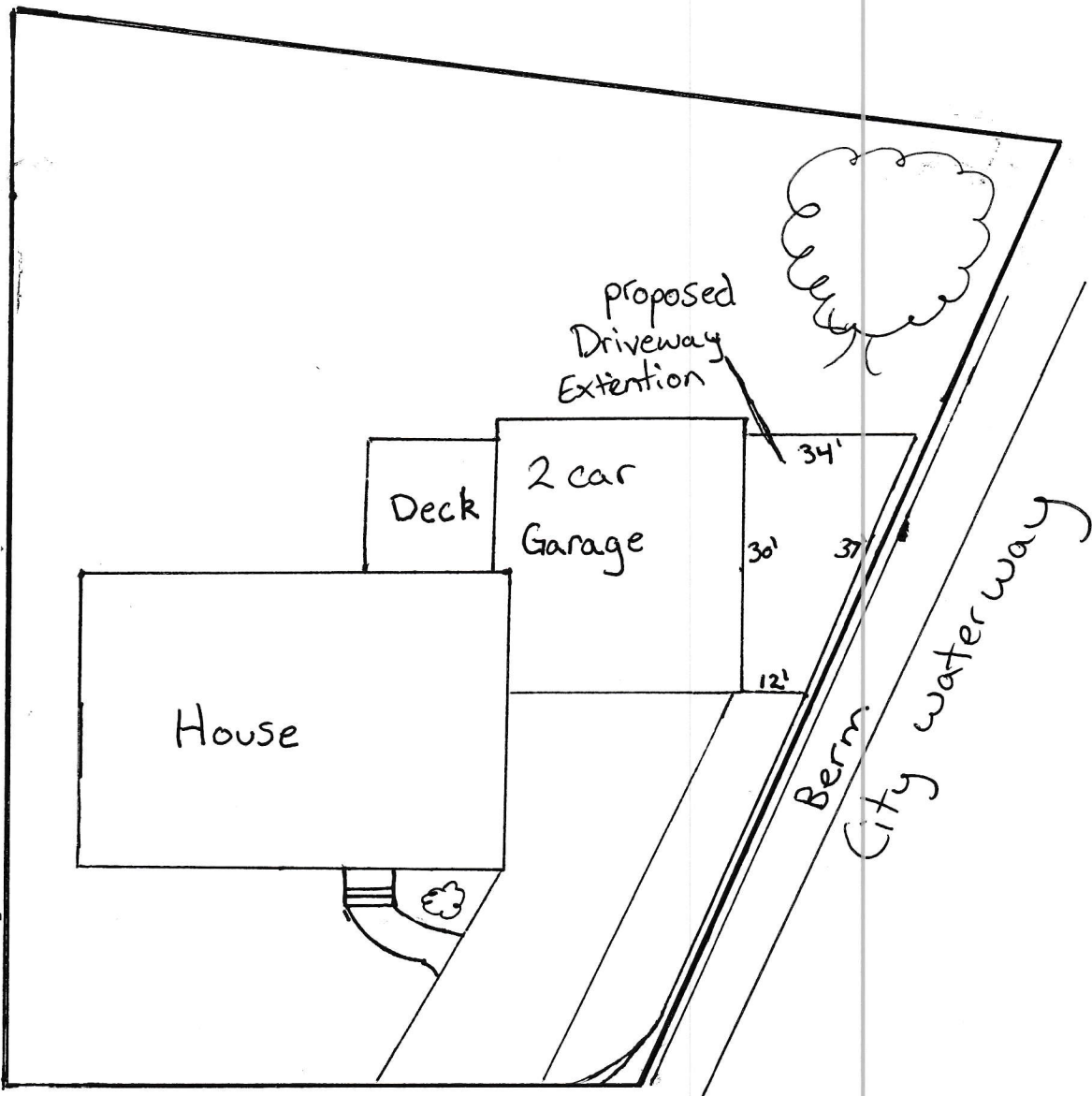
CONDITIONS:

AUDIENCE COMMENTS:



Land Sqft 13.939 sq.ft.
Land Acres 0.32 acres

5782 Whispering Way, Loves Park





Zoning Board of Appeals – Staff Report

SUBJECT:	Seeking a Variance to expand driveway width.
PROJECT SUMMARY:	We are having trouble parking on the street and would like to extend our existing driveway to accommodate our cars for our residence.
LOCATION:	6231 Tudor Lane
FUTURE LAND USE:	Residential
ZONING DISTRICT	R1 (Single family Residential)
ADJACENT ZONING/USE:	North: Single family residential South: Single family residential West: Single family residential East: Single family residential
SETBACKS (Min):	Required Front – Rear – Side – Provided Front – Rear – Side –
PARKING:	N/A
LANDSCAPING:	N/A
SIGNAGE:	N/A
FINDINGS OF FACT:	<ol style="list-style-type: none"> 1. <i>The establishment, maintenance, or operation of the Variance will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.</i> 2. <i>The Variance will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood.</i> 3. <i>The establishment of the Variance will not impede the normal orderly development and improvement of the surrounding property for uses permitted in the district.</i>

4. Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided.

5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.

6. The Variance shall, in all other respects, conform to the applicable regulations of the district in which it is located. The Zoning Officer shall forward the Board of Appeal's decision and records to the City Council within ten days after action or within 45 days from the date of public hearing if no action has been taken by the Board of Appeals.

RECOMMENDATION: Staff recommends: Approval with conditions.

CONDITIONS:

1. Driveway expansion may start after the Right of Way.
2. Driveway curb cut will not be expanded.

ATTACHED: Aerial with site plan

RECOMMENDATION: APPROVAL/DENIAL/TABLED VOTE: _____

CONDITIONS:

AUDIENCE COMMENTS:





Zoning Board of Appeals – Staff Report

SUBJECT:	Indoor Storage Units
PROJECT SUMMARY:	Convert existing office space to indoor-climate controlled storage.
LOCATION:	5642 N. 2 nd Street (including 5636 and 5640)
FUTURE LAND USE:	Retail
ZONING DISTRICT	CR – Retail Commercial
ADJACENT ZONING/USE:	<p>North: CR (Retail Commercial) South: CR (Retail Commercial) West: R1 (Single Family Residential) East: CR (Retail Commercial)</p>
SETBACKS (Min):	<p>Required Front – ½ ROW (30' Min. – 60' Max.) Rear – 20 feet Side – 5 feet</p> <p>Provided Front – Existing building with not changes to setbacks Rear – Side –</p>
PARKING:	Existing
LANDSCAPING:	None provided
SIGNAGE:	No plans provided
FINDINGS OF FACT:	<ol style="list-style-type: none"> 1. <i>The establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.</i> 2. <i>The Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood.</i>

	<ol style="list-style-type: none"> 3. <i>The establishment of the Special Use will not impede the normal orderly development and improvement of the surrounding property for uses permitted in the district.</i> 4. <i>Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided.</i> 5. <i>Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.</i> 6. <i>The Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located. The Zoning Officer shall forward the Board of Appeal's decision and records to the City Council within ten days after action or within 45 days from the date of public hearing if no action has been taken by the Board of Appeals.</i>
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RECOMMENDATION: Staff recommends: Approval with conditions.

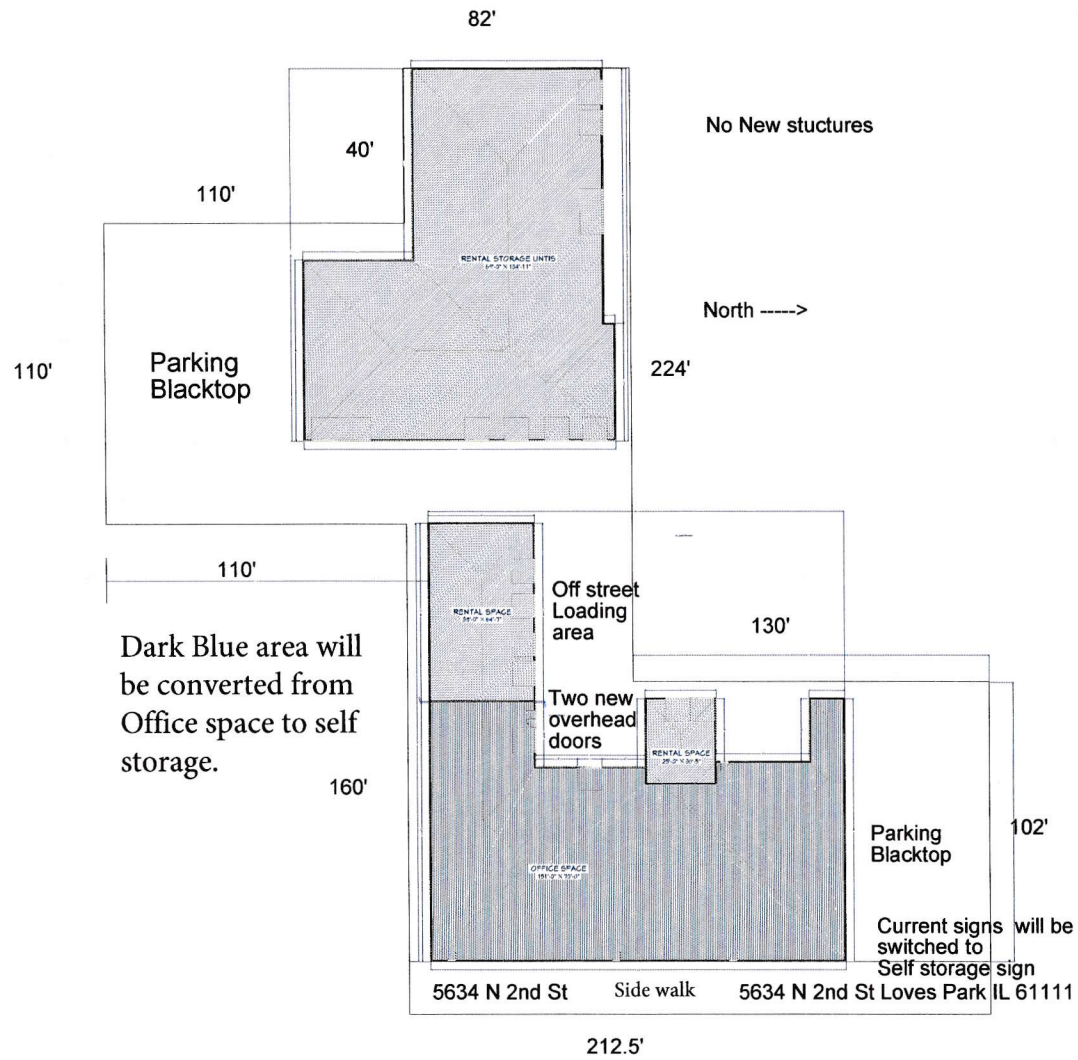
<p>CONDITIONS:</p>	<ol style="list-style-type: none"> 1. Special Use Permit shall expire with change of ownership. 2. The Special Use Permit will require renewal one-year after approval by City Council. 3. Parking lot shall be re-sealed and striped prior to opening. 4. Landscaping shall be provided along N. 2nd St in front of the parking lot.
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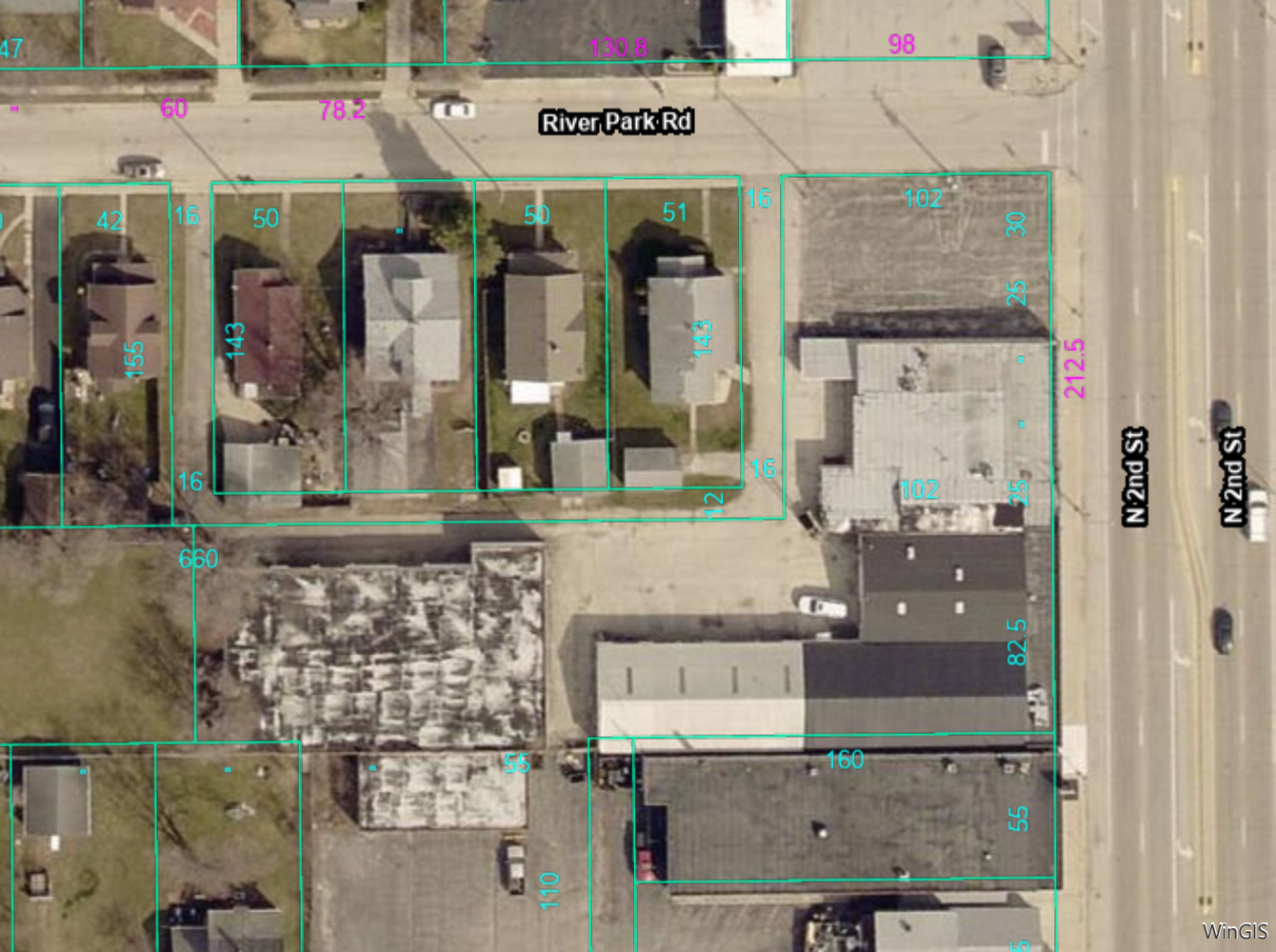
ATTACHED: Site Plan, Aerial

RECOMMENDATION: APPROVAL/DENIAL/TABLED VOTE: _____

CONDITIONS:

AUDIENCE COMMENTS:





47

130.8

98

60

78.2

River Park Rd

42

15

50

50

51

15

102

30

155

143

143

212.5

16

12

16

102

25

N 2nd St

N 2nd St

660

55

110

160

82.5

55



Zoning Board of Appeals Staff Report

August 14, 2025

SUBJECT: Special Use Permit pre-annexation agreement for XXXX Harlem Road for a Solar Farm.

PROJECT SUMMARY:	Petitioner is Requesting a Special Use Permit pre-annexation agreement for XXXX Harlem Road for a Solar Farm.
LOCATION:	XXXX Harlem Road (08-25-400-009)
FUTURE LAND USE:	Residential use
ZONING DISTRICT:	Currently not zoned. When annexed it shall be R1 (Residential)
ADJACENT ZONING/USE:	North: Not annexed South: Not annexed West: Not annexed East: Not annexed
SETBACKS (Min):	Required Front – ½ of ROW, 60' maximum Rear – five feet Side – 20 feet Provided Front – 33 feet Rear – 387 feet Side – 200 feet and 10 feet
PARKING:	Required Parking is not required
LANDSCAPING:	No landscaping plan provided or required
SIGNAGE:	Signage is not being requested as part of this application.
FINDINGS OF FACT:	<ol style="list-style-type: none"><i>The establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.</i><i>The Special Use will not be injurious to the use and</i>

enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood.

3. *The establishment of the Special Use will not impede the normal orderly development and improvement of the surrounding property for uses permitted in the district.*
4. *Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided.*
5. *Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.*
6. *The Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located. The Zoning Officer shall forward the Board of Appeal's decision and records to the City Council within ten days after action or within 45 days from the date of public hearing if no action has been taken by the Board of Appeals.*

RECOMMENDATION:

Staff recommends **Approval**, with conditions.

CONDITIONS:

1. The Special Use Permit will require renewal one-year after approval by City Council.
2. All solar panel inter-connects shall be underground.
3. Hawk Haven shall be required to establish and maintain a buffer zone between all solar panels, related equipment, and the boundary lines of the Property, as follows:
 - a. **Minimum Setback:** No solar panel, inverter, battery storage unit, fencing (except boundary fencing), or other above-ground equipment shall be located within 25 feet of any property line. This setback distance may be increased as reasonably necessary to comply with applicable zoning ordinances or to address unique site conditions.
 - b. **Vegetative or Visual Buffer:** Within the setback area, Hawk Haven shall install and maintain a natural vegetative screen, berm, or other visually-appropriate buffer designed to reduce visual impact and preserve the rural or residential character of adjoining properties. The buffer shall consist of native species where practicable and be maintained in good condition.
 - c. **Access and Maintenance Easement:** The buffer zone shall remain free of structures other than those permitted by this provision and shall not be

	<p>used for access roads or storage without written consent from the CITY. Hawk Haven shall maintain the buffer area and ensure that it remains effective throughout the life of the solar facility.</p> <p>a. Modification by Agreement: The CITY may permit a reduction in the required buffer or modification of buffer type if the neighboring property owners consent in writing or if a different configuration better serves the public interest, aesthetics, or safety, as determined by the CITY.</p>
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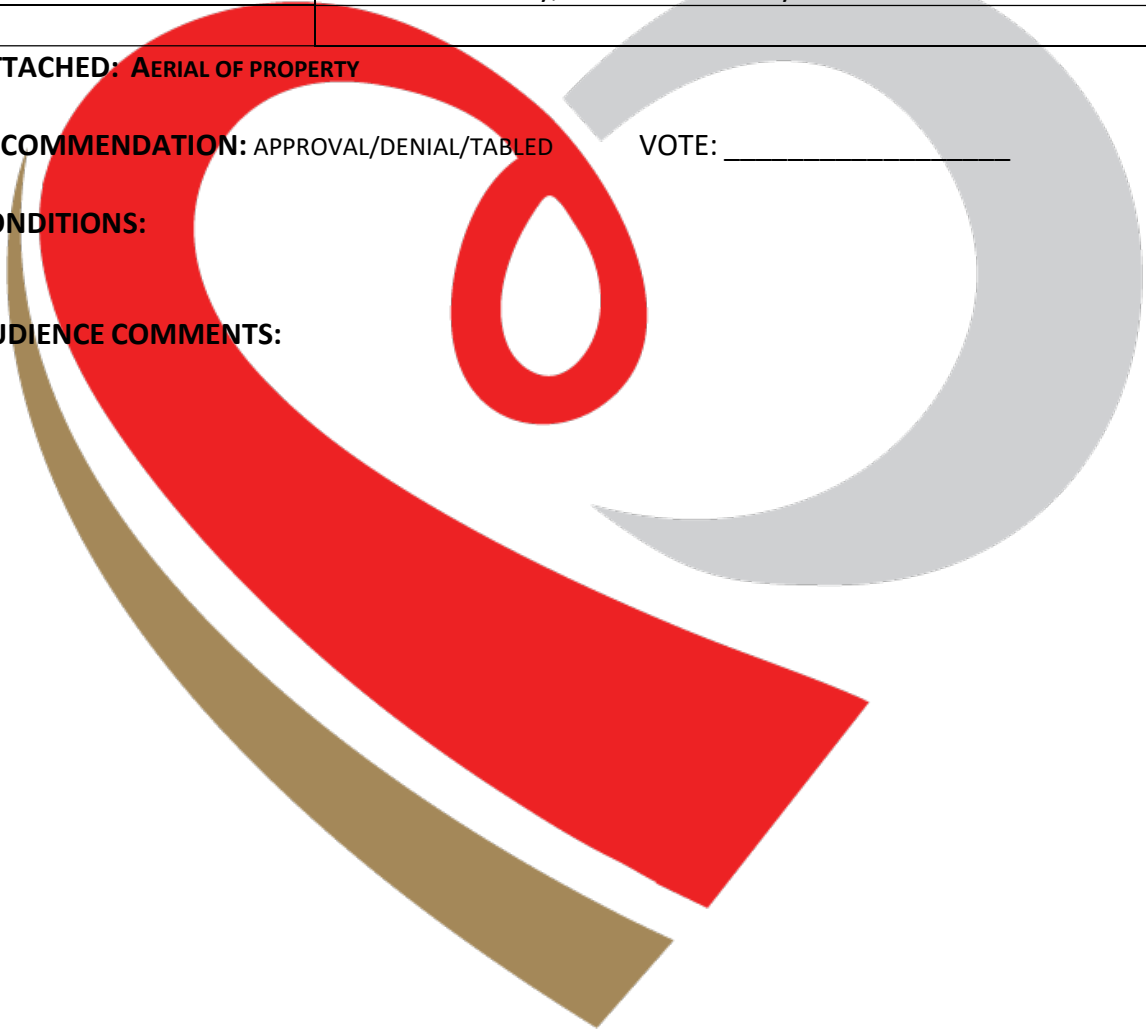
ATTACHED: AERIAL OF PROPERTY

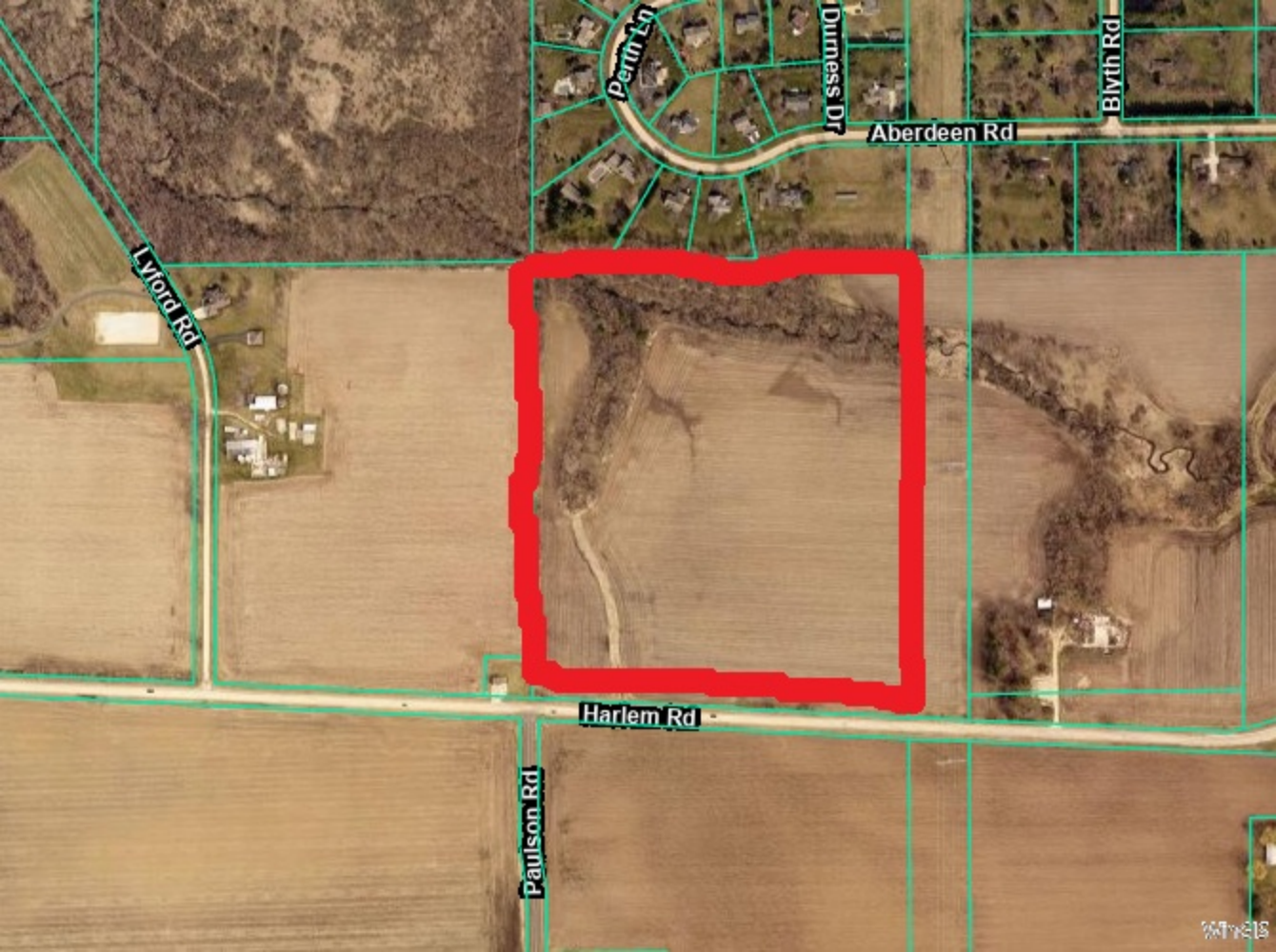
RECOMMENDATION: APPROVAL/DENIAL/TABLED

VOTE: _____

CONDITIONS:

AUDIENCE COMMENTS:





Lyford Rd

Perrin Ln

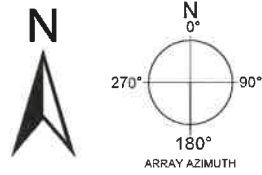
Durness Dr

Blyth Rd

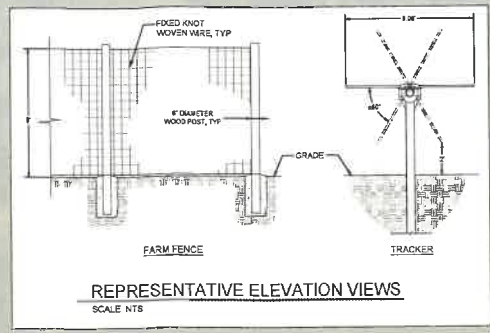
Aberdeen Rd

Harlem Rd

Paulson Rd



- NOTE(S):**
- All dimensions shown are approximate and subject to change.
 - All equipment selection and specifications subject to change with final design.
 - Location and count of utility poles and/or pad mounted equipment are typical and subject to final engineering and design with the utility.
 - All system setbacks comply with the required yard areas of the R1 zoning district (AHJ); precise location to be determined.
 - Existing wetland (NW) boundary is approximate; precise location to be determined.
 - No permanent site lighting is proposed.
 - Existing 100-year floodplain (FEMA) boundary is approximate; precise location to be determined.
 - Pollinator-friendly vegetation will be planted on the site within the project's fence line. Unscreened areas outside the project's fence line but within the site area that are disturbed by the project's construction will be vegetated with a low-maintenance grass mix. Unscreened areas outside the fence line but within the site area that are undisturbed by the project's construction will not be planted with new vegetation.
 - Existing telephone easements 1, 2, and 3 locations are approximate; precise location to be determined.
 - The location of the existing right-of-way is approximate; precise location to be determined.



Project Name: Hawk Haven Solar, LLC
Drawing Designation: Special Use Permit Design
Project County: Winnebago County
Facility Location: 42.34619°N, 88.94765°W

SYSTEM DETAILS (Preliminary)

SITE AREA	16 +/- acres (approx.)
DC SYSTEM SIZE	3,087 kW
AC SYSTEM SIZE	2,000 kW
DC/AC RATIO	1.54
POCC/POI VOLTAGE	12.5 kV
ROW SPACING (GCR)	20.1' (40%)
RACKING SYSTEM	Single-Axis Tracker
MODULE TILT	-60° to 60°
ARRAY AZIMUTH	180°
PV MODULES	
MANUFACTURER	Hamwha Qcells
MODEL	Q.PEAK DUO XL-G11S.3/BFG
DC POWER @ STC	590 W
MAX DC SYS. VOLTAGE	1500 V
MODULES PER STRING	24
MODULE COUNT	5,232
INVERTERS	
MANUFACTURER	Yaskawa Solectra Solar
MODEL	XGI 1500-125
NOMINAL POWER	125 kW
INVERTER COUNT	16

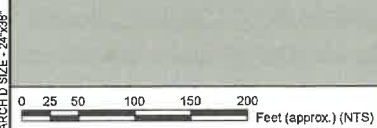
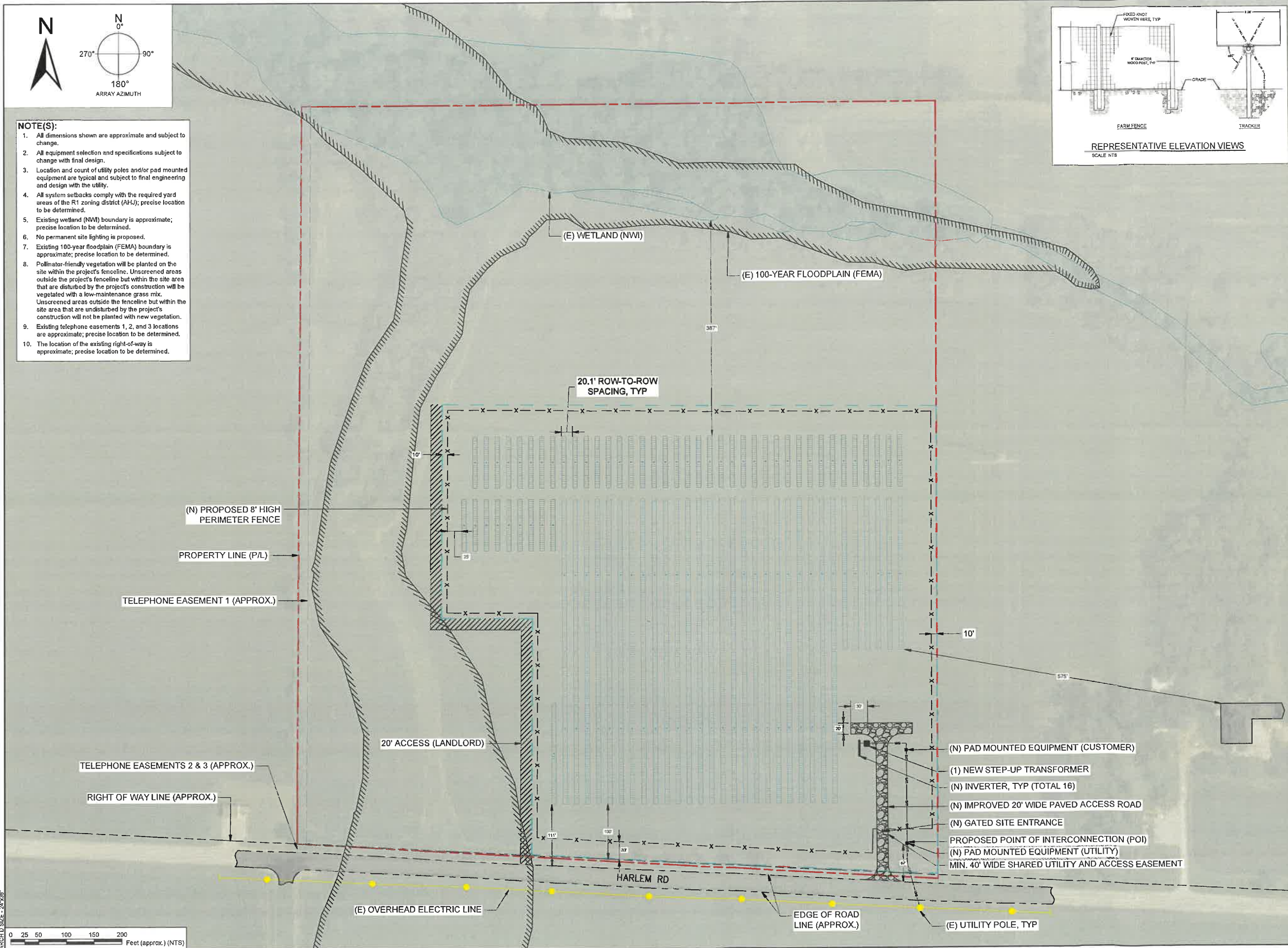
LEGEND

- Property Line
- Site Area Boundary
- (N) Improved 20' Wide Access Road
- Landlord Access
- (N) Proposed 8' High Perimeter Fence
- (N) Underground MV Line
- (N) Pad Mounted Equipment
- (N) Vegetative Screening
- Edge of Road Line
- Right-of-Way Line
- Easement
- (E) Overhead Electric Line
- (E) Utility Pole
- (E) Residences
- (E) Wetlands
- (E) Floodplain

MV = Medium Voltage
 ROW = Right of Way
 POI = Point of Interconnection
 P/L = Property Line

PRELIMINARY
NOT FOR CONSTRUCTION

Revision: A-1	Date Printed: 6/5/2025
Drawn: Irene B.	Checked: Patrick H. Christian C.





Zoning Board of Appeals Staff Report

DATE

SUBJECT: Text amendment Section 102-Zoning.

Remove:

Section 102-188. IL Light Industrial, (b) Permitted uses, (12) Mini warehouse storage units without outside storage.

Add:

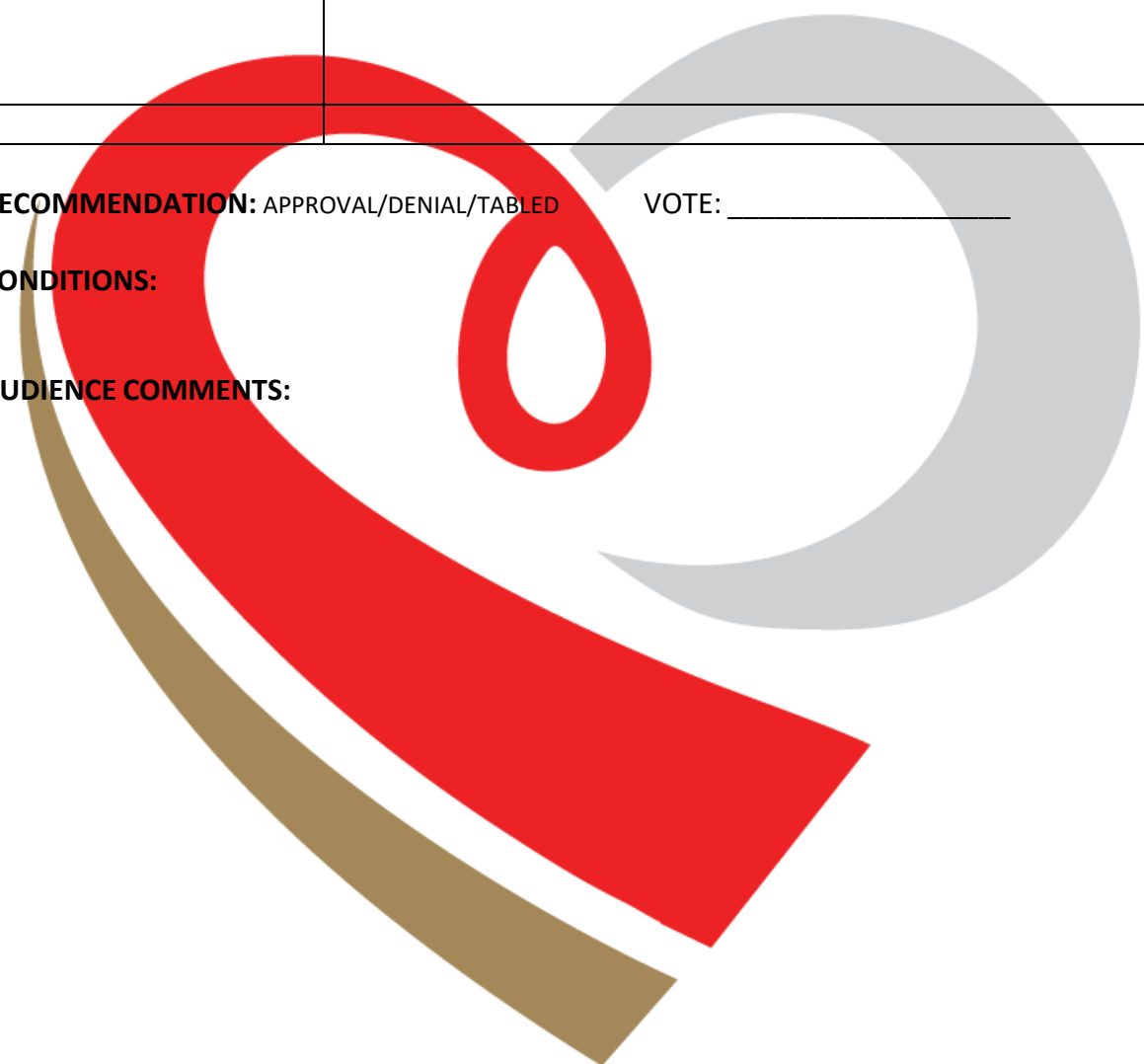
Section 102-188. IL Light Industrial, (c) Special uses, (7) Mini warehouse storage units without outside storage.

RECOMMENDATION: APPROVAL/DENIAL/TABLED

VOTE: _____

CONDITIONS:

AUDIENCE COMMENTS:





Zoning Board of Appeals Staff Report

DATE

SUBJECT: Text amendment Section 102-Zoning.

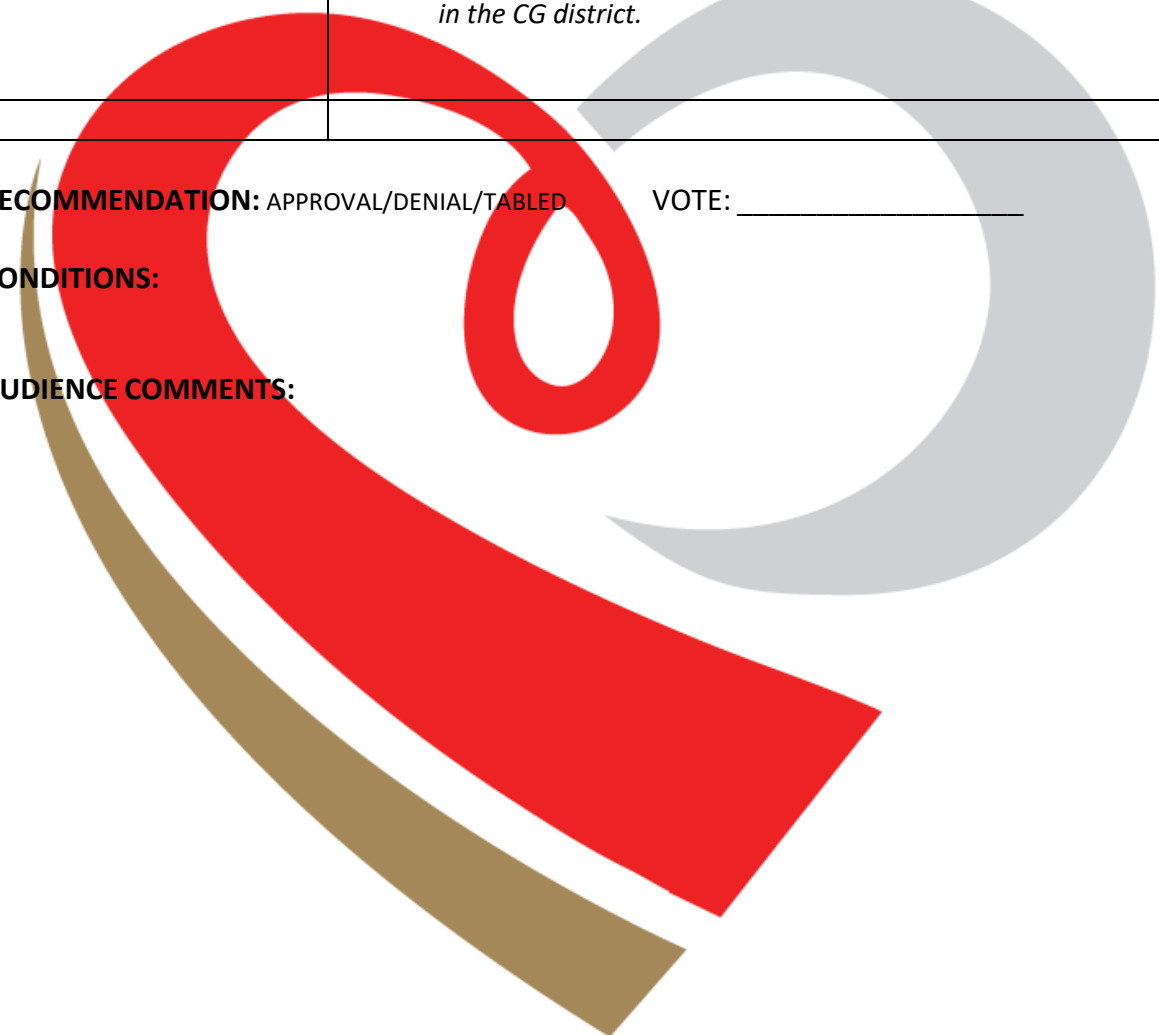
Amend: *Section 102-188. IL Light Industrial, (b) Permitted uses, (17) Any use which may be allowed as a permitted use or special use in the CR district.*

Add: *Section 102-188. IL Light Industrial, (c) Special uses, (8) Any use which may be allowed as a permitted use or special use in the CG district.*

RECOMMENDATION: APPROVAL/DENIAL/TABLED **VOTE:** _____

CONDITIONS:

AUDIENCE COMMENTS:





Zoning Board of Appeals Staff Report

DATE

SUBJECT: Text amendment Section 102-Zoning.

Amend:

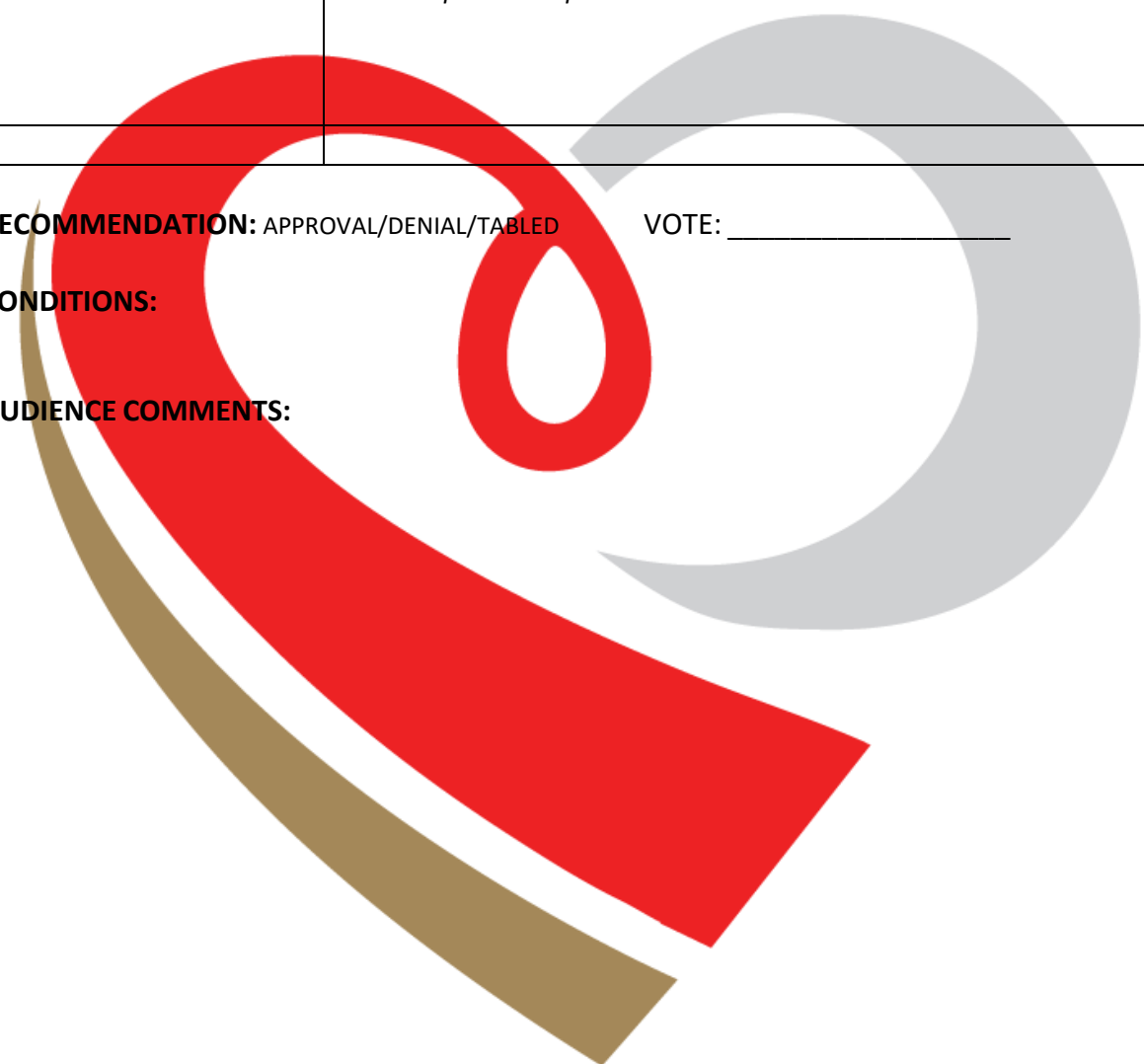
Section 102-189. IG Industrial General, (c) Permitted uses. Unless otherwise provided for in this chapter, no building or land use may be used, and no building may be erected, converted, enlarged or structurally altered in the IG district except for one or more of the following uses: Any use or special use permitted in the IL district.

RECOMMENDATION: APPROVAL/DENIAL/TABLED

VOTE: _____

CONDITIONS:

AUDIENCE COMMENTS:





Zoning Board of Appeals Staff Report

DATE

SUBJECT: Text amendment Section 102-Zoning.

Remove:

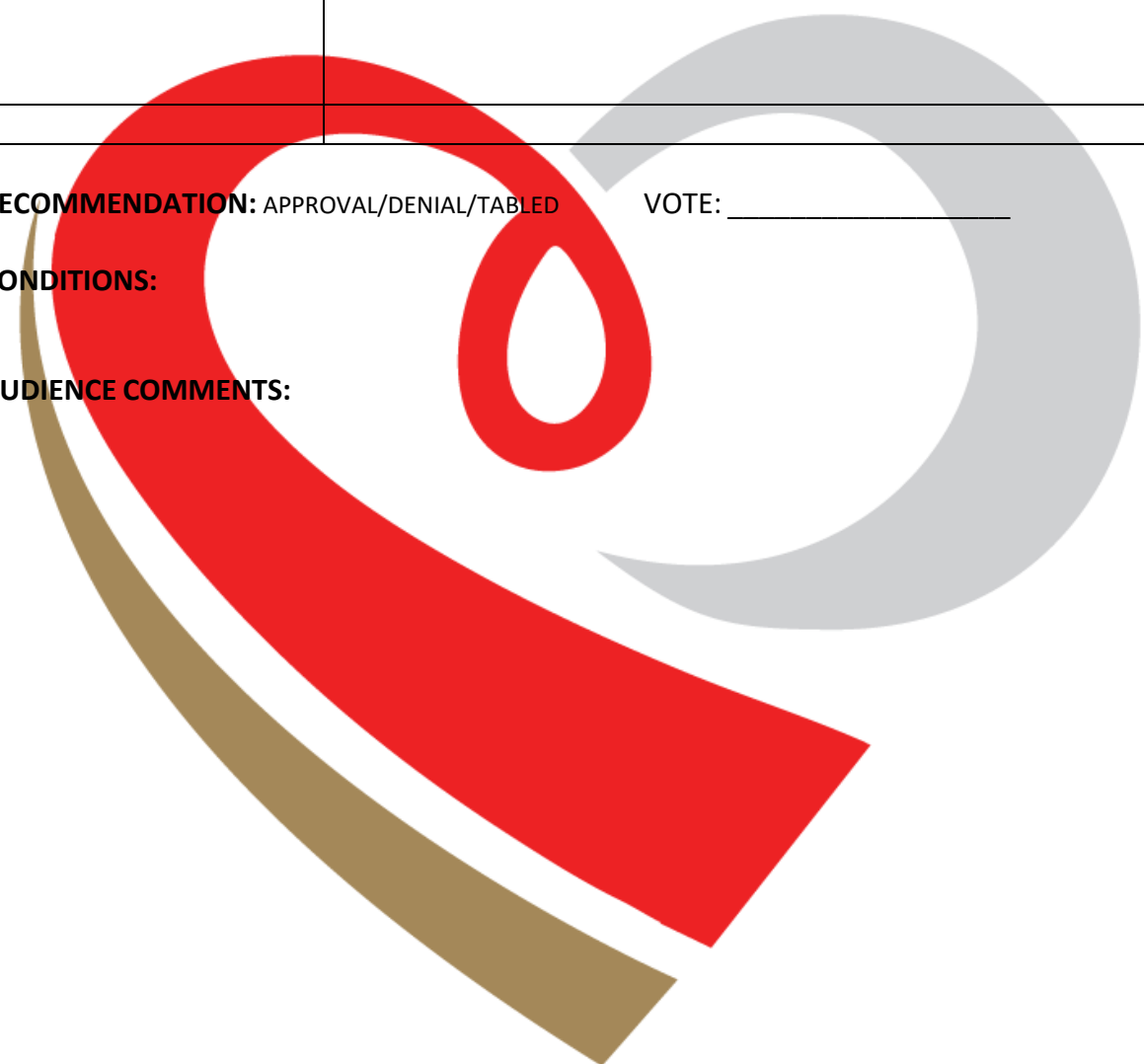
Section 102-189. IG Industrial General, (d) Special uses. The following uses may be allowed in the IG district by special use permit in accordance with the provisions of article VIII of this chapter., (1) Any use which may be allowed as a special use in the IL districts.

RECOMMENDATION: APPROVAL/DENIAL/TABLED

VOTE: _____

CONDITIONS:

AUDIENCE COMMENTS:





Zoning Board of Appeals Staff Report

DATE

SUBJECT: Text amendment Section 102-Zoning.

Amend:

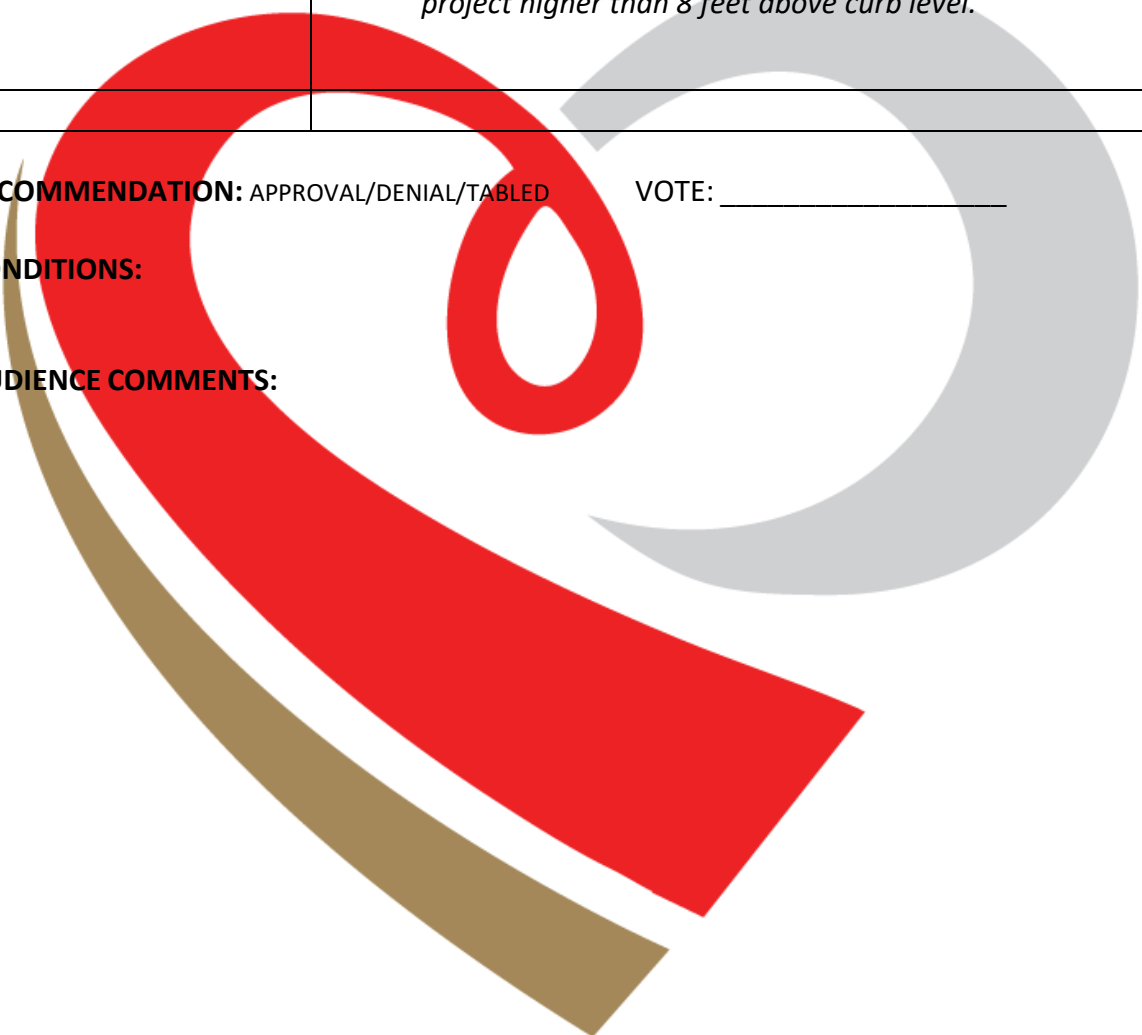
Section 102-284. Commercial districts, (1) CN district. In the CN district business signs are permitted in accordance with the following conditions; (b) Nonresidential uses. In the CN district non-flashing business signs are permitted, subject to the following conditions; (3) Height. No free-standing sign shall project higher than 8 feet above curb level.

RECOMMENDATION: APPROVAL/DENIAL/TABLED

VOTE: _____

CONDITIONS:

AUDIENCE COMMENTS:





Zoning Board of Appeals Staff Report

DATE

SUBJECT: Text amendment Section 102-Zoning.

Amend:

Section 102-284. Commercial districts, (2) CR, CG and CO districts. In the CR, CG, and CO districts, business signs are permitted subject to the following provisions:, (5) All freestanding signs shall not project higher than what is allowed, based on the linear feet of street frontage of the location where the sign is being placed:

a. Linear feet of street frontage less than or equal to 200 feet, the maximum allowable height of a freestanding sign is 8 feet above grade level, or above the adjacent roadway as measured from the top of the curb nearest the freestanding sign location, whichever is taller.

b. Linear feet of street frontage greater than 200 feet and less than or equal to 400 feet, the maximum allowable height of a freestanding sign is 15 feet above curb level, or above the adjacent roadway as measured from the top of the curb nearest the freestanding sign location, whichever is taller.

c. Linear feet of street frontage greater than 400 feet, the maximum allowable height of a freestanding sign is 25 feet above curb level, or above the adjacent roadway as measured from the top of the curb nearest the freestanding sign location, whichever is taller.

Commercial lots that have multiple businesses may exceed the maximum allowable freestanding sign height, based on the linear feet of street frontage (a, b, or c above), 2 feet per additional business. The maximum allowable height of the freestanding sign for commercial lots with multiple businesses shall not exceed 35 feet.

RECOMMENDATION: APPROVAL/DENIAL/TABLED

VOTE: _____

CONDITIONS:

AUDIENCE COMMENTS: