



AGENDA
LOVES PARK ZONING BOARD OF APPEALS
April 9, 2026

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 March 12, 2026 meeting**
3. **Report from the Zoning Office – None**
4. **Unfinished business –**
 - A. **4101 Galleria Dr.** (12-02-178-015) Seeking a renewal of Special Use Permit 4547-23 Variance for a hotel on a CR (Retail Commercial) parcel.
5. **New business –**
 - A. **Text Amendment** – Chapter 102 – Zoning Article II Administration and Enforcement – Amend Section 102-31. Zoning Board of Appeals (a), (b), (h).
 - B. **Text Amendment** – Chapter 102 – Zoning Article I General – Amend Section 102-9 (a). Definitions. Hotel, Motel, Inn or Auto Court.
6. **Public participation & comment**
7. **General discussion**
8. **Adjournment**



Zoning Board of Appeals Committee Minutes

DATE OF MEETING: March 12, 2026

CALLED TO ORDER: 5:30 P.M.

MEMBERS PRESENT: Catherine Nelson, Rhonda Taylor, Nathan Kutz, Don Danielson, Linda Danielson and Al Caruana.

ALSO PRESENT: Nathan Bruck, Shane Lynch, Juan Terre', David Larson, Kipton Bucsly, Tim Gentry, Travis McCaffrey, Brad Heinrich and Andrew Rogers.

APPROVAL OF MINUTES: February 12, 2026

Nathan Kutz moved to approve said motion. Al Caruana seconded said motion.

Motion carried 5 ayes – 0 nays

ZONING OFFICER REPORT: None

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

Old Business:

- A)** Seeking a renewal of Special Use Permit 4547-23 Variance for a hotel on a CR (Retail Commercial) parcel at 4101 Galleria Drive

Rhonda Taylor moved to lay over to 4-9-26. Nathan Kutz seconded said motion.

Motion carried ayes 5 – 0 nays

New Business:

- A. Seeking a Map Amendment to change zoning from CR (Retail Commercial) to R1 (Single Family Residential) at 244 E. Riverside Blvd.

Petitioner appeared to request a map amendment to get a more affordable loan to purchase the property.

Don Daniels moved to approve said motion with no conditions. Al Caruana seconded said motion.

Motion carried ayes 5 – 0 nays

- B) Seeking a Map Amendment to change zoning from IL (light Industrial) to R3 (Multi-Family Residential) at 44XX Squaw Valley Drive.

Petitioner appeared to request a map amendment to build 5 more units. Two double and one single dwelling.

Don Daniels moved to approve said motion with no conditions. Rhonda Taylor seconded said motion.

Motion carried ayes 5 – 0 nays

- C) Seeking a Special Use Permit to allow a Planned Unit Development in an R3 (Multi-Family Residential) zoning parcel at 44XX Squaw Valley Drive.

Petitioner appeared to request a Special Use Permit to build a single unit dwelling.

Don Daniels moved to approve said motion with the condition to renew the SUP in one year. Rhonda Taylor seconded said motion.

Motion carried ayes 5 – 0 nays

- D) Seeking a Special Use Permit to allow an office space for a security company in an CN (Neighborhood Commercial) zoning district at 5441 Harlem Road.

Petitioner appeared to request a Special Use Permit to allow small office space in the building.

Don Daniels moved to approve said motion with the conditions to renew the SUP in one year and repair the driveway and resurface (Staff stated the repairs are done but will confirm). Al Caruana seconded said motion.

Motion carried ayes 5 – 0 nays

- E) Seeking a Variance to allow a parking pad along the side of the garage at 6326 Lanterne Drive.

Petitioner appeared to request a Variance to extend the driveway to accommodate fully parking a trailer or camper.

Linda Danielson moved to approve said motion with no conditioners. Rhonda Taylor seconded said motion.

Motion carried ayes 5 – 0 nays

- F) Seeking a Special Use Permit to allow a drive-through restaurant in the IL-CR (Light Industrial – Retail Commercial) zoning district and Riverside/I-90 Overlay District at 6950 East Riverside Boulevard.

Petitioner appeared to request a special use permit to allow a drive- through.

Staff stated they would work with the petitioner on the landscape conditions.

Linda Danielson moved to approve said motion with condition to renew in one year. Rhonda Taylor seconded said motion.

Motion carried ayes 5 – 0 nays

Linda Danielson moved for adjournment at 6:00 p.m.; seconded by All Caruana.

The motion to adjourn was approved by a vote of 5 ayes – 0 nays.

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



Zoning Board of Appeals – Staff Report

SUBJECT:	4101 Galleria Drive. Woodspring Suites
PROJECT SUMMARY:	Seeking a renewal of Special Use Permit 4547-23 for a hotel in the IL (Light Industrial) zoning district.
LOCATION:	6144 E. Riverside Blvd.
FUTURE LAND USE:	Commercial
ZONING DISTRICT	IL (Light Industrial)
ADJACENT ZONING/USE:	North: IL (Light Industrial) South: IL (Light Industrial) West: IL (Light Industrial) East: IL (Light Industrial)
SETBACKS (Min):	Required Front – ½ ROW 30’ min. – 60’ max. Rear – 5 feet Side – 20 feet Provided Front – Existing Rear – Existing Side – Existing
PARKING:	Existing
LANDSCAPING:	Existing
SIGNAGE:	Existing
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 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>
RECOMMENDATION:	Staff recommends: Approval of renewal of Special Use Permit 4547-23 at 4101 Galleria Drive (12-02-178-005) with the following conditions:
CONDITIONS:	<ol style="list-style-type: none"> 1. Special Use Permit shall be renewed in one year – April 2027 2. The applicant must comply with all applicable federal, state, and city laws, rules, and regulation, including Ch. 22 Article VII. Overnight lodging, facilities. 3. Install a fence on the North side of property.

ATTACHED: Aerial, SUP 4547-23

RECOMMENDATION: APPROVAL/DENIAL/TABLED VOTE: _____

CONDITIONS:

AUDIENCE COMMENTS:


CITY OF LOVES PARK

ORDINANCE NO. 4547-23

**AN ORDINANCE PROVIDING FOR A
SPECIAL USE PERMIT FOR
PROPERTY COMMONLY KNOWN AS
4101 GALLERIA DRIVE
IN THE CITY OF LOVES PARK, ILLINOIS**

**ADOPTED BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF LOVES PARK, ILLINOIS, THIS
5TH DAY OF JUNE, 2023**

Published in Pamphlet Form by
authority of the Mayor and City Council
of the City of Loves Park, Illinois, this
14th day of June, 2023.



Robert L. Burden, City Clerk

ORDINANCE NO. 4547-23

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOVES PARK,
ILLINOIS:

WHEREAS, upon the petition for a Special Use Permit as provided for in Ordinance No. 795 of the City of Loves Park, Illinois and

WHEREAS, a public hearing before the Zoning Board of Appeals was held thereon after due notice in the manner provided by law, and

WHEREAS, said Board has made a report containing findings of fact and recommending the approval of the Special Use Permit

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOVES PARK, ILLINOIS:

That a Special Use Permit for a hotel in IL_CR (Light Industrial_Commercial Retail) & the E. Riverside/I90 Overlay District under the terms of the Zoning Ordinance No. 795 of the City of Loves Park, Illinois, is hereby granted on property legally described as follows:

THAT PART OF THE NORTHWEST QUARTER OF SECTION 2 TOWNSHIP 44 NORTH, RANGE 2 EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF LOT 4 IN ROCK CUT BUSINESS PARK SUBDIVISION PLAT, ACCORDING TO THE PLAT RECORDED DECEMBER 16TH, 1993 AS DOCUMENT NO. 2103647, ALL IN THE CITY OF LOVES PARK, WINNEBAGO COUNTY, ILLINOIS; THENCE SOUTH 02 DEGREES 34 MINUTES 19 SECONDS EAST, ALONG THE EASTERLY RIGHT OF WAY OF GALLERIA DRIVE, 53.30 FEET, TO THE POINT OF BEGINNING; THENCE SOUTH 89 DEGREES 27 MINUTES 45 SECONDS EAST, 218.00 FEET; THENCE SOUTH 00 DEGREES 18 MINUTES 53 SECONDS WEST, 377.00 FEET TO THE NORTH LINE OF PROPERTY DESCRIBED IN DOCUMENT 9653383; THENCE SOUTH 89 DEGREES 41 MINUTES 39 SECONDS WEST, ALONG SAID NORTH LINE, 189.00 FEET TO THE EAST LINE OF GALLERIA DRIVE, AS SHOWN ON SAID ROCK CUT BUSINESS PARK SUBDIVISION PLAT; THENCE NORTHWEST 325.61 FEET ALONG A CURVE TO THE RIGHT, HAVING A RADIUS OF 5385.15 FEET, WITH A CHORD BEARING OF NORTH 03 DEGREES 11 MINUTES 17 SECONDS WEST, 325.56 FEET, ALONG SAID EAST RIGHT OF WAY OF GALLERIA DRIVE; THENCE CONTINUING ALONG SAID EASTERLY RIGHT OF WAY, NORTH 02 DEGREES 34 MINUTES 19 SECONDS WEST, 55.47 FEET TO THE POINT OF BEGINNING, ALL IN THE CITY OF LOVES PARK, WINNEBAGO COUNTY, ILLINOIS.
SAID PARCEL CONTAINS 77,829 SQUARE FEET OR 1.787 ACRES MORE OR LESS.
PART OF P.I.N. 12-02-178-005

COMMONLY KNOWN AS: 4101 Galleria Drive
PROPERTY CODE: 12-02-178-005

Conditions:

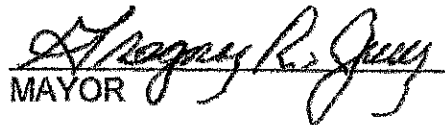
1. The Special Use Permit expires with the change of property or business ownership.
2. The applicant shall also provide an 8 foot, in depth, landscape buffer, which Spans the frontage observing ingress/egress. The applicant shall provide a

Landscape plan for this area within 30 days of the approval of the special use. The business/property owner shall be responsible for the maintenance, repair, And replacement of all landscape plants, trees, and materials. All landscape areas shall be tended too, and be maintained in a healthy growing condition, free from refuse, debris, and weeds at all times.

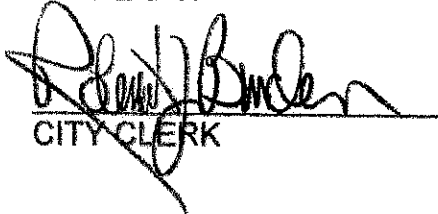
3. The trash enclosure shall be poured concrete or masonry and not exceed a height of six feet.
4. The Special Use Permit shall be renewed 1 year from the date of approval.
5. The applicant shall provide pedestrian walking path on the Galleria Drive Frontage in the right-of-way. The walking path shall be 8 feet in depth.
6. The location of the 50 foot sign may be relocated on the property once visibility has been determine by the applicants sign company.
7. The center face of the building, on the western and eastern side of the building, shall be changed to blue if an alternate sign is not available for the establishment.

The findings and recommendation of the Zoning Board of Appeals on the question of granting this Special Use Permit and Site Plan are hereby accepted, adopted and made a part of this Ordinance. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

APPROVED:


MAYOR

ATTEST:


CITY CLERK

PASSED: June 5, 2023, 9 Ayes (Aldermen Thompson, Peterson, Holmes, Schienser, Allton, John Jacobson, Little, Dan Jacobson, Pruitt) 1 Absent (Alderman Owens)

APPROVED: June 14, 2023

PUBLISHED: In pamphlet form June 14, 2023 as required by Ordinance.

STATE OF ILLINOIS)
COUNTY OF WINNEBAGO)
CITY OF LOVES PARK)


CERTIFICATE

I, **ROBERT J. BURDEN**, certify that I am the duly elected and acting Municipal Clerk of the City of Loves Park, Winnebago County, Illinois.

I further certify that on June 5, 2023, the Corporate Authorities passed Ordinance No. 4547-23, entitled "An Ordinance Providing for a Special Use Permit for Property Commonly Known as 4101 Galleria Drive in the City of Loves Park, Illinois," and by its terms, that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 4547-23, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on June 14, 2023, and continuing for at least ten days thereafter. Copies of such ordinance were also available for public inspection, upon request, in the office of the municipal clerk.

Dated at Loves Park, Illinois, this June 14, 2023.



Robert J. Burden, City Clerk



Zoning Board of Appeals Staff Report

DATE: 04-09-2026

SUBJECT: Text amendment Chapter 102. Article I. Section 102-9 (a).

Amend:

Section 102-9 (a). Definitions

- *Hotel, motel, inn, or auto court* means an establishment containing lodging accommodations designed for use by transients, or travelers or temporary guests, for no more than twenty-eight (28) consecutive days, with or without provision in such accommodations for cooking in any individual room or suite. Facilities provided may include mail service, laundering of linen used on the premises, telephone and secretarial or desk service. Hotel shall also mean any residential dwelling, or part thereof, leased for occupancy by a person unrelated to the owner thereof for a period of no more than twenty-eight (28) consecutive days, which shall include but not be limited to vacation rental or bed and breakfast. Notwithstanding the foregoing, guest stays in excess of twenty-eight (28) consecutive days are permitted subject to the rules and regulations set forth in Chapter 22, Article VII, Section 22-314 of this Code.

Persons operating a hotel, motel, inn or auto court, as defined here in, must hold a certificate of registration as set forth in 35 ILCS 145/5, as the same may be amended from time-to-time.

Persons operating a hotel, motel, inn or auto court, as defined here in, must also comply with the rules and regulations set forth in Article VII of Chapter 22 of this Code, as the same may be amended from time-to-time.

- *Boardinghouse* means a building other than a hotel or restaurant where meals and lodging are provided for compensation to not more than four guests who are not members of the property owner's family, with the property owner living onsite at the boardinghouse, and where the occupants share kitchens, bathrooms and common areas.

Persons operating a boardinghouse, as defined here in, must comply with the rules and regulations set forth in Article VII of Chapter 22 of this Code.

- *Lodging house* means a building or premises other

than a hotel, motel, inn or auto court where lodging is provided for compensation to not more than four guests who are not members of the property owner's family, with the property owner living onsite at the lodging house, and where the occupants share kitchens, bathrooms and common areas.

Persons operating a lodging house, as defined here in, must comply with the rules and regulations set forth in Article VII of Chapter 22 of this Code.

Remove:

- *The Definition of "Lodgingroom"* in Chapter 102, Article I, Section 102-9 (a) of the City's Code in its entirety.

RECOMMENDATION: APPROVAL/DENIAL/TABLED

VOTE: _____

CONDITIONS:

AUDIENCE COMMENTS:



Zoning Board of Appeals Staff Report

DATE: 04-09-2026

SUBJECT: Text amendment Chapter 102. Article II. Section 102-31.

Remove:

Section 102-31. Zoning Board of Appeals, (a) Creation and membership, (b) Terms, and (h) Decisions

Add:

Section 102-31. Zoning Board of Appeals.

(a) Creation and membership. A zoning board of appeals is hereby created, such board to consist of five members appointed by the mayor with the consent of the city council. The word "board," when used in this section, shall be construed to mean the zoning board of appeals. All members of the board shall be residents of the city. No voting member of the zoning board shall hold an elective office on the city council.

(b) Terms; appointments; removal; vacancies. The members of the board shall serve for the following terms until their respective successors are appointed and qualified:

- (1) One for a term of one year.
- (2) One for a term of two years.
- (3) One for a term of three years.
- (4) One for a term of four years.
- (5) One for a term of five years.

(h) Decisions. The concurring vote of three members of the board shall be necessary to reverse any order, requirement, decision, or determination of the zoning officer or to decide in favor of the applicant any matter upon which it is authorized by this chapter to render decisions. All final administrative decisions of the board of appeals shall be subject to judicial review pursuant to the provisions of 735 ILCS 5/3-101 et seq. and all amendments and modifications thereof, and the rules adopted pursuant thereto.

RECOMMENDATION: APPROVAL/DENIAL/TABLED

VOTE: _____

CONDITIONS:

AUDIENCE COMMENTS: