



AGENDA

REGULAR MEETING OF THE PLANNING & ZONING COMMISSION AUGUST 4, 2020 6:30 P.M.

Meetings are held at the Village Hall in the Boardroom located at 147 S. Michigan Avenue

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES: Special Meeting Minutes – June 16, 2020
Regular Meeting Minutes – July 7, 2020
5. PUBLIC HEARING/S
 - a. Special Use Permit for an Electrical Contractor's Office to be located at 1259 E. Broadway Street
Applicant: Keast Electric Inc. (contact: Jeff Keast)
6. NEW BUSINESS
7. UNFINISHED/OLD BUSINESS
8. PUBLIC COMMENT
9. ANNOUNCEMENTS
 - Chairman
 - Commission Members
 - Staff
10. ADJOURNMENT

**Village of Bradley Planning and Zoning Commission Meeting
147 S Michigan Ave, Bradley, IL, 60915**

Date: June 16, 2020
Meeting Type: Special

Members

Ryland Gagnon (Chairman)
Gene Jordan (Secretary)
James Guiss
Barbara Wheeler
Michael Dauphin
Clark Gregoire
Joanne McGinnis

Noted Attendees

Pamela Hirth, Assistant Community Development Director

The Chairman called the meeting to order at 6:33pm and led the Pledge of Allegiance. Roll was taken and all members were present. There were no minutes to be approved.

Motion made by Dauphin, seconded by Guiss for the reading of a business application packet special use request for an Automobile Laundry at Units 3 & 4 of Arthur Industrial Park owned by Manuel Martinez. Aye-7, Nay-0.

The Packet was read by Pamela Hirth,

Mr. Martinez was sworn in and gave a brief description of his business. He stated that he has operated a similar business at 300 E Broadway. We went through the Finding of Facts and Mr. Martinez stated that he understood the corrections needed by the Building Standards Dept. before he receives his occupancy permit.

There was no public comment.

Motion made by Gregoire, seconded by Wheeler to recommend approval of the request per criteria stated in the application packet. Aye-7, Nay-0

Chairman asked for a motion to adjourn, made by Gregoire, seconded by Guiss. Aye-7, Nay-0.

Meeting Adjourned at 6:54 pm.

Respectfully Submitted,

Gene Jordan, Planning and Zoning Secretary

Village of Bradley Planning and Zoning Commission Meeting
147 S Michigan Ave, Bradley, IL, 60915

Date: July 7, 2020
Meeting Type: Regular

Members

Ryland Gagnon (Chairman)
Gene Jordan (Secretary)
James Guiss
Barbara Wheeler
Michael Dauphin
Clark Gregoire
Joanne McGinnis

Directors

Bruce Page, Community Development Director
Pamela Hirth, Assistant Community Development Director

The Chairman called the meeting to order at 6:32pm and led the Pledge of Allegiance. Roll was taken and all members were present with the exception of McGinnis (arrived late).

A motion was made by Dauphin and seconded by Wheeler to accept the minutes of February, 4, 2020. Aye-6, Nay-0

A motion was made by Guiss and seconded by Clark to open public hearing. Aye-6, Nay-0

The Staff Memorandum outlining the proposed text amendment was presented by Pam Hirth.

Letters were read by Gagnon from the Farm Bureau and an anonymous citizen advocating the proposal. A picture illustrating examples of a coop, pen, and chicken tractor were also provided by staff.

Dauphin asked about animal control.

Gregoire asked who sent the anonymous letter.

During Public Comment another letter in favor of the proposal was brought to the Chairman. It was Dated June 19, 2020 from Alan Dawson.

Wheeler presented research that showed Illinois counties that allow chickens to those that do not are in approximate proportion of 2:1.

Mike Smith was sworn in and spoke in the con about the proposal mentioning waste and Salmonella. He asked that the CDC website be consulted.

Brandi Wood of 384 S Forest Ave. was sworn in and spoke in the pro. She referenced, that chickens eat bugs, are good with children, provide fresh eggs and reduce carbon footprint. She said that her husband has raised chickens in the past.

Dauphin mentioned that he built a coop at Perry Farm and that he feels premade coops will not keep chickens safe from predators.

Wheeler spoke to the pro and views it as a progressive policy.

McGinnis arrived to the meeting during Public Comment.

A motion was made by Gregoire and seconded by Guiss to close Public Hearing. Aye-7, Nay-0.

The Findings of Fact was read by the Village Attorney.

A motion to adopt the approval of the proposal was made by Wheeler and seconded by Jordan. Aye-5, Nay-2. The Chairman announced that a recommendation would be sent to the Village Board.

There was no Unfinished Business or further Public Comment.

A motion to adjourn was made by Guiss and seconded by Clark. Aye-7, Nay-0.

Chairman asked for a motion to adjourn, made by Guiss, seconded by Gregoire. Aye-7, Nay-0.

Meeting Adjourned at 7:02 pm.

Respectfully Submitted,

Gene Jordan, Planning and Zoning Secretary



Village of Bradley
Community Development Department

111 N Michigan • Bradley, IL 60915 • 815-936-5100 • Fax 815-933-5068
www.bradleyil.org • E-mail: communitydevelopment@bradleyil.org

**PLANNING AND ZONING COMMISSION
STAFF MEMORANDUM**

TO: Planning and Zoning Commission

FROM: Pam Hirth, Assistant Community Development Director

DATE: July 30, 2020

SUBJECT: **Special Use Permit to allow the operation of an electrical contractor's office on the property located at 1259 E. Broadway Street**

BACKGROUND

The applicant, Keast Electrical Inc., represented by Jeff Keast, has submitted an application seeking approval of a Special Use Permit to allow the operation of an electrical contractor's office. The property is zoned B2 Commercial and contains an existing two-tenant building with ancillary parking at the front of the building. The applicant is looking to occupy the tenant space at 1259 E. Broadway. In the B2 district, "offices and other businesses when found to be similar and compatible with adjoining property" are listed under Special Uses. Though the neighborhood is primarily single family residential, there are a number of businesses in operation along that section of East Broadway Street corridor. The building had been previously approved for a similar use (a plumbing, heating and air conditioning and refrigeration establishment) in 2010 (Ord. No.: O-09-10-3). The business ceased to operate and since the granted Special Use Permit was issued to the petitioner/applicant at that time, any subsequent request/s would need to make a new application and follow the appropriate review process.

Surrounding Zoning & Land Use of adjacent property includes:

- North: R4 Single Family Residence (single family homes)
- South: B2 Commercial (single family homes; auto repair facility)
- East: B2 Commercial (vacant lot; single family homes; special needs facility)
- West: B2 Commercial (vacated alley; single family homes)

The vacant parcels to the east and west are owned by others. The alley on the east side of the building was vacated years ago and one-half is owned by the applicant, the existing fence was installed by a previous owner. Mr. Keast has been informed that the Village may be seeking the alley back.

Public Hearing

A Special Use Permit requires a public hearing. A newspaper notice and written notification to all property owners within 250 feet were prepared in accordance with Village requirements. The Certificate of Publication (from newspaper) and Affidavit of Notice Compliance (with certificate of mailing and listing of property owners notified – from applicant) have been received and placed in the project file.

REQUESTED ACTION & PROPOSAL OVERVIEW

Per the attached written narrative from Mr. Keast, the tenant space will be used for an office and storage of electrical materials (includes conduit, fittings, outlets, light fixtures, conduit benders and other such tools and materials associated with an electrical business) and equipment (includes a bucket truck and flat bed trailer). Typical staffing includes 1-5 employees on-site with hours of operation Monday-Friday, 7:00 am to 3:30 pm, however per the applicant there may be times that employees work outside normal hours but this is not a daily occurrence. The applicant currently has 5 service vehicles used in the business. Materials and equipment cannot be stored outside. Any business vehicle/s left on-site overnight will need to be parked on the property in designated parking space/s.

Planning Staff completed a site inspection of the property. Attached are pictures taken during the inspection. The exterior of the building and the overall site conditions will need to be maintained, repaired and/or upgraded accordingly.

- Building needs to be painted
- Broken windows need to be repaired/replaced
- Existing roofline (shingles) needs to be fixed and/or updated
- Parking lot needs to be maintained – patched, sealed, standard and accessible spaces striped (and signed), curbstops need to be installed
- Fence needs to be maintained or removed
- Any landscaped areas need to be maintained, including grassed areas
- Debris and/or any existing items stored outside need to be removed (see photo to the right)
- An existing wall sign advertising the former business needs to be removed



Many of the items noted about will need to be completed prior to occupancy as these are primarily maintenance items. The applicant has provided a general outline of work to be done (see attached) with a timeline for completion (including other items not listed above). To the right is a picture of the west elevation with the canopy referenced in the Applicant's email.



As the Commission is aware, the Village has been working with a consulting team on redevelopment and enhancement recommendations along our key corridors (Broadway Street - both east and west). Per the Village's Landscape Ordinance, landscaped setbacks are required along the perimeters of commercial properties. As such, Staff is recommending that at minimum the applicant install a landscaped area within the front yard along Broadway Street. The minimum setback should be 10 feet, however what can actually be installed will be determined by the setback of the building, the dimension of the public parkway and the overall parking lot design. As part of this review, the parkway area will have to be evaluated, and it may end-up that there is only room to re-install a grassed parkway area. Staff will work with the applicant on the design of the landscaped setback area and the timing for installation (recognizing that additional time will need to be given to complete).



Building Staff completed a courtesy inspection of the interior of the tenant spaces on June 8, 2020, and found several deficiencies which must be corrected in coordination with any anticipated interior improvements to be made by the applicant and/or building owner, or if no improvement are being completed, then deficiencies must be corrected prior to the issuance of any occupancy permit. Any interior modifications related to structural changes, plumbing, electrical, or as determined by the commercial building inspector will require the submission of a building permit application with applicable plans and documentation for review and approval by the Community Development Department.

Based on the information provided by the applicant, the proposed use can be compatible with the established neighborhood so long as the conditions as noted below are agreed to and implemented.

RECOMMENDATION

Should the Planning and Zoning Commission find the requested Special Use Permit to allow the operation of an electrical contractor's office on the property located at 1259 E. Broadway favorable, the following conditions should be considered:

1. The special use will need to comply with all other applicable requirements of the B2 Commercial District.
2. The special use will be limited to the applicant and the applied for use and will not be transferable to a new owner except upon reapplication, hearing and approval in the manner provided by the Village's Zoning Ordinance.
3. Outdoor storage of materials and equipment, except for vehicles used in the business, will be prohibited.
4. Any vehicle/s used in the business will need to be parked on the property in designated parking space/s only.
5. A front yard landscaped area will need to be installed along Broadway Street. What can be installed will be determined by the setback of the building, the dimension of the public parkway and the overall parking lot design. As part of any review, the parkway area will have to be evaluated, and it may end-up that there is only room to re-install a grassed parkway area. Staff will work with the applicant on the overall design of the landscaped setback area and the timing for completion. An acceptable workplan will need to be established prior to the issuance of occupancy.
6. Prior to occupancy, the following exterior and site maintenance issues need to be addressed:
 - a. Building needs to be painted
 - b. Broken windows need to be repaired/replaced
 - c. Existing roofline (shingles) needs to be fixed
 - d. Parking lot needs to be patched, sealed, standard and accessible spaces striped (and signed), and permanently affixed curbstops to be installed
 - e. Fence needs to be maintained or removed
 - f. Any landscaped areas need to be maintained, including grassed areas
 - g. Debris and/or any other items being stored outside need to be removed
 - h. The existing wall sign advertising the former business needs to be removed
7. Any interior modifications of the tenant spaces related to structural changes, plumbing, electrical, or as determined by the building inspector will require the submission of a building permit application with applicable plans and documentation for review and approval by the Community Development Department prior to commencing work.
8. Business identification signage will be limited to building/wall signs. Any new wall signage will need to be reviewed and approved by the Community Development Department prior to installation.
9. The deficiencies identified during the inspections by the Building Standards Division of the Community Development Department on June 8, 2020 must be corrected in coordination with any anticipated interior tenant spaces improvements to be made by the

applicant and/or building owner or if no interior improvements then prior to the issuance of an occupancy permit.

10. The applicant will need to receive an occupancy permit and a business license prior to opening and commencing business operations.

ATTACHMENTS

1. Aerial identifying subject lot
2. Written Narrative
3. Photos
4. Work Plan to address exterior building and site maintenance issues

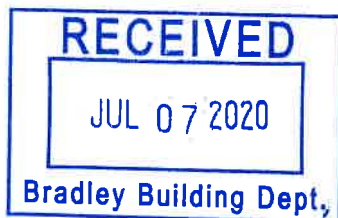


* subject property

Planning and Zoning Request

I, Jeff Keast, purchased the building located at 1259 E. Broadway in Bradley with the pin number of 12-09-28-204-025 and the legal description of VILLAGE OF BRADLEY LOTS 18-21 BLK 102 & VAC ALLEY E OF 28-31-12E with the intention of using the building in a very similar manor to the previous owner.

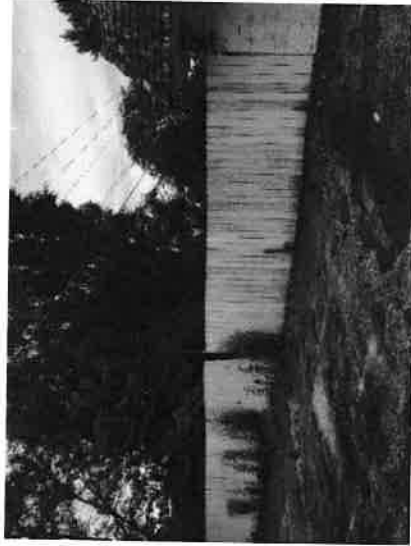
Keast Electric Inc. is our family run electrical contracting business that was established in 1991. We are applying for a special use permit to run our electrical contracting business which includes our billing and estimating office as well as storage of electrical materials and equipment. This building has sat vacant for about a year and a half and will need TLC to bring it up to my standard as well as what the Village will require. Our immediate plan is to remove the over growth vegetation and replace it with something more aesthetically pleasing. With the utilities off for such a long time, we will be cleaning and/or repairing damage on the interior of the building. Our plan over the next 3 to 5 years would be to rework the front façade and either rework or replace the soffit. Our business is not typically open to walk up customers. We usually only have 1-5 employees on site at any given time. Our normal business hours are Monday-Friday from 7am-3:30. There are times when our employees will pick up materials or do paper work outside these hours but it is not an everyday occurrence and would be between the hours 6am to 7pm. We believe our addition to the community and this building will be beneficial to the residents of the village.



A handwritten signature in black ink, appearing to read "Jeff Keast". The signature is stylized with a long horizontal stroke extending to the right.

Keast Electric Inc.

Special Use Permit Application – Keast Electric
Photos Taken 7/27/2020



1. Fence facing East Broadway



2. 1257 E. Broadway Tenant Space



3. 1259 E. Broadway Street Tenant Space



4. East Elevation



5. Rear Elevation



6. West Elevation & Vacated Alley

From Email dated 7/28/2020

Pam,

We have already pulled a permit and replaced the low slope roof due to water leaks into the building. We also got a permit to do demo due to the mold damage caused by the roof leaks and being empty for over a year.

Picture 1) My portion of the fence which is about 10' will be cleaned and will be painted if need be. This will be done this year. There has been discussion about the Village taking back possession of the vacated alleyway. If this happens the portion of the fence will have to be totally removed. The parking lot will be patched, sealed and stripped this year as well.

Picture 2 & 3) Our plan in the next 2/3 years is to remove the cedar shake shingles and replace them with a metal roof.

Picture 4) This lot is not mine but our plan is to clean the brick and paint if need be. This will be done this year We will also be adding gutters around the building which will stop the shingle marker on the wall. This will be done this year or early next year.

Picture 5) This area will also have gutters and the brick will be cleaned and painted if need be. Time table will match above.

Picture 6) The center of the vacated alleyway to the left of this picture is our property and will be maintained as stated above. There is a door with a canopy not shown in this picture. The canopy has not been maintained and will be removed.

Jeff Keast

Keast Electric Inc.
104 South Bridge Street
PO Box 54
Aroma Park, IL 60910