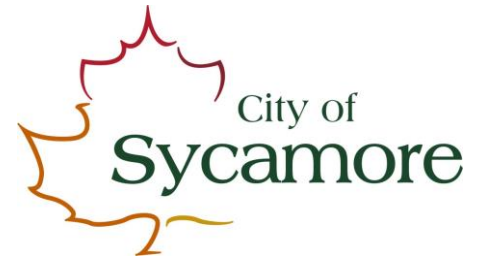


# Planning and Zoning Commission Meeting

Monday, June 13, 2022

Council Chamber, 7:00 PM  
308 W State Street  
Sycamore, Illinois 60178



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## 1. CALL TO ORDER

## 2. APPROVAL OF AGENDA

## 3. CONSENT AGENDA

- A. Approval of the Minutes for the Regular Meeting of January 10, 2022.

## 4. AUDIENCE TO VISITORS

## 5. WORKSHOPS

## 6. ACTION ITEMS

- A. Consideration of a request by Shannon Lovett, representative for Lovett's Towing & Recovery, for a Special Use Permit to operate a Towing Service, With On-Site Vehicle Impoundment as required by Article 5.3.1.L of the Sycamore Unified Development Ordinance at 531 East Sycamore Street in the City of Sycamore, Illinois, PIN number 06-33-152-029.
- B. Consideration of a Request from Kaylin Matekaitis for a Special Use Permit to operate a Tattoo Parlor/Body Art Establishment (First Floor) as required by Article 5.3.1.H of the Sycamore Unified Development Ordinance at 215 West Elm Street (also known as 140 Somonauk Street, Suite 101) in the City of Sycamore, Illinois, PIN number 06-32-259-012.

## 7. ADJOURNMENT



475 North Cross Street  
 Sycamore, Illinois 60178  
 Main Phone: 815-895-4434

**To:** Michael Hall, City Manager  
**From:** John Sauter, Director of Community Development  
**Date:** June 8, 2022  
**RE:** June 13, 2022 Planning & Zoning Commission Meeting - Agenda Items

**A. Consideration of a request by Shannon Lovett, representative for Lovett’s Towing & Recovery, for a Special Use Permit to operate a Towing Service, With On-Site Vehicle Impoundment as required by Article 5.3.1.L of the Sycamore Unified Development Ordinance at 531 East Sycamore Street in the City of Sycamore, Illinois, PIN number 06-33-152-029.**

Shannon Lovett, the owner/operator of Lovett’s Towing and Recovery, recently purchased the property located at 531 East Sycamore Street and wishes to operate a towing service with on-site vehicle impoundment. The property previously served as a towing service business for several years by a different owner and under a separate special use permit that was issued in 2019. That permit was terminated in March of 2022 when the property was sold. The subject property is zoned M-1, Light Manufacturing District and Article 5.3.1.L of the Sycamore Unified Development Ordinance (UDO) requires a special use permit for the proposed use, as noted below:

L. TRANSPORTATION, COMMUNICATION & UTILITY USES	AG	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	M-1	M-2	ORI
Towing Service, with on-site vehicle impoundment										S		

Mr. Lovett recently erected a code compliant chain link fence with privacy slats in accordance with applicable screening requirements. Additionally, he slightly expanded the size of the impound area and installed a new gravel surface. The expansion complies with all City regulations, however the new gravel surface requires compensatory storage in accordance with Article 6.9 of the UDO, Flood Control Regulations. As a condition of the special use permit, Mr. Lovett has agreed to provide the required compensatory storage. As part of the condition, plans must be submitted for review and approval by August 1, 2022 and the compensatory storage must be complete and approved by October 1, 2022. No other significant changes to the property are planned at this time and any modifications in the future will need to be reviewed for compliance. Finally, Mr. Lovett has also indicated that the towing service will only impound cars, SUV’s, pickup trucks and vehicles similar in size. Larger vehicles and trucks will be stored at an alternate location. It is recommended that this be a condition of the special use permit as well.

Accordingly, Mr. Lovett is seeking a special use permit in accordance with Article 4.3 of the Sycamore Unified Development Ordinance. Notice of a public hearing regarding the request for a special use permit

was published in the local newspaper, notices of public hearing were mailed to property owners within 250 feet of the subject property and a notice of public hearing by sign was displayed on the property.

Mr. Lovett is present to answer any questions from the Commission.

Planning & Zoning Commission action is requested.

**B. Consideration of a Request from Kaylin Matekaitis for a Special Use Permit to operate a Tattoo Parlor/Body Art Establishment (First Floor) as required by Article 5.3.1.H of the Sycamore Unified Development Ordinance at 215 West Elm Street (also known as 140 Somonauk Street, Suite 101) in the City of Sycamore, Illinois, PIN number 06-32-259-012.**

Kaylin Matekaitis is planning to lease the space at 215 West Elm Street with the intention of operating a Tattoo Parlor/Body Art business. The subject tenant space is located within the building and goes by the address of 140 Somonauk Street, Suite 101. For the sake of publication, the 215 West Elm Street address was used as that address is recognized on the DeKalb County GIS Mapping System – 140 Somonauk Street is not. The property is zoned C-2, Central Business District and Article 5.3.1.H of the Sycamore Unified Development Ordinance (UDO) requires a special use permit for the proposed use, as noted below:

H. PERSONAL AND BUSINESS SERVICES USES	AG	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	M-1	M-2	ORI
Tattoo Parlor/Body Art Establishment (First or second floor and not located within the Conservation District as defined by Article 1.3.3.)							S					
Tattoo Parlor/Body Art Establishment (first or second floor)								S				

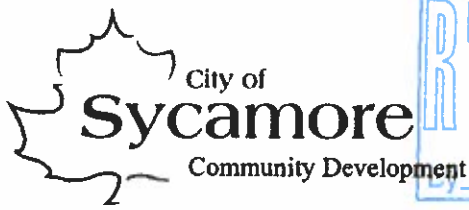
In December 2020, the Planning and Zoning Commission amended the City's Unified Development Ordinance (UDO) relating to Tattoo Parlors to permit them on the first or second floor of a building, provided the subject property was not located in the City's Conservation District as defined by Article 1.3.3. The proposed first floor location is zoned C-2, Central Business District and is not located within the Conservation District.

Mrs. Matekaitis plans to serve her clients by appointment only and between the hours of 11:00 AM and 6:00 PM. She will add a sink within the space in accordance with Illinois Department of Health (IDPH) requirements and will comply with all additional IDPH requirements, including inspections and licensure, before opening for business. Additionally, the space will be inspected annually by City Inspectors in accordance with the Sycamore Municipal Code Body Art Licensing requirements.

Accordingly, Mrs. Matekaitis is seeking a special use permit in accordance with Article 4.3 of the Sycamore Unified Development Ordinance. Notice of a public hearing regarding the request for a special use permit was published in the local newspaper, notices of public hearing were mailed to property owners within 250 feet of the subject property and a notice of public hearing by sign was displayed on the property.

Mr. Matekaitis is present to answer any questions from the Commission.

Planning & Zoning Commission action is requested.



541 DeKalb Avenue  
Sycamore, IL 60178  
O# (815) 895-4434  
F# (815) 895-7572  
www.cityofsycamore.com

**APPLICATION FOR SPECIAL USE**

**NOTE TO APPLICANT:** The Sycamore Planning and Zoning Commission meets on the second Monday of each month, as needed. In order to be placed on the agenda, this application and all required information (plat of survey, architectural drawings, miscellaneous exhibits, etc.) must be submitted to the Director of Community Development 30 days prior to the next scheduled meeting date.

I/We Shannon Lolett hereby make(s) this application to appear

before the Sycamore Planning and Zoning Commission to consider a request for the following:

Special use permit for towing services, with  
on-site vehicle impoundment. Located at  
531 E. Sycamore St, property is zoned M1

Shannon@Lolettstowing.com

Signature: [Signature]

Printed Name: Shannon Lolett

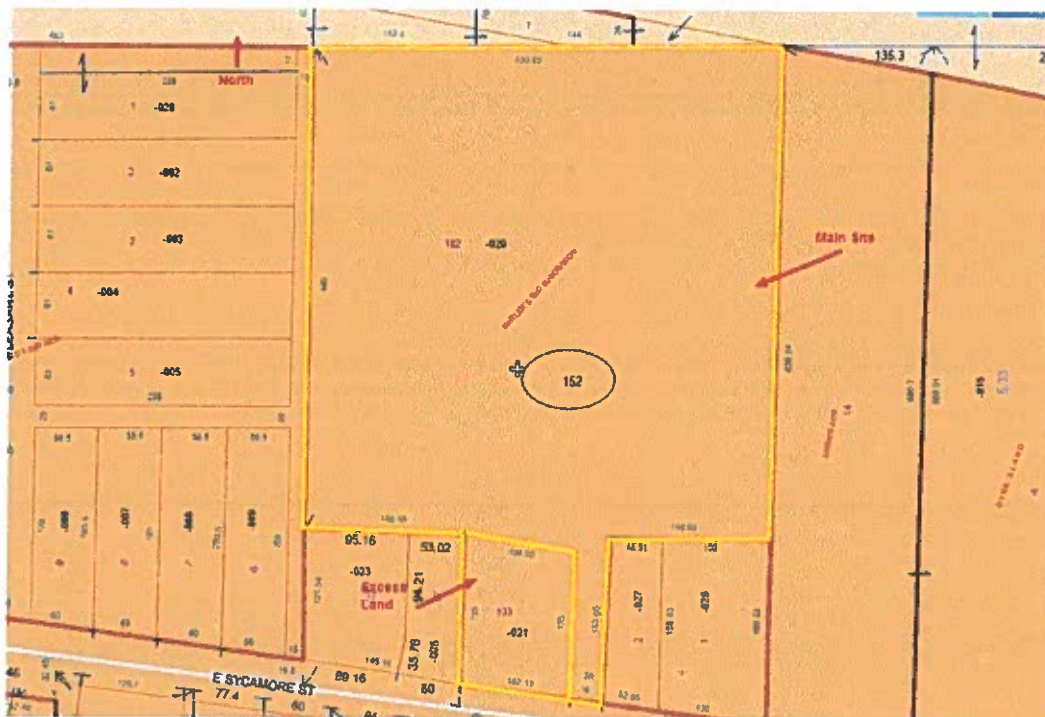
Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



North  
↑

### LINE MAP



### AERIAL MAP



132'  
Street Parking

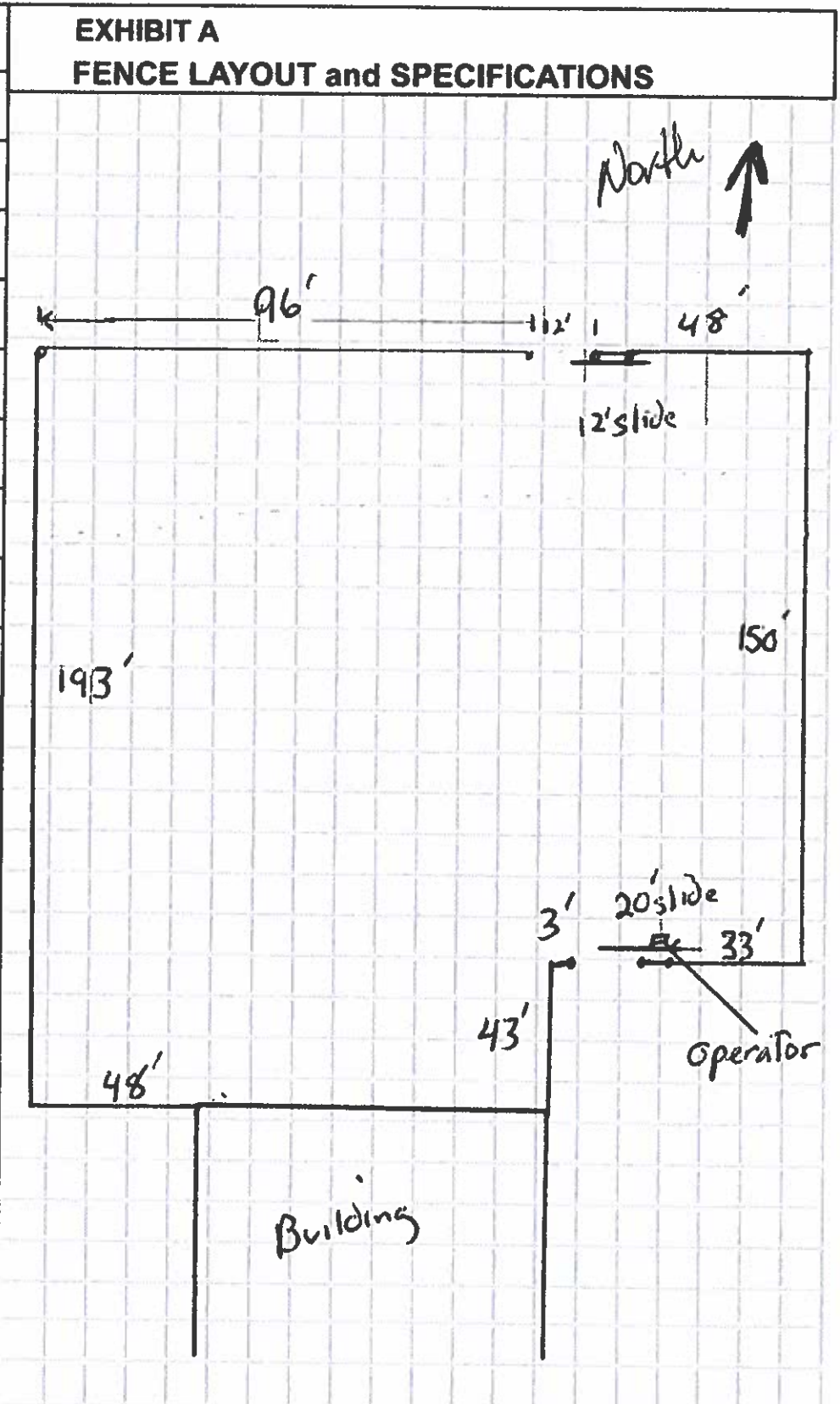
Owner (s): Lovetts Towing

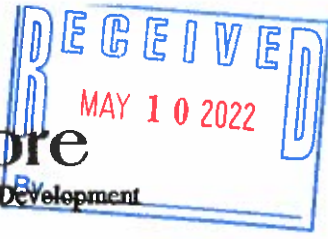
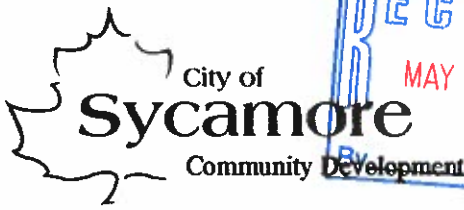
Owner (s) Telephone: 815-756-4213

Address: Jubsitz S31 E Sycamore St, Sycamore IL 60178

WOOD/VINYL

No. of Feet <b>646'</b>	Height <b>8'+1'</b>
Posts	Runners
Western Red Cedar	Boards
Style	Post Tops
Walk Gates	Drive Gates
Concrete	Galvanized Nails
Arch	Scalloped
Straight	Dog Ear
Dirt Clean Up	Haul Dirt
2 Rail	3 Rail
<b>CHAIN LINK</b>	
No. of Feet <b>646'</b>	Height <b>8'+1'</b>
Gauge <b>9ga</b>	Galvanized Wire <b>yes</b>
Framework <b>galv</b>	Vinyl Wire Color <b>—</b>
Line Posts Galvanized <b>2 1/2"</b>	Top Rail <b>1 5/8"</b>
Walk Gates <b>20'slide</b>	Drive Gates <b>12'slide</b>
End Posts <b>3"</b>	Corner Posts <b>3"</b>
Gate Posts <b>4"</b>	Tension Wire <b>7ga</b>
Concrete Set <b>yes</b>	Follow Ground <b>yes</b>
Dirt Pick Up <b>yes</b>	Haul Away <b>yes</b>
2 Color System <b>—</b>	





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**APPLICATION FOR SPECIAL USE**

**NOTE TO APPLICANT:** The Sycamore Planning and Zoning Commission meets on the second Monday of each month, as needed. In order to be placed on the agenda, this application and all required information (plat of survey, architectural drawings, miscellaneous exhibits, etc.) must be submitted to the Director of Community Development 30 days prior to the next scheduled meeting date.

I/We Kaylin Matekaitis hereby make(s) this application to appear

before the Sycamore Planning and Zoning Commission to consider a request for the following:

a single workspace tattoo studio, open by appointment, Monday-Friday primarily 11am-6pm at 140 Somonauk St. Sycamore.

I have submitted a floor plan of the unit, second floor of the building at 140 Somonauk.

I have submitted a section of the Body art paperwork from the IDPH website-pertaining to requirements of the premises, all of which will be inspected and approved by the state Health Dept. before opening.

I am also submitting a permission letter from the owner of the building, Jim Edwards, approving use of the unit for a body art facility.

Signature: Kaylin Matekaitis

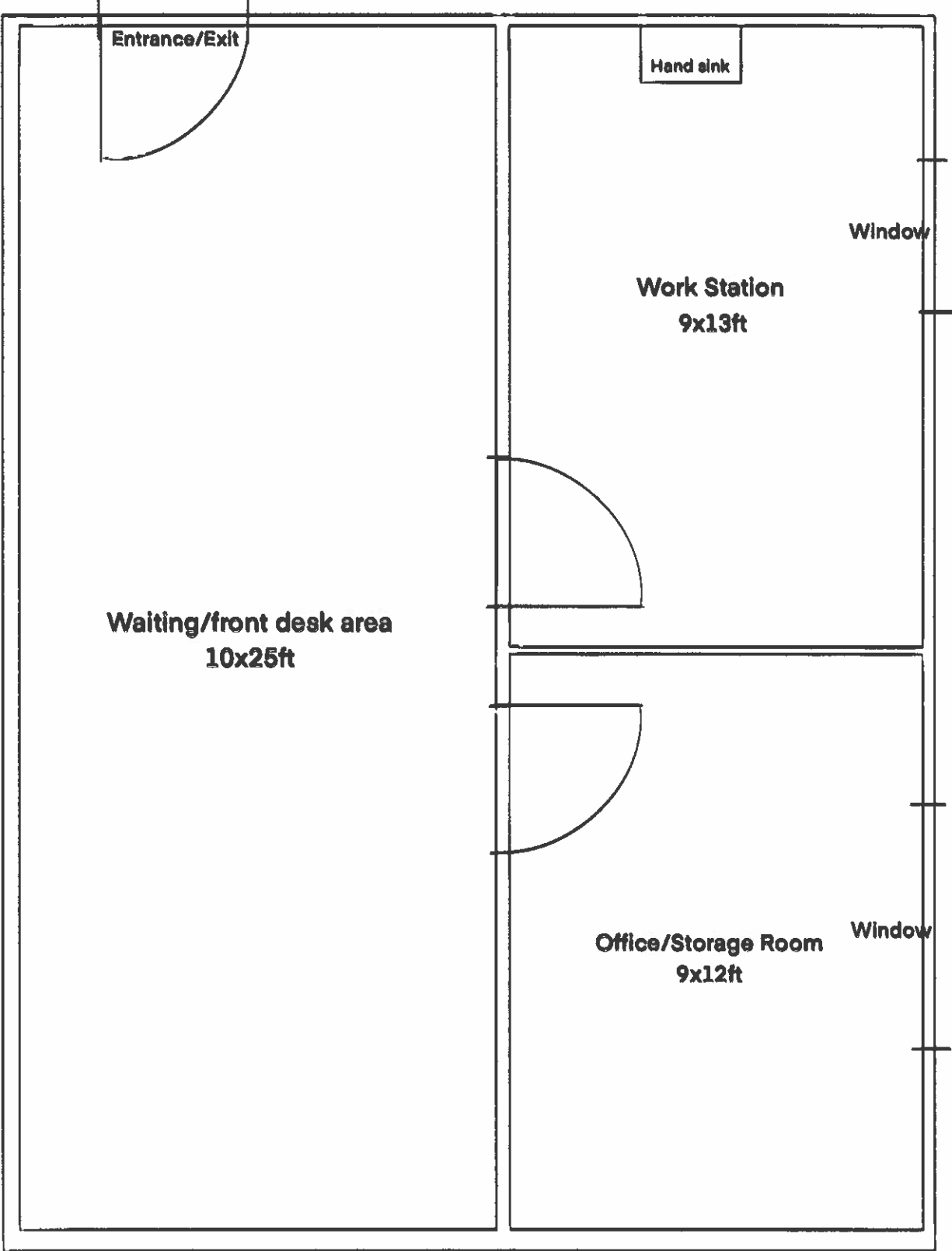
Signature: \_\_\_\_\_

Printed Name: Kaylin Matekaitis

Printed Name: \_\_\_\_\_

815-543-7712





Restrooms on same level down the hall

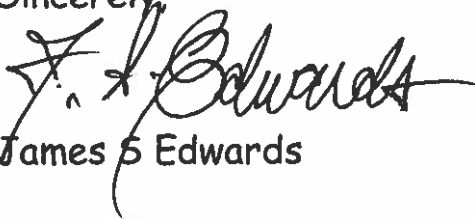
James S Edwards  
215 W Elm Street  
Sycamore, IL 60178

May 9, 2022

To whom it may concern:

This is a letter gives authorization for Kaylin Matekaitis to pursue a special use permit lease space for a tatoo/body art studio at building at 215 W Elm Street (140 Somonauk Street Entrance), Sycamore, IL.

Sincerely,



James S Edwards