



DEPARTMENT OF LAND USE AND ECONOMIC DEVELOPMENT

AGENDA PLANNING COMMISSION July 8, 2025 7:00 P.M.

IN PERSON: CITY HALL, 10025 BUNKUM ROAD.

VIRTUAL: BY COMPUTER, TABLET OR SMARTPHONE.

[HTTPS://WWW.GOTOMEET.ME/COFH_LUD/PLANNING_COMMISSION](https://www.gotomeet.me/cofh_lud/planning_commission)

PHONE: +1 (408) 650-3123 ACCESS CODE: 739-271-573

ONE-TOUCH: TEL: +14086503123, 739271573#

1. CALL TO ORDER AND ROLL CALL
2. **CITIZENS COMMENTS-** *This is an opportunity for the public to address the Planning Commission on non-agenda related items. Comments made during this section of the agenda that require a response will be referred to the appropriate City staff member or official for follow-up at a later date.*
3. **MINUTES:**
 - a. Regular meeting of June 10, 2025
4. **PC CASES/PUBLIC HEARINGS**
 - a. PC 12-25, Preliminary Plat for Coventry Ct, Fairview Heights. Also identified by St Clair County PIN(s) 03-19.0-207-015. *VOTE REQUESTED*
 - b. PC 13-25, Special Use Permit for 1807 W Hwy 50, O'Fallon. Also identified by St Clair County PIN(s) 03-26.0-302-064, 03-26.0-302-065, 03-26.0-302-063. *VOTE REQUESTED*
 - c. PC 15-25, Special Use Permit for 5520 N Illinois St, Fairview Heights. Also identified by St Clair County PIN(s) 03-34.0-102-053. *VOTE REQUESTED*



DEPARTMENT OF LAND USE AND ECONOMIC DEVELOPMENT

5. OLD BUSINESS

- a. None

6. NEW BUSINESS

- a. None

7. ANNOUNCEMENTS

- a. Chair/Plan Commission Member Comments
- b. Director's Report

8. ADJOURNMENT

The next regularly scheduled meeting is August 12th, 2025; it may be canceled if there is no business to conduct.

**CITY OF FAIRVIEW HEIGHTS, ILLINOIS
PLANNING COMMISSION
MEETING MINUTES
June 10, 2025**

CALL TO ORDER

The meeting was called to order at approximately 7:00 p.m. by Chairman Sunyatta McDermott with (7 members) in physical attendance: Pat Herrington, Terry Fowler, Pat Wesemann, Linda Hoppe, Rich Baldwin, Bill Hopkins, and Sunyatta McDermott. Also in attendance were Dallas Alley (Director of Land Use & Development), Amanda Schwartz (Recording Secretary), and Andrew Hoerner (Attorney). Absent were Kelly Smith, Janice Petroff, and Ashley Hutchison.

1. CITIZENS' COMMENTS

None

2. APPROVAL OF MINUTES

The minutes of April 8, 2025, were approved as written.

Rich Baldwin 1st to motion and Linda Hoppe 2nd to motion to approve last month's minutes.

3. NEW BUSINESS

PC 10-25, Special Use Permit, 10055 Bunkum Rd, Fairview Heights, Don Lyon.

Director Dallas Alley states that the application is located in the B2 Office Business zoning district and was previously a bank. He states that the property has been vacant for several years, and S&S Reality bought it, and they have had it leased for a while. The proposed tenant is a relocation with no major modifications. Mr. Alley states that they are using the main floor and that the bottom floor will still be rented out. He states that there are no concerns from his department, and it is not like it is a "MAGA Church," which you can see from the layout provided, with minimal seating. Mr. Alley does mention that the only thing that came up is that they plan to add restrooms, as seen in the interior site plan that was provided. Director Alley also states that he has already confirmed with the person who handles signs and sign permits in my department that the proposed sign setup is fine and meets the requirements. Commissioner Herrington asks Dallas if they plan to do anything with the drive-up section behind the building, or if it is just going to stay the same setup as it currently is. Director Alley states that they are making any changes behind the building, and in fact, it is nice to park cars there, if we know hail is coming.

The applicant, Don Lyon of 419 East Alton St, Marine, IL, was sworn in. Mr. Lyon states that they were on the edge of Fairview Heights, located on 159. He states that they have enjoyed Fairview Heights, and we have enjoyed this city, which is why, when looking to relocate, we wanted to stay within Fairview Heights. Mr. Lyon also mentions that we love the building,

even though it does not look like a church, it is structurally sound and has a lot of potential. H states that he is extremely excited and hopes that the city sees what he sees.

Chairman McDermott asks Commissioners if they have any questions or comments that they would like to direct to the applicant. Commissioner Wesemann states that she believes it will be great to have the building occupied again. A general discussion was held with the commissioners and Chairman McDermott.

Chairman McDermott then states that she will recognize anyone who would like to address the commissioners regarding this issue. McDermott closed the public hearing.

Planning Commissioner Wesemann introduced the following resolution and moved for its adoption:

RESOLUTION PC 10-25

A RESOLUTION ADOPTING FINDINGS OF FACT RELATING TO APPROVAL OF A SPECIAL USE PERMIT FOR THE UPPER ROOM MINISTRIES CHURCH AT 10055 Bunkum Rd

WHEREAS, Don Lyon, hereinafter referred to as the "Applicant," applied for a Special Use permit for approval of The Upper Room Ministries Church at parcel number 03-29.0-203-023, commonly known as 10055 Bunkum Rd; and

WHEREAS, the Fairview Heights Development Code requires that church facilities in B2 Office Business District be approved as a special use;

WHEREAS, the Applicant has properly applied for a special use permit.

NOW THEREFORE, BE IT RESOLVED BY THIS PLANNING COMMISSION OF THE CITY OF FAIRVIEW HEIGHTS, ST. CLAIR COUNTY, STATE OF ILLINOIS that the Findings of Fact relating to the request are as follows:

1. That the Applicant appeared before the Planning Commission for a public hearing pursuant to Section 14-10-8 of the City of Fairview Heights Development Code on June 10, 2025, and that said public hearing was properly advertised, both of which are incorporated by reference.
2. That the subject property is zoned "B2" Office Business District.

3. That the Applicant shall be responsible for all City costs incurred in administering and enforcing this approval.
4. That the Director of Land Use and Development, and his designee, shall have the right to inspect the premises for compliance and safety purposes.
5. That this Approval shall automatically expire if the use is not initiated within one year of City Council Approval.
6. That the Applicant shall obtain all required permits and comply with all ordinances and codes.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner Hoppe upon vote being taken thereon, the following voted in favor thereof: Herrington, Fowler, Wesemann, Hoppe, McDermott, Baldwin, Hopkins

And the following voted against the same: None

And the following abstained: None

And the following were absent: Smith, Hutchison, and Petroff

Whereupon said resolution was declared duly passed and adopted by the Fairview Heights Planning Commission, this the 10th day of June 2025.

Sunyatta McDermott

Planning Commission Chairman

ATTEST:

Dallas Alley

Land Use Director

PC 11-25, Special Use Permit, 4529 N Illinois St, Fairview Heights, Felecia Randolph.

Director Alley states the application is in the B2 Office Business District and is an established complex that has been there for a long time. The new owner has taken over the complex and also taken on new tenants. As in your staff report, you can see a layout for an event space. Director Alley states that the only concern he sees is that this complex already has parking issues from the restaurant; however, those parking issues are normally at breakfast time, and taper off at the time of day that the events would be happening and would not overlap with the "peek" parking time for the restaurant also in this complex. Mr. Alley states that he does not see any major issues. He states, as you can see in the layout, there will be bathrooms, a prep room, an entrance vestibule area, and more. He states that there would be no modifications needed to the exterior of the building, and would have only minor changes to the interior of the building.

The applicant, Felecia Randolph of 7 Ravenwood Ct, Belleville, IL, was sworn in along with her co-partner, Latasha Bailey Johnson of 812 Stone Creek Ln, Belleville, IL. Ms. Randolph states that the only thing she wanted to mention was the parking, but Director Alley already took care of that. She states that everything would be in the late afternoon, evening hours, so there would not be a concern with the parking.

Chairman McDermott asks Commissioners if they have any questions or comments that they would like to direct to the applicant. Chairman McDermott then states that she will recognize anyone who would like to address the commissioners regarding this issue. McDermott closed the public hearing.

Chairman Herrington states that he has a general question for Dallas. He states that we have approved many event spaces within Fairview Heights over the years, and he wants to know how many of those have opened. Dallas replied with his knowledge; several were approved, but only one opened, and it was still at the tail end of COVID, so they had issues getting clients simply because people were not holding events. Dallas states that he has seen event spaces be successful, and there was a big push for them in the 1st year I was with the city, approving about four, and only one opened. Ms. Bailey Johnson also replied that she had the event space next to Hooter's a while back before the big water main break, causing us to move out, but we have now partnered with Felecia on the opening of Velour Room.

Planning Commissioner Baldwin introduced the following resolution and moved for its adoption:

RESOLUTION PC 11-25

A RESOLUTION ADOPTING FINDINGS OF FACT RELATING TO APPROVAL OF A
SPECIAL USE PERMIT FOR THE VELOUR ROOM-EVENT SPACE AT
4529 N Illinois ST

WHEREAS, Felecia Randolph, hereinafter referred to as the "Applicant," applied for a Special Use permit for approval of the Velour Room - Event Space at parcel number 08-04.0-231-001, commonly known as 4529 N Illinois St; and

WHEREAS, the Fairview Heights Development Code requires that church facilities in B3 Community Business District be approved as a special use;

WHEREAS, the Applicant has properly applied for a special use permit.

NOW THEREFORE, BE IT RESOLVED BY THIS PLANNING COMMISSION OF THE CITY OF FAIRVIEW HEIGHTS, ST. CLAIR COUNTY, STATE OF ILLINOIS that the Findings of Fact relating to the request are as follows:

7. That the Applicant appeared before the Planning Commission for a public hearing pursuant to Section 14-10-8 of the City of Fairview Heights Development Code on June 10, 2025, and that said public hearing was properly advertised, both of which are incorporated by reference.

8. That the subject property is zoned "B3" Community Business District.
9. That the Applicant shall be responsible for all City costs incurred in administering and enforcing this approval.
10. That the Director of Land Use and Development, and his designee, shall have the right to inspect the premises for compliance and safety purposes.
11. That this Approval shall automatically expire if the use is not initiated within one year of City Council Approval.
12. That the Applicant shall obtain all required permits and comply with all ordinances and codes.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner Fowler

upon vote being taken thereon, the following voted in favor thereof: Herrington, Fowler, Wesemann,

Hoppe, McDermott, Baldwin, Hopkins

And the following voted against the same: None

And the following abstained: None

And the following were absent: Smith, Hutchison, and Petroff

Whereupon said resolution was declared duly passed and adopted by the Fairview Heights Planning Commission, this the 10th day of June 2025.

Sunyatta McDermott

Planning Commission Chairman

ATTEST:

Dallas Alley

Land Use Director

4. OLD BUSINESS

None

5. NEW BUSINESS

None

6. ANNOUNCEMENTS

Director Alley states that the Great Street Project is in full effect and still ongoing, and will be ongoing for the next several months. Dallas mentioned that we will have another

public meeting at the end of July. He highly encourages everyone to submit input if they haven't yet and put their voice out there. We have talked about a couple of buildings that are for sale, and we are working hard on getting some things moving in the corridor. We just approved a TIF packet with The Chuck Wagon and the new owners to do some updates to the façade. Mr. Allay also mentions that St. Clair County Transit just awarded a 3 million dollar grant for the trail extension on Bunkum Rd that will go from the fire department up past the REC. He mentions that this was the most difficult and most important part of the entire trail system because it includes going across 64 and will be its own bridge, which is a completely stand-alone bridge. General discussion was held with the commissioners and Dallas about the trails and all of the connections in Fairview Heights to the schools. Dallas also mentions that the summer campaign has rolled out, so be looking for that, and we will be having a family event at the roundabout later this year as well.

7. ADJOURNMENT – The meeting was adjourned at 7:23 p.m.

Respectfully,

Dallas Alley
Director of Land Use and Development
DA/as

The next regularly scheduled meeting of the Fairview Heights Planning Commission will be on July 8th, 2025, at 7:00 p.m. in the Council Chambers of the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois



DEPARTMENT OF LAND USE AND ECONOMIC DEVELOPMENT

TRANSMITTAL TO PLANNING COMMISSION

APPLICATION NUMBER: PC 12-25

REQUEST: Preliminary Plat to allow 29 Fairview Hills to split the lot in the “R-3” Single Family Residential zoning district at Coventry Ct, Fairview Heights. Also identified by St. Clair County PIN(s) 03-19.0-207-015.
VOTE REQUESTED.

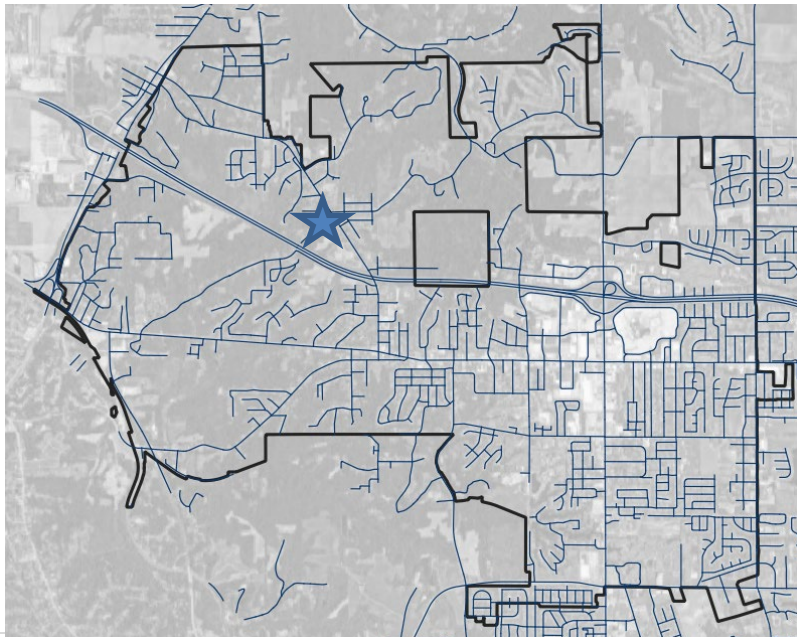
APPLICANT NAME: JPL Design & Build LLC

MEETING DATE: July 8, 2025

ZONING: R3 – Single Family Residential

PLANNING COMMISSION ACTION: Consideration of the Preliminary Plat, make recommendation to the Community Committee and City Council which has final authority to approve or deny the request.

GENERAL LOCATION:



STAFF ADVISORY

1. BACKGROUND

The City of Fairview Heights Development Code establishes procedures for the division of land into two or more lots. A “Minor Subdivision” is the division of land into two (2), but not more than six (6) lots. The applicant is proposing to divide one lot into two, and is therefore defined as a “Minor Subdivision”. Development Code Section 14-13-26: Subdivision Application, Minor Subdivision exempts minor subdivisions from the preliminary plat procedures and requirements and permits the subdivider to proceed to the final plat review process. Subdivision procedures for a final plat include administrative review, consideration by Planning Commission and final action by City Council. In considering a Final Plat, the reviewing authorities are to ensure the submittal meets the technical requirements of the Development Code. If a Final Plat meets the criteria, it shall be recommended for approval.

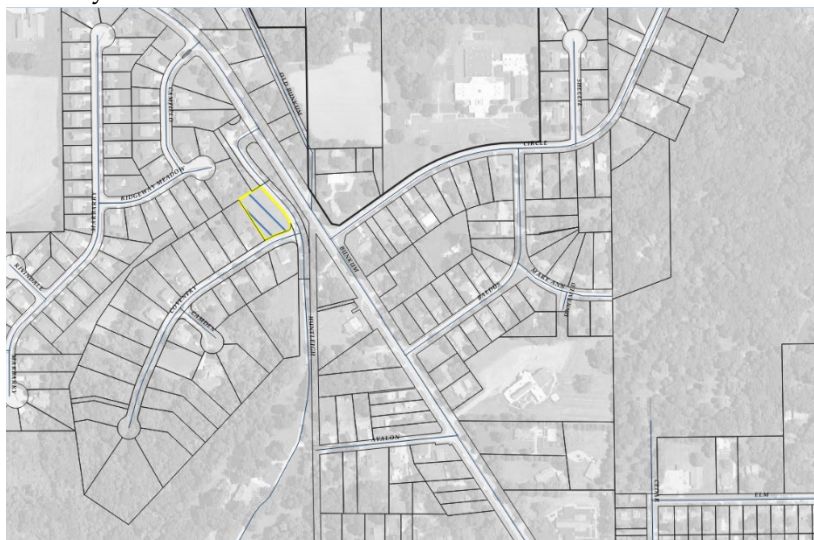
The subject property located at 29 Fairview Hills is zoned B3-Community Business. This zoning district has a minimum lot size of 6,000 sq ft. The proposed plat would create one lot being 12,000 sq ft and one lot being 15,000 sq ft. Both lots would meet the minimum. Both lots meet the minimum lot width and depth requirements.

2. DISCUSSION

Context

The subject site is located in the western portion of the City, north of Interstate 64, and west of Bunkum Road. It is comprised of one parcel.

The zoning designation for these parcels is R-3 – Single Family Residence. This zoning district is intended to encourage the creation and maintenance of stable and enduring residential areas by establishing limitations on the use and character of development so as to take advantage of, or to avoid conflict with, natural topography, existing development, arrangements, and locations of existing or planned community facilities and social needs of the City.



Zoning: Site and Surrounding Areas

The zoning and land uses of adjoining and surrounding properties are as follows:

North: R-3 - Single Family Residential;

South: R-3 - Single Family Residential;

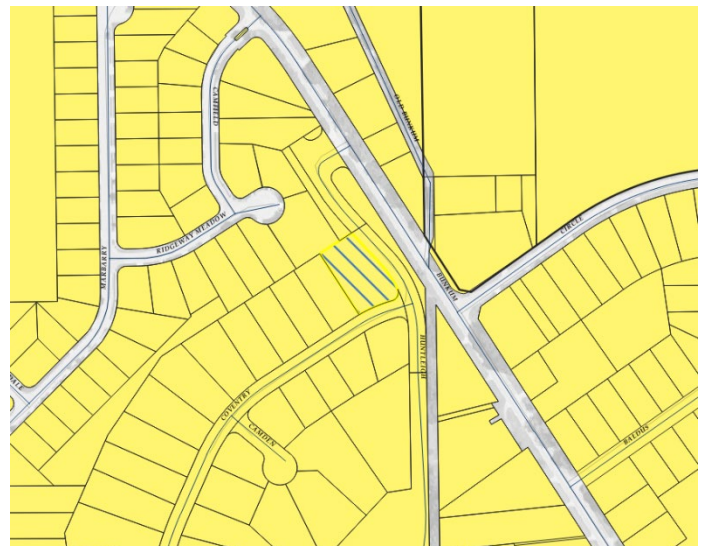
West: R-3 – Single Family Residential;

East: R- 3 - Single Family Residential.



Future Land Use: Site and Surrounding Areas

The Fairview Heights Comprehensive Plan identifies the subject site as single family residential. The proposed plat providing two individual single family lots conforms with the comprehensive plan.



Site Photograph

6/6/25, 11:08 AM

St Clair County Parcel Map Viewer

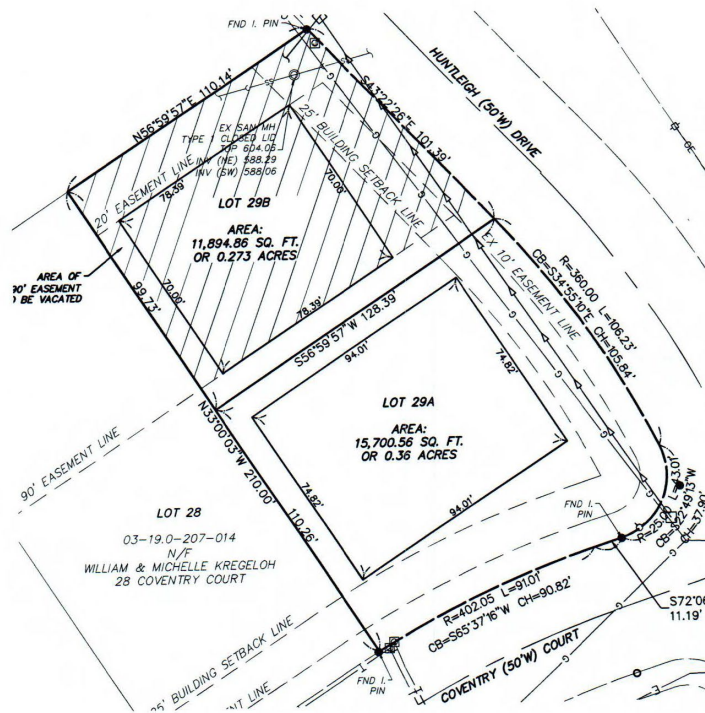


St Clair County Parcel Map Viewer

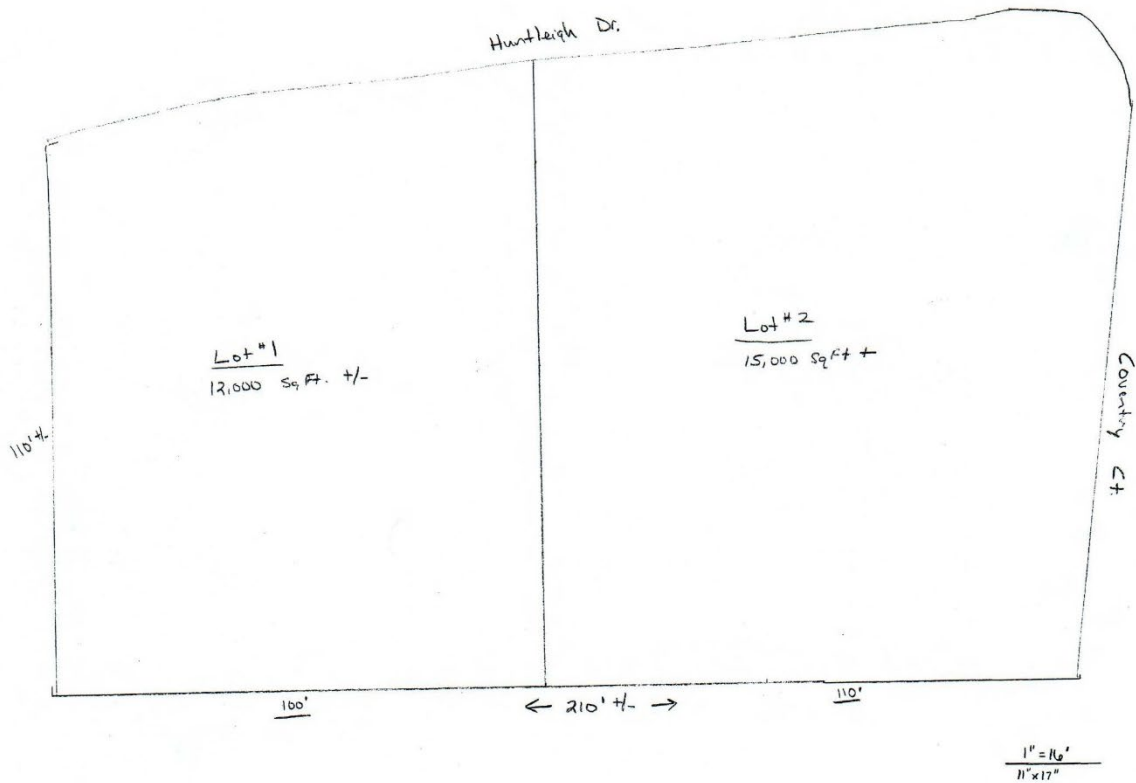
St Clair County GIS



1/



Proposed Preliminary Split



Planning Considerations

The existing parcels within the subject site are comprised of three parcels of land comprising 0.99 acres. The proposed subdivision would create six lots ranging from 5836 to 7564 square feet acres. None of the lots meet the minimum requirement.

At issue is whether or not the proposed Final Plat meets the technical requirements of Development Code 14-13-28 Subdivision Application, Final Plat as below:

14-13-28 SUBDIVISION APPLICATION, FINAL PLAT.

A final plat to be provided by the subdivider shall meet the following specifications:

- (A) The final plat may include all or only a part of the preliminary plat which has received approval.
- (B) The plans of the final plat shall be drawn on new linen tracing cloth or polyester base film, with waterproof black ink to a scale not greater than one hundred feet to one inch (100' to 1"); provided that the resulting drawing would not be greater than thirty-six (36) inches square. Four (4) cloth or polyester base film positives of the final plat shall be provided to the City by the subdivider at the time of final plat application.
- (C) All dimensions shall be shown in feet and decimals of a foot.
- (D) All surveys for a final plat shall be made under the active and personal direction of a registered land surveyor of Illinois, and the following basic information shall be shown:
 - (1) Accurate boundary lines, with dimensions and bearings or angles, which provide a survey of the tract, closing with an error of closure of not more than one foot in five thousand feet (1' in 5,000').
 - (2) Accurate distances and directions to the nearest established quarter section corner monument. Reference corners shall be accurately described on the final plat.
 - (3) All elevations shall be referenced to the established datum and the said reference shall be clearly stated on any plans or drawings showing such datum, provided that bench marks are located within a reasonable distance. Where spot elevations are taken from USGS Map as the datum used for a bench mark, it shall be so shown on the plat.
 - (4) Accurate locations of all existing and recorded streets intersecting the boundaries of the tract, shown by heavy solid lines.
 - (5) Right-of-way line of streets, easements and other rights-of way and property lines and areas of lots and other tracts, with accurate dimensions, bearings and curve data, including radii, arcs and chords, points of tangency, and central angles.
 - (6) Name and right-of-way width for each street or other right of-way.
 - (7) Location, dimensions and purposes of any easement, shown by light, dashed lines.
 - (8) Number to identify each lot or site.
 - (9) Purpose for which sites, other than residential lots, are dedicated or reserved.
 - (10) Lot dimensions and areas of each lot and building setback lines and dimensions.
 - (11) Location, type, material, and size of all monuments and lot markers.
 - (12) Restrictions of all types which will run with the land and become covenants in the deeds for lots. Restriction lines should be shown by medium, dashed lines.
 - (13) Title or name of subdivision, Section, Township and Range numbers in which the subdivision is located; and north arrow, scale and date.

- (14) Certification by registered Illinois Land Surveyor with registration numbers and seal affixed to all final documents of the final plat.
- (15) Certificate of dedication of all public areas.
- (16) Certificate that all taxes due have been paid

The proposed Minor Subdivision is in conformance with the requirements of 14-13-28.

Exhibits

1. Applicant's Narrative and Excerpted Supporting Documents
2. Resolution and Findings of Fact
3. Public notice

APPLICATION FOR PRELIMINARY PLAT



Department of Land Use and Development
10025 Bunkum Road
Fairview Heights, IL 62208
Phone (618) 489-2060

6/6/25 - Application Received by LUD

OFFICE USE ONLY	
DATE COMPLETED APPLICATION RECEIVED:	CASE NUMBER ASSIGNED: <u>PC 12-25</u>
RESUBMITTALS RECEIVED/DATE:	APPLICATION FEES PAID (\$150 + \$5 per lot):
ZONING DISTRICT: <u>R3 single family Residential</u>	DATE PUBLIC NOTICE SIGN POSTED:
APPLICATION CIRCULATION DATE _____: Comments Received: ☐ Public Works ☐ Fire District ☐ Parks and Recreation ☐ Economic Development ☐ Police Department ☐ Finance Department ☐ Administration Department ☐ Other	AUTHORITY MEETING DATE/RECOMMENDATION: ☐ Planning Commission <u>7/8/25</u> / _____ ☐ Community Committee <u>7/16/25</u> / _____ ☐ City Council <u>8/5/25</u> / _____
DATE OF MEETING: <u>7/8/25</u>	RESOLUTION NUMBER: (Attach resolution to preliminary plat. One copy to City Clerk, one with LUD/application, one copy to applicant)

Applicants are encouraged to schedule a pre-application conference with the Director of Land Use and Development prior to submittal.

As an applicant, **you are responsible for submitting:**

1. Completed application including submittal fees and all required attachments to the Department of Land Use and Development at least thirty-six (36) days prior to the Plan Commission meeting.
2. Photographs- aerial and/or ground-level photographs of the site.
3. Building elevations or perspectives- to show compatibility with surrounding area and of sufficient detail to ensure building material requirements are met.
4. Development schedule- a development schedule providing reasonable guarantees for the completion of the proposed development (*only when requested*).
5. Legal description of the property.
6. An electronic copy of all documents.

After the initial submission, **you will be required to post a sign on the subject property.** Shortly after your application is received, you will receive information from the Land Use and Development Department on how to purchase and properly locate the required sign. The applicant must provide photographic evidence that the sign is posted in the appropriate location no more than twenty-one (21) calendar days and no less than seven (7) calendar days prior to the date of the public hearing. The sign must be maintained and remain in place until the hearing is complete.

PROJECT INFORMATION FOR PRELIMINARY PLAT

Project Name: 29 Fairview Hills
Project Address: Coventry Ct, Fairview Heights
Parcel ID: 03190207015
Current Use of Property: Vacant lot
Project Size/Acreage: .64
Number of Lots: 2
Density: _____

CONTACT INFORMATION FOR PRELIMINARY PLAT

Property Owner(s): JLP Design & Build LLC
Mailing Address: P.O. Box 10 Waterloo, IL 62298
Phone: 618-781-3281
E-Mail: jon@jlp-homes.com

Applicant/agent: Same as Above
Relationship to owner: _____
Mailing Address: _____
Phone: _____
E-Mail: _____

AUTHORIZATION

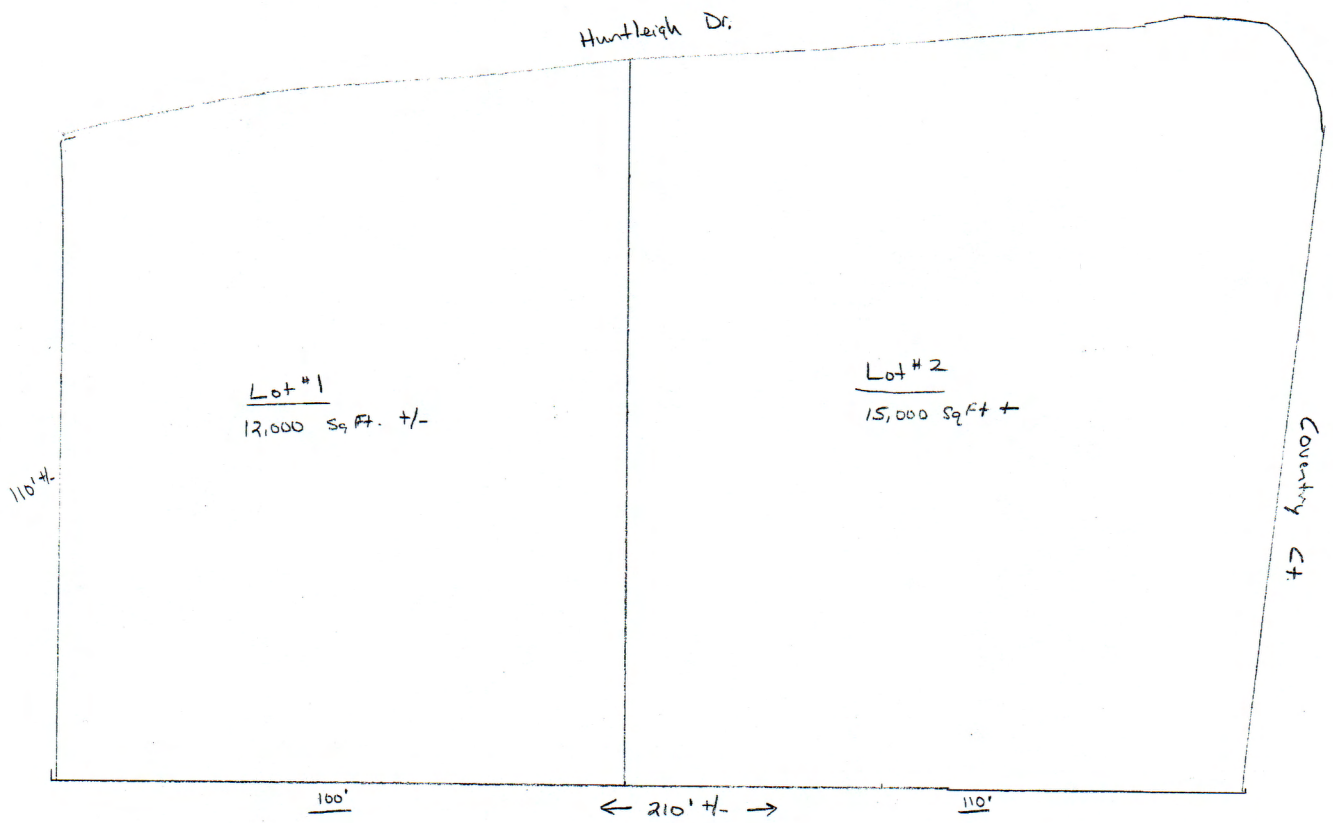
I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and are consistent with the ordinances relating to this application. I also understand that as the applicant, it is my responsibility to obtain all additional approvals, permits or licenses required by any applicable regulatory agency for this project.

I consent that the entry upon the premises described in this application by an authorized official of Fairview Heights, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

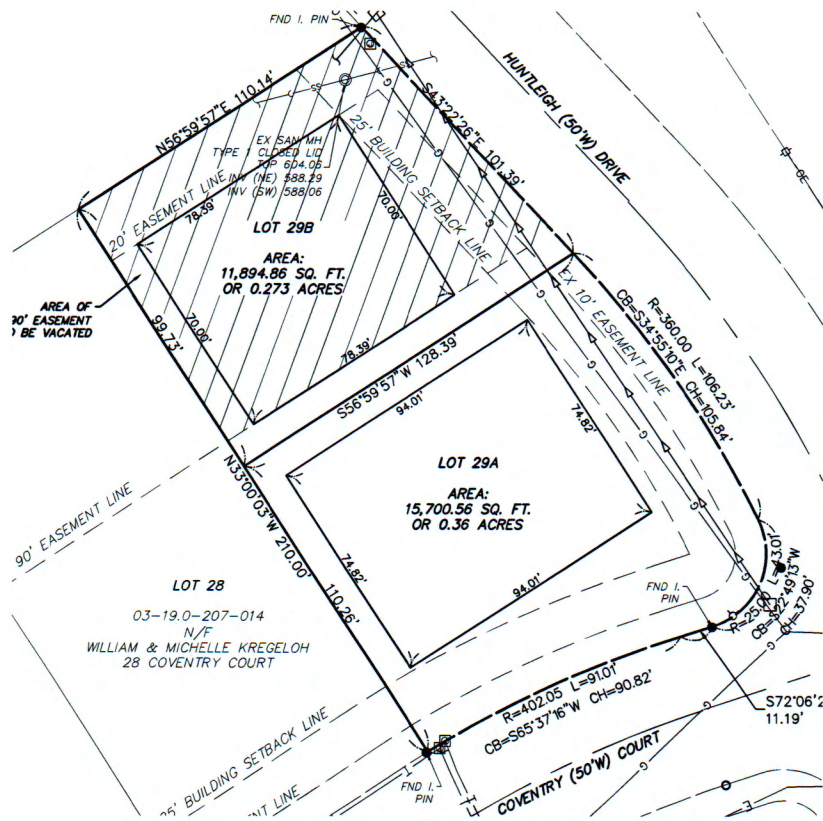
THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF THE OWNER OF RECORD OR AUTHORIZED APPLICANT/AGENT.

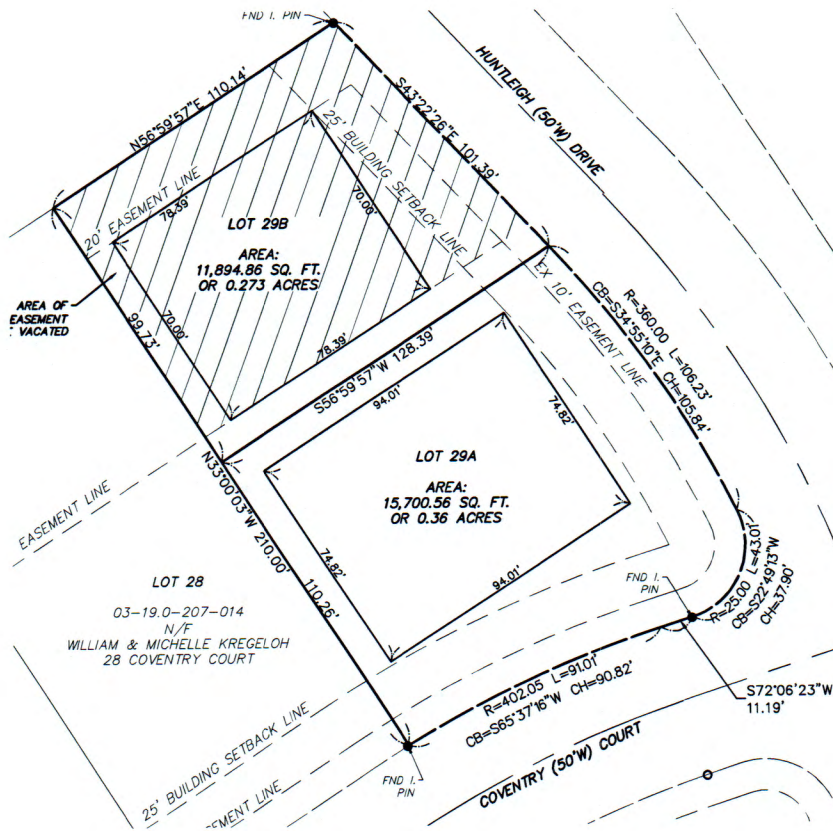
Signature of Owner: Jon L Poetter Date: 5/29/25
Printed Name: Jon L Poetter

Signature of Applicant: _____ Date: _____
Printed Name: _____



$\frac{1" = 16' }{11" \times 17"}$







Planning Commissioner introduced the following resolution and moved for its adoption:

RESOLUTION PC 12-25

A RESOLUTION ADOPTING FINDINGS OF FACT RELATING TO APPROVAL OF A
PRELIMINARY PLAT FOR 29 FAIRVIEW HILLS AT
Coventry Ct

WHEREAS, Jon Poetker -JLP Design, hereinafter referred to as the "Applicant," applied for a Preliminary Plat permit for approval of 29 Fairview Hills at parcel number 03-19.0-207-015, commonly known as Coventry Ct; and

WHEREAS, the Fairview Heights Development Code requires a major modification to a site development plan in the R3 Single Family Residential District be approved as a special use;

WHEREAS, the Applicant has properly applied for a Preliminary Plat permit.

NOW THEREFORE, BE IT RESOLVED BY THIS PLANNING COMMISSION OF THE CITY OF FAIRVIEW HEIGHTS, ST. CLAIR COUNTY, STATE OF ILLINOIS that the Findings of Fact relating to the request are as follows:

1. That the Applicant appeared before the Planning Commission for a public hearing pursuant to Section 14-10-8 of the City of Fairview Heights Development Code on July 8, 2025, and that said public hearing was properly advertised, both of which are incorporated by reference.
2. That the subject property is zoned "R3" Single Family Residential District.
3. That the Applicant shall be responsible for all City costs incurred in administering and enforcing this approval.
4. That the Director of Land Use and Development, and his designee, shall have the right to inspect the premises for compliance and safety purposes.
5. That this Approval shall automatically expire if the use is not initiated within one year of City Council Approval.
6. That the Applicant shall obtain all required permits and comply with all ordinances and codes.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same: None

And the following abstained: None

And the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Fairview Heights Planning Commission, this the 8th day of July 2025.

Planning Commission Chairman

ATTEST:

Land Use Director

Planning Commissioner _____ introduced the following resolution and moved for its adoption:

RESOLUTION PC 12-25

A RESOLUTION ADOPTING FINDINGS OF FACT RELATING TO DENIAL OF A
PRELIMINARY PLAT FOR 29 FAIRVIEW HILLS AT
Coventry Ct

WHERE AS, Jon Poetker -JLP Design, hereinafter referred to as the "Applicant," applied for a Preliminary Plat for approval of 29 Fairview Hills at parcel number 03-19.0-207-015, commonly known as Coventry Ct; and

WHEREAS, the Fairview Heights Development Code requires that major modifications to a site development plan in R3 Single Family Residential District be approved as a special use;

WHEREAS, the Applicant has properly applied for a Preliminary Plat.

NOW THEREFORE, BE IT RESOLVED BY THIS PLANNING COMMISSION OF THE CITY OF FAIRVIEW HEIGHTS, ST. CLAIR COUNTY, STATE OF ILLINOIS that the Findings of Fact relating to the request are as follows:

1. That the Applicant appeared before the Planning Commission for a public hearing pursuant to Section 14-10-8 of the City of Fairview Heights Development Code on July 8, 2025, and that said public hearing was properly advertised, both of which are incorporated by reference.
2. That the subject property is zoned "R3" Single Family Residential District.
3. That the Applicants special use permit for 29 Fairview Hills shall be denied, based on the following criteria

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____ upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Fairview Heights Planning Commission this the 8th day of July 2025.

Planning Commission Chairman

ATTEST:

Land Use Director



DEPARTMENT OF LAND USE AND DEVELOPMENT

PUBLIC HEARING NOTICE

Notice is hereby given that a public hearing will be held before the Fairview Heights Planning Commission on Tuesday, July 8, 2025, at 7:00 p.m. This meeting will be held both in person at the Fairview Heights City Hall, 10025 Bunkum Road, 62208, and virtually. Parties interested in attending the meeting virtually should contact Dallas Alley, Director of Land Use and Development, at (618) 489-2061 or alley@cofh.org for instructions and visit the City's website for an agenda and meeting materials at www.cofh.org.

At this meeting, the Commission will consider a Preliminary Plat Permit in the "R3" Single Family Residential zoning district for 29 Fairview Hills at Coventry Ct, also identified by St. Clair County PIN(s) 03-19.0-207-015.

Request was made by Jon Poetker- JLP Design, PO Box 10, Waterloo, IL 62298.

All persons desiring to be heard on this proposal may attend either in person or virtually.

Dated this 23rd day of June 2025.

FAIRVIEW HEIGHTS PLANNING COMMISSION

BY: Dallas Alley, Director of Land Use & Development

PC 12-25



DEPARTMENT OF LAND USE AND ECONOMIC DEVELOPMENT

TRANSMITTAL TO PLANNING COMMISSION

APPLICATION NUMBER: PC 13-25

REQUEST: Special Use Permit to allow Insta Credit Auto Mart in the "B-3" Community Business zoning district at 1807 W Hwy 50. Also identified by St. Clair County PIN(s) 03-26.0-302-064, 03-26.0-302-065, 03-26.0-302-063. *VOTE REQUESTED.*

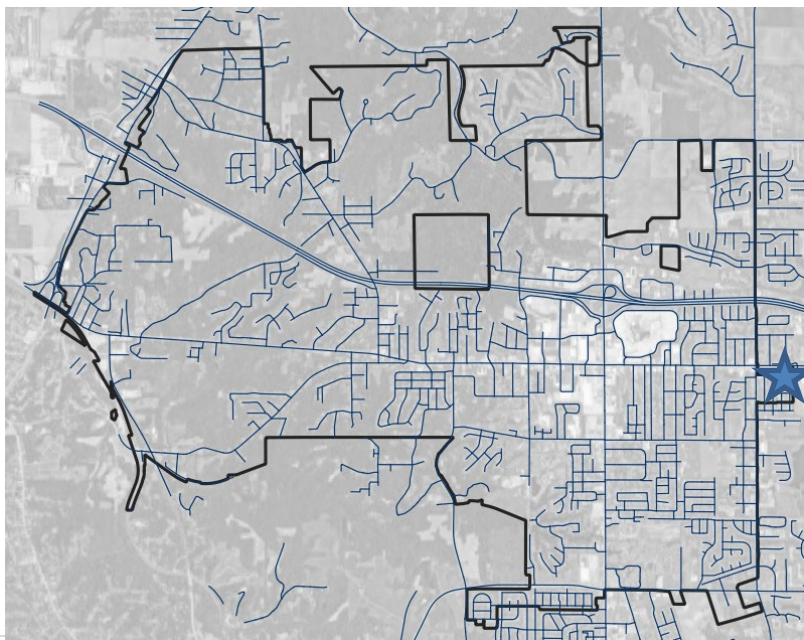
APPLICANT NAME: Robert McAlexander

MEETING DATE: July 8, 2025

ZONING: B3 – Community Business

PLANNING COMMISSION ACTION: Consideration of the Special Use Permit, make recommendation to the Community Committee and City Council which has final authority to approve or deny the request.

GENERAL LOCATION:



STAFF ADVISORY

1. BACKGROUND

The City of Fairview Heights Development Code divides the City into districts and establishes a set of land uses that are either “permitted” or “special”. Permitted uses are compatible land uses authorized as a matter of right. Special uses are those that may cause potential conflict depending on the scope of the operation. A special use may be allowed after a review by Plan Commission and City Council, in accordance with Development Code section 14-14-09. Each special use is evaluated on its own merits.

The applicant is seeking approval for a private auto service facility.

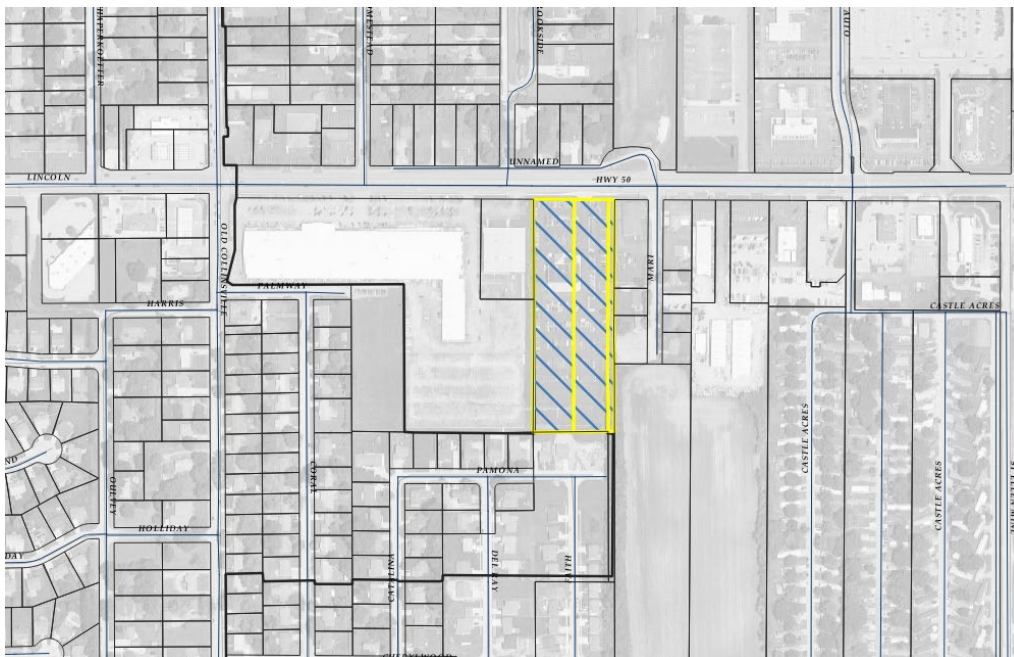
The subject property is located at 1807 W Hwy 50, O'Fallon, and is zoned B3- Community Business. This zoning district is intended for a variety of commercial uses such as retail, office, and restaurant uses. An auto service facility is permitted; however, a Special Use Permit is required.

2. DISCUSSION

Context

The subject site is located in the eastern portion of the City, south of Hwy 50, and east of Old Collinsville Rd. It is comprised of three parcels.

The zoning designation for this parcel is B-3 – Community Business. This zoning district is intended for a variety of commercial uses such as retail, office, and restaurant uses. Special Uses must be approved by the Planning Commission as established in Development Code Section 14-04-02, Permitted and Special Uses in Commercial Districts.



Zoning: Site and Surrounding Areas

The zoning and land uses of adjoining and surrounding properties are as follows:

North: City of O'Fallon;

South: R3 - Single Family Residential;

West: R2 – Single Family Residential;

East: City of O'Fallon.



Future Land Use: Site and Surrounding Areas

The Fairview Heights Comprehensive Plan Future Land Use Map identifies the subject site as Regional Commercial. This designation includes areas intended to accommodate larger commercial shopping centers and developments that serve a more regional function, drawing on a customer base that extends beyond the City limits. The proposed use does conform with the Fairview Heights Comprehensive Plan Future Land Use Map.



Site Photograph

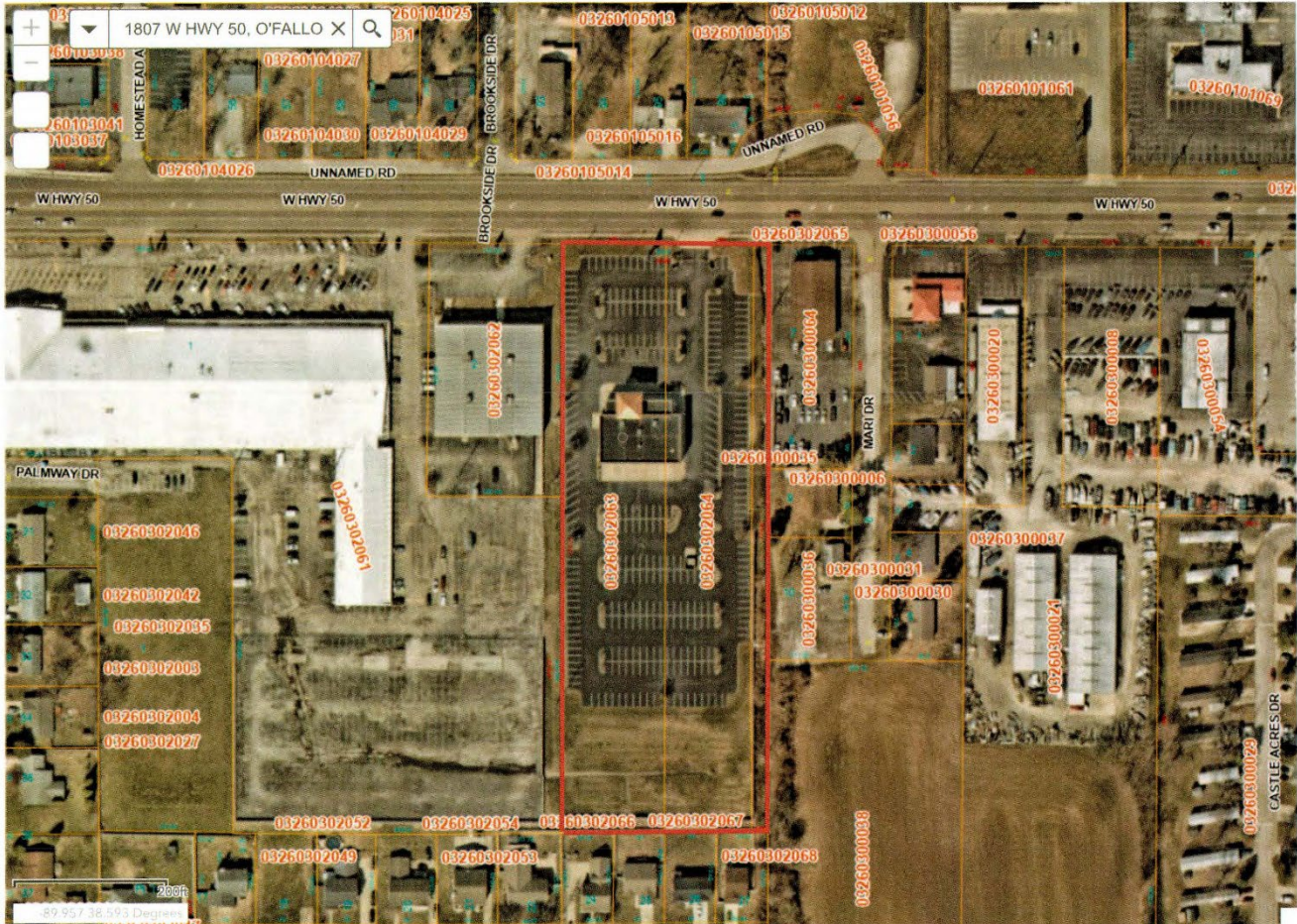
6/6/25, 11:19 AM

St Clair County Parcel Map Viewer



St Clair County Parcel Map Viewer

St Clair County GIS



<https://stclairco.maps.arcgis.com/apps/webappviewer/index.html?id=6943a374c91a427b955e242aceb62fc6>

1/1

Exterior Site



Planning Considerations

I. Analysis: Site Development

The applicant is seeking approval for Insta Credit Auto Mart. In its deliberations, Planning Commission shall review general planning considerations and may impose conditions to the approval of this structure. Following are the criteria outlined in Chapter 14 of the Fairview Heights Code of Ordinances (Development Code) and proposed conditions, where applicable:

(a) Permitted uses, including maximum floor area.

The use of a car mechanic center is permitted as a special use in the B-3 Community Business District.

b) Performance standards. (Performance standards regulate the intensity of land use to prevent adverse impact on abutting and nearby properties.)

The premises shall be maintained in good condition, free from trash and debris.

Noise emanating from the use shall not be of such volume or frequency as to be unreasonably offensive at or beyond the property line. Unreasonably offensive noises due to intermittence, beat frequency or shrillness shall be muffled so as not to become a nuisance to adjacent uses.

No obnoxious, toxic or corrosive matter, smoke, fumes or gases shall be discharged into the air or across the boundaries of any lot in such concentrations as to be detrimental to or endanger the public health, safety, comfort or welfare or to cause injury or damage to property or business.

(c) Height limitations.

The building height is not to be modified.

(d) Minimum yard requirements.

n/a

(e) Off-street parking and loading requirements

The proposed parking and loading configuration is satisfactory to the zoning administrator.

(f) Sign regulations

The size and number of signs are prescribed in Article VII of the Development Code and will be reviewed during the permitting process. The location will also be determined at that time.

(g) Minimum requirements for site development plans.

Site development plans shall depict the proposed location of buildings, parking areas, traffic circulation, landscaping, utilities, and drainage. These requirements have been met.

(h) Time limitations for commencement of construction.

Within one (1) year of approval, construction shall commence. The applicant may apply for one (1) extension of time limitation from the City in writing explaining extenuating circumstances.

(i) Trust funds, impact fees, surcharges and connection fees.

The applicant will pay all applicable fees and meet all permitting requirements of any utility or other jurisdictional unit.

(j) Rights of way dedication and road improvements.

n/a

Exhibits

1. Applicant's Narrative and Excerpted Supporting Documents
2. Resolution and Findings of Fact
3. Public notice

APPLICATION FOR SPECIAL USE PERMIT



6/6/25

DATE APPLICATION RECEIVED BY LUD

Department of Land Use and Development
10025 Bunkum Road
Fairview Heights, IL 62208
Phone (618) 489-2060

OFFICE USE ONLY	
DATE APPLICATION DEEMED COMPLETE:	CASE NUMBER ASSIGNED: <u>PC 13-25</u>
RESUBMITTALS RECEIVED/DATE:	APPLICATION FEES PAID (\$150 + \$25 per acre above one acre, + \$50 Publication fee):
ZONING DISTRICT: <u>B3 Community Business</u>	DATE PUBLIC NOTICE SIGN POSTED BY STAFF:
DATE SET FOR HEARING: <u>7/8/25</u>	NEWSPAPER NAME AND PUBLICATION DATE:
APPLICATION CIRCULATION DATE ____: Comments Received: ☐ Public Works ☐ Fire District ☐ Parks and Recreation ☐ Economic Development ☐ Police Department ☐ Finance Department ☐ Administration Department ☐ Other	AUTHORITY MEETING DATE/RECOMMENDATION: ☐ Planning Commission <u>7/8/25,</u> ☐ Community Committee <u>7/16/25,</u> ☐ City Council <u>8/5/25,</u>
	CITY COUNCIL RESOLUTION NUMBER: (Maintain copy with LUD file)

Applicants should submit two hard copies and one electronic version of the completed application and submittal requirements (attachments) to the Department of Land Use and Development at least thirty-six (36) days prior to the Plan Commission meeting. All application fees must be included in order for the application to be deemed complete.

The SUP procedures are found in Section 14-10-8 of the Development Code. Applicants should be aware that a public hearing will be conducted at Plan Commission. This hearing allows the applicant and any other person(s) with interest in the matter to provide comments for the official record. Public notification requirements include publishing a notice of hearing in a newspaper of general circulation at least 15 days prior to the hearing, placing a hearing sign on the property and notifying surrounding property owners (within 300 feet of the subject parcel) of the application. City staff will complete the public notification tasks.

SUBMITTAL REQUIREMENTS FOR SPECIAL USE PERMIT

The minimum standards for land subdivision and development are contained in Section 14-9-8 of the City's Development Code. Please consult this section, as well as the relevant zoning district regulations, when preparing the application. <http://www.cofh.org/DocumentCenter/View/298/COMPLETE-PDF-CODE>

1. *Site plan- drawn to scale and includes the following information:
 - a. Location and dimensions of lot (boundary) and *adjacent* properties and right of way; note zoning designation of surrounding properties
 - b. Location and dimensions of existing and proposed buildings and structures
 - c. Location and size of proposed off-street parking, loading areas, pedestrian facilities, curbcuts/driveways and vehicular traffic circulation, and relationship to adjacent circulation systems (all curb cuts within 150' of property and road intersections)
 - d. Distances between buildings (front, side, and rear lot lines); principal building and accessory buildings; principal building and principal buildings on adjacent lots
 - e. Location of public and/or private utilities and facilities proposed to serve the subject area; including water supply, sewage, and drainage facilities
 - f. Location of light standards
 - g. Size and design of signs
 - h. Location and type of landscaping (of a sufficient detail to ensure parking lot landscaping and buffer requirements are met). Indicate existing and to be removed landscaping
 - i. Small key map
 - j. Any additional information as may be reasonably required by the Land Use and Development Department

NOTE: ALL INFORMATION SHALL BE PROVIDED ON A SINGLE SHEET, UNLESS OTHERWISE AGREED BY THE DIRECTOR OF LAND USE AND DEVELOPMENT. RE-OCCUPANCIES MAY NOT REQUIRE ALL INFORMATION; PLEASE CONSULT WITH LUD.

2. Narrative- statement describing the proposed project, estimated development schedule, economic viability of the project, extent of grading, anticipated traffic, impact upon community, and other information considered relevant to the project.
3. Photographs- aerial and/or ground-level photographs of the site
4. Buffered Parcel Report- listing of all property owners within 300 feet of the subject property. This information can be obtained through St. Clair County Mapping and Platting at 618-825-2527. Be sure to request that the list includes: name of owner, complete mailing address, and *parcel number*.
5. Building elevations or perspectives- to show compatibility with surrounding area and of sufficient detail to ensure building material requirements are met (*for new construction and significant rehabilitation only*)
6. Floor plan drawn to approximate scale and dimensioned (*for new construction, change of use and significant rehabilitation only*)
7. Legal description of the property

PROJECT INFORMATION FOR SPECIAL USE PERMIT

Project Name: InstaCredit Auto Mart
Project Address: 1807 W. Hwy 50, O'Fallon (Fairview Heights) IL 62269
Parcel ID: 03-26.0-302-064, 03-26.0-302-065, 03-26.0-302-063
Current Use of Property: Vacant
Project Size/Acreage: 3 parcels (2 acres, .36 acres, 2.37 acres) total 4.73 acres
Number of Lots: _____
Density: _____

CONTACT INFORMATION FOR SPECIAL USE PERMIT

Property Owner(s): DSB Properties, Inc.
Mailing Address: 910 N. Bluff, Collinsville, IL 62234
Phone: 618-343-3900
E-Mail: donald.birger@insta-credit.com

Applicant/agent: Robert McAlexander
Relationship to owner: COO of InstaCredit Auto Mart
Mailing Address: 910 N. Bluff, Collinsville, IL 62234
Phone: 618-343-3973
E-Mail: robert.mcalexander@insta-credit.com

AUTHORIZATION

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and are consistent with the ordinances relating to this application. I also understand that as the applicant, it is my responsibility to obtain all additional approvals, permits or licenses required by any applicable regulatory agency for this project.

I consent that the entry upon the premises described in this application by an authorized official of Fairview Heights, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF THE OWNER OF RECORD OR AUTHORIZED APPLICANT/AGENT.

Signature of Owner: [Signature] Date: 6/4/25
Printed Name: Donald S. Birger
Signature of Applicant: [Signature] Date: 6/4/25
Printed Name: Robert McAlexander

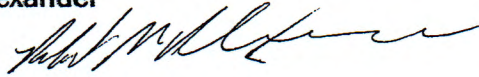
June 5, 2025

Property use narrative

InstaCredit Auto Mart is planning to begin actively using our building and property at 1807 W. Hwy. 50, Fairview Heights, IL 62269. We will only be using the four mechanical bays in the rear of the building to recondition company cars and service customer cars who have purchased our Vehicle Service Contract. We will not be parking cars in the front lot and don't plan on having more than 15 cars at any time parked behind the building.

Robert McAlexander

COO

A handwritten signature in black ink, appearing to read 'Robert McAlexander', written over a horizontal line.

InstaCredit Auto Mart

910 N Bluff Rd.

Collinsville, IL 62234

618-343-3973



DEPARTMENT OF LAND USE AND ECONOMIC DEVELOPMENT
10025 Bunkum Road, Fairview Heights, Illinois 62208 Phone: (618)489-2060

COMMERCIAL OCCUPANCY PERMIT APPLICATION

Pursuant to Section 15-1-2(H)(1) of the Municipal Code no residential or non-residential property shall be occupied or used until an occupancy permit has been issued by the City of Fairview Heights. Any false statement or misrepresentation of facts on this application may result in the revocation of the Occupancy Permit.

ALL FIELDS MUST BE COMPLETED.

PROPERTY TO BE INSPECTED

Business Name: InstaCredit Automart
Property Address: 1807 W. Hwy 50, O'Fallon, IL 62269 Unit Number _____
Business Type/Use: Vehicle repair shop
Building will be: ☒ Owner-occupied ☐ Tenant-occupied
Business Square Footage: Approx 7200 #Parking Spaces Dedicated to Proposed Business: 60

BUILDING OWNER INFORMATION

Name: NSR Properties, Inc.
Address: 910 N. Bluff Rd., Collinsville, IL 62234
Phone Number: 618-343-3900 Email: _____

APPLICANT INFORMATION (MUST BE LOCAL CONTACT)

Name: Robert McAlexander
Address: 910 N. Bluff Rd., Collinsville, IL 62234
Phone Number: 618-343-3973 Email: robert.mcalexander@insta-credit.com

NOTES:

- A business license is required to operate a business. The license can be obtained from the Finance Office after the Commercial Occupancy Permit is issued.
- A license is required to serve or sell alcohol. A license can be obtained from the Mayor's Office.
- Any business selling or handling food may be required to be licensed by the St. Clair County Health Department.
- The Fairview Fire Department should be contacted at (618)233-2121 for separate requirements.

APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

By signing below, I state the information provided on this application is truthful to the best of my knowledge. I am responsible for having any violations corrected and re-inspected by calling the Department of Land Use and Development at (618) 489-2060.

Robert McAlexander

Name (printed)

[Signature]

Signature

4/13/25

Date

Office Use Only	
Zoning District:	Special Zoning Requirements:
1 st Inspection	2 nd Inspection

FAIRVIEW HEIGHTS POLICE DEPARTMENT EMERGENCY INFORMATION DATA

DATE: 4/3/25

The following information is used by the Fairview Heights Police Department in emergency situations. Please complete all information accurately and return the form to 10027 Bunkum Road, Fairview Heights, Illinois. The form may also be faxed to 618-489-2139 or e-mailed to Amber Hopkins at Hopkins@fairviewpd.org.

Name of Business/Resident: <u>InstaCredit Automart</u>	Phone: <u>618-343-3900</u>
Address: <u>1807 W. Hwy 50, Fairview Heights, IL 62269</u>	Suite No:
Name of Owner: <u>DSB Properties, Inc</u>	Phone: <u>618-343-3900</u>
Address: <u>910 N. Bluff Rd, Collinsville, IL 62234</u>	
Name of Manager: <u>Groff Binger</u>	Phone: <u>618-527-4410</u>
Address: <u>910 N Bluff Rd Collinsville, IL 62234</u>	

Others to be called in an emergency (list in order to be contacted) <i>These should be local people who have a key or be able to contact someone who does</i>	
Name: <u>Robert M Alexander</u>	Phone: <u>314-435-7402</u>
Address: <u>910 N. Bluff Rd, Collinsville, IL 62234</u>	
Name: <u>Kathy Zrenner</u>	Phone: <u>314-602-3309</u>
Address: <u>910 N. Bluff Rd, Collinsville, IL 62234</u>	
Name: <u>Don Binger</u>	Phone: <u>618-531-3910</u>
Address: <u>910 N. Bluff Rd, Collinsville, IL 62234</u>	

Alarm System: ☐ No ☒ Yes ☒ Outside Alarm ☐ Silent Alarm	
Fire Alarm / Sprinkler System: ☐ No ☒ Yes	
Alarm Company: <u>Barcom - Tech Electronics</u>	
Address: <u>PO Box 433, Belleville, IL 62222</u>	Phone: <u>618-277-3344</u>
Business-List Parent Company:	
Resident-List Employer/Work Phone :	

Comments/Additional Pertinent Information (pets, safety considerations, etc...)
<u>Tech Electronics</u>



St Clair County Parcel Map Viewer

St Clair County GIS



Planning Commissioner introduced the following resolution and moved for its adoption:

RESOLUTION PC 13-25

A RESOLUTION ADOPTING FINDINGS OF FACT RELATING TO APPROVAL OF A SPECIAL USE PERMIT FOR INSTA CREDIT AUTO MART AT 1807 W Hwy 50

WHEREAS, Robert McAlexander, hereinafter referred to as the "Applicant," applied for a Special Use permit for approval of Insta Credit Auto Mart at parcel numbers 03-26.0-302-064, 03-26.0-302-065, and 03-26.0-302-063, commonly known as 1807 W Hwy 50; and

WHEREAS, the Fairview Heights Development Code requires that major modifications to a site development plan in the B3 Community Business District be approved as a special use.

WHEREAS, the Applicant has properly applied for a special use permit.

NOW THEREFORE, BE IT RESOLVED BY THIS PLANNING COMMISSION OF THE CITY OF FAIRVIEW HEIGHTS, ST. CLAIR COUNTY, STATE OF ILLINOIS that the Findings of Fact relating to the request are as follows:

1. That the Applicant appeared before the Planning Commission for a public hearing pursuant to Section 14-10-8 of the City of Fairview Heights Development Code on July 8, 2025, and that said public hearing was properly advertised, both of which are incorporated by reference.
2. That the subject property is zoned "B3" Community Business District.
3. That the Applicant shall be responsible for all City costs incurred in administering and enforcing this approval.
4. That the Director of Land Use and Development, and his designee, shall have the right to inspect the premises for compliance and safety purposes.
5. That this Approval shall automatically expire if the use is not initiated within one year of City Council Approval.
6. That the Applicant shall obtain all required permits and comply with all ordinances and codes.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same: None

And the following abstained: None

And the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Fairview Heights Planning Commission, this the 8th day of July 2025.

Planning Commission Chairman

ATTEST:

Land Use Director

Planning Commissioner _____ introduced the following resolution and moved for its adoption:

RESOLUTION PC 13-25

A RESOLUTION ADOPTING FINDINGS OF FACT RELATING TO DENIAL OF A
SPECIAL USE PERMIT FOR INSTA CREDIT AUTO MART AT
1807 W Hwy 50

WHERE AS, Robert McAlexander, hereinafter referred to as the "Applicant," applied for a Special Use permit for approval of Insta Credit Auto Mart at parcel numbers 03-26.0-302-064, 03-26.0-302-065, and 03-26.0-302-063, commonly known as 1807 W Hwy 50; and

WHEREAS, the Fairview Heights Development Code requires that major modifications to a site development plan in the B3 Community Business District be approved as a special use;

WHEREAS, the Applicant has properly applied for a special use permit.

NOW THEREFORE, BE IT RESOLVED BY THIS PLANNING COMMISSION OF THE CITY OF FAIRVIEW HEIGHTS, ST. CLAIR COUNTY, STATE OF ILLINOIS that the Findings of Fact relating to the request are as follows:

1. That the Applicant appeared before the Planning Commission for a public hearing pursuant to Section 14-10-8 of the City of Fairview Heights Development Code on July 8, 2025, and that said public hearing was properly advertised, both of which are incorporated by reference.
2. That the subject property is zoned "B3" Community Business District.
3. That the Applicants special use permit for Insta Credit Auto Mart shall be denied, based on the following criteria

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____ upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Fairview Heights Planning Commission this the 8th day of July 2025.

Planning Commission Chairman

ATTEST:

Land Use Director



DEPARTMENT OF LAND USE AND DEVELOPMENT

PUBLIC HEARING NOTICE

Notice is hereby given that a public hearing will be held before the Fairview Heights Planning Commission on Tuesday, July 8, 2025, at 7:00 p.m. This meeting will be held both in person at the Fairview Heights City Hall, 10025 Bunkum Road, 62208, and virtually. Parties interested in attending the meeting virtually should contact Dallas Alley, Director of Land Use and Development, at (618) 489-2061 or alley@cofh.org for instructions and visit the City's website for an agenda and meeting materials at www.cofh.org.

At this meeting, the Commission will consider a Special Use Permit in the "B3" Community Business zoning district for Insta Credit Auto Mart at 1807 W Hwy 50, also identified by St. Clair County PIN(s) 03-26.0-302-064, 03-26.0-302-065, and 03-26.0-302-063.

Request was made by Robert McAlexander, 910 N Bluff, Collinsville, IL 62234.

All persons desiring to be heard on this proposal may attend either in person or virtually.

Dated this 23rd day of June 2025.

FAIRVIEW HEIGHTS PLANNING COMMISSION

BY: Dallas Alley, Director of Land Use & Development

PC 13-25



DEPARTMENT OF LAND USE AND ECONOMIC DEVELOPMENT

TRANSMITTAL TO PLANNING COMMISSION

APPLICATION NUMBER: PC 15-25

REQUEST: Special Use Permit to allow Glass America in the "B-4" Community Business zoning district at 5520 North Illinois Street. Also identified by St. Clair County PIN(s) 03-34.0-102-053. *VOTE REQUESTED.*

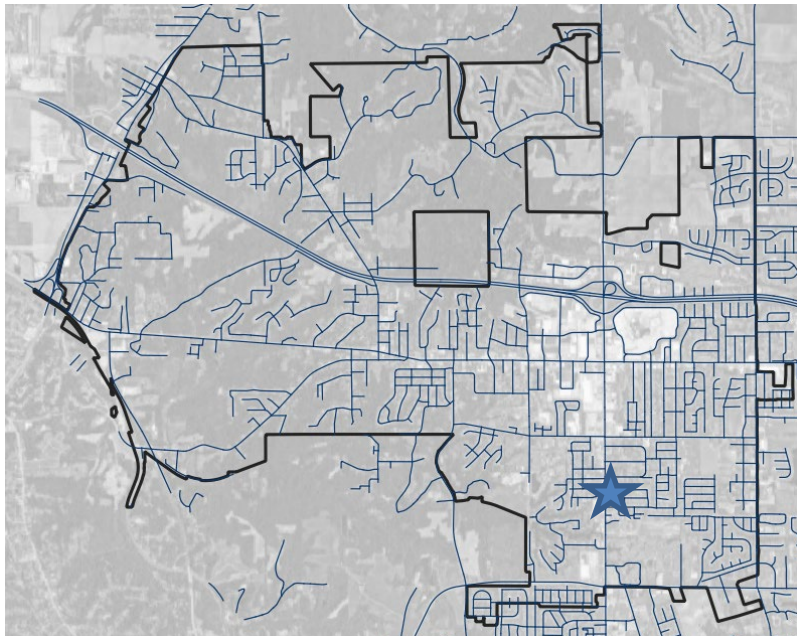
APPLICANT NAME: Carla Niederbrach

MEETING DATE: July 8, 2025

ZONING: B4 – Retail Business District

PLANNING COMMISSION ACTION: Consideration of the Special Use Permit, make recommendation to the Community Committee and City Council which has final authority to approve or deny the request.

GENERAL LOCATION:



STAFF ADVISORY

1. BACKGROUND

The City of Fairview Heights Development Code divides the City into districts and establishes a set of land uses that are either “permitted” or “special”. Permitted uses are compatible land uses authorized as a matter of right. Special uses are those that may cause potential conflict depending on the scope of the operation. A special use may be allowed after a review by Plan Commission and City Council, in accordance with Development Code section 14-14-09. Each special use is evaluated on its own merits.

The applicant is seeking approval for Glass America.

The subject property is located at 5520 N Illinois St, Fairview Heights, and is zoned B-4 - Retail Business District. This zoning district is intended for a variety of commercial uses such as retail, office, and restaurant uses. An auto glass center is permitted; however, a Special Use Permit is required.

2. DISCUSSION

Context

The subject site is located in the southcentral portion of the City, south of Hwy 50, and east of IL Rte 159. It is comprised of one parcel.

The zoning designation for this parcel is B-4 – Retail Business District. This zoning district is intended for a variety of commercial uses such as retail, office, and restaurant uses. Special Uses must be approved by the Planning Commission as established in Development Code Section 14-04-02, Permitted and Special Uses in Commercial Districts.



Zoning: Site and Surrounding Areas

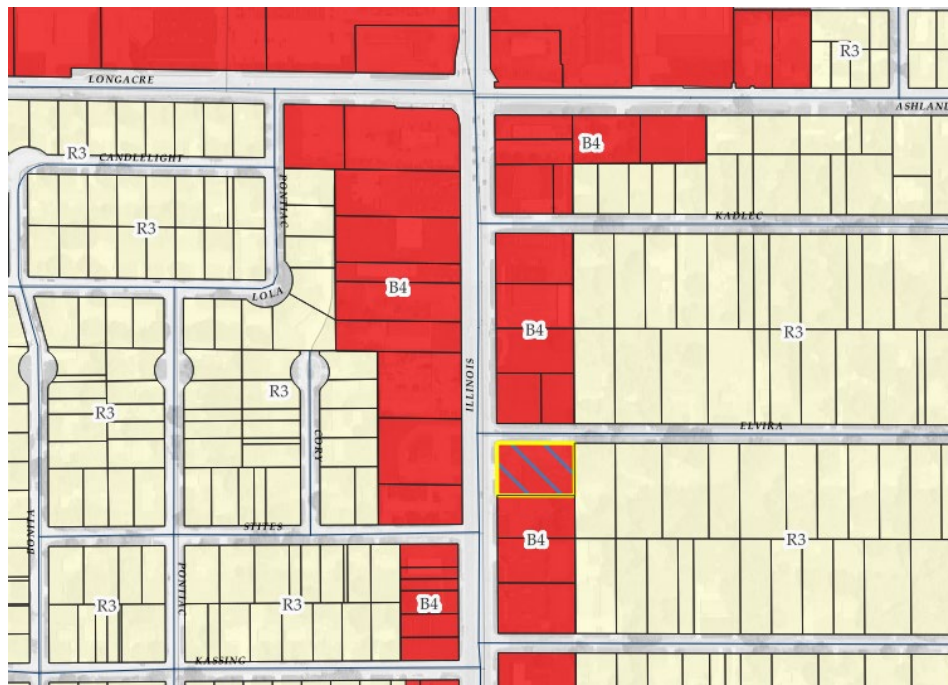
The zoning and land uses of adjoining and surrounding properties are as follows:

North: B-4 – Retail Business District;

South: B-4 – Retail Business District;

West: B-4 – Retail Business District and R-3 – Single Family Residential;

East: B-4 – Retail Business District and R-3 – Single Family Residential.



Future Land Use: Site and Surrounding Areas

The Fairview Heights Comprehensive Plan Future Land Use Map identifies the subject site as Regional Commercial. This designation includes areas intended to accommodate larger commercial shopping centers and developments that serve a more regional function, drawing on a customer base that extends beyond the City limits. The proposed use does conform with the Fairview Heights Comprehensive Plan Future Land Use Map.



Site Photograph

6/10/25, 3:24 PM

St Clair County Parcel Map Viewer



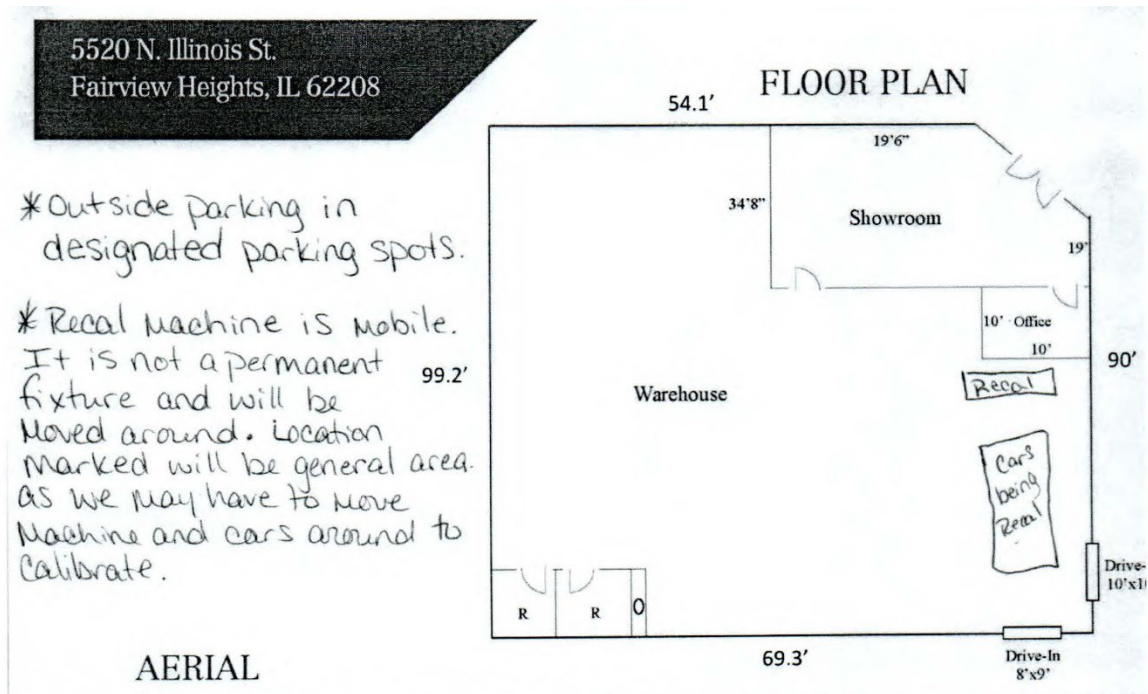
St Clair County Parcel Map Viewer

St Clair County GIS



<https://stclairco.maps.arcgis.com/apps/webappviewer/index.html?id=6943a374c91a427b955e242aceb62fc6>

Site Plan Interior



Exterior



Planning Considerations

I. Analysis: Site Development

The applicant is seeking approval for Insta Credit Auto Mart. In its deliberations, Planning Commission shall review general planning considerations and may impose conditions to the approval of this structure. Following are the criteria outlined in Chapter 14 of the Fairview Heights Code of Ordinances (Development Code) and proposed conditions, where applicable:

(a) *Permitted uses, including maximum floor area.*

The use of an auto glass center is permitted as a special use in the B-4 Retail Business District.

(b) *Performance standards. (Performance standards regulate the intensity of land use to prevent adverse impact on abutting and nearby properties.)*

The premises shall be maintained in good condition, free from trash and debris.

Noise emanating from the use shall not be of such volume or frequency as to be unreasonably offensive at or beyond the property line. Unreasonably offensive noises due to intermittence, beat frequency or shrillness shall be muffled so as not to become a nuisance to adjacent uses.

No obnoxious, toxic or corrosive matter, smoke, fumes or gases shall be discharged into the air or across the boundaries of any lot in such concentrations as to be detrimental to or endanger the public health, safety, comfort or welfare or to cause injury or damage to property or business.

(c) *Height limitations.*

The building height is not to be modified.

(d) *Minimum yard requirements.*

n/a

(e) *Off-street parking and loading requirements*

The proposed parking and loading configuration is satisfactory to the zoning administrator.

(f) *Sign regulations*

The size and number of signs are prescribed in Article VII of the Development Code and will be reviewed during the permitting process. The location will also be determined at that time.

(g) *Minimum requirements for site development plans.*

Site development plans shall depict the proposed location of buildings, parking areas, traffic circulation, landscaping, utilities, and drainage. These requirements have been met.

(h) *Time limitations for commencement of construction.*

Within one (1) year of approval, construction shall commence. The applicant may apply for one (1) extension of time limitation from the City in writing explaining extenuating circumstances.

(i) Trust funds, impact fees, surcharges and connection fees.

The applicant will pay all applicable fees and meet all permitting requirements of any utility or other jurisdictional unit.

(j) Rights of way dedication and road improvements.

n/a

Exhibits

1. Applicant's Narrative and Excerpted Supporting Documents
2. Resolution and Findings of Fact
3. Public notice

APPLICATION FOR SPECIAL USE PERMIT



6/10/25 DATE APPLICATION RECEIVED BY LUD

Department of Land Use and Economic Development
10025 Bunkum Road
Fairview Heights, IL 62208
Phone (618) 489-2060

OFFICE USE ONLY	
DATE APPLICATION DEEMED COMPLETE:	CASE NUMBER ASSIGNED: <u>PC 15-25</u>
RESUBMITTALS RECEIVED/DATE:	APPLICATION FEES PAID (\$150 + \$25 per acre above one acre): <u>6/10/25</u> <u>\$150.00</u> <u>CONF# 20006605</u>
ZONING DISTRICT: <u>B4 Retail Business District</u>	DATE PUBLIC NOTICE SIGN POSTED:
DATE SET FOR HEARING: <u>7/8/25</u>	NEWSPAPER NAME AND PUBLICATION DATE:
APPLICATION CIRCULATION DATE _____: Comments Received: ☐ Public Works ☐ Fire District ☐ Parks and Recreation ☐ Economic Development ☐ Police Department ☐ Finance Department ☐ Administration Department ☐ Other	AUTHORITY MEETING DATE/RECOMMENDATION: ☐ Planning Commission <u>7/8/25</u> / _____ ☐ Community Committee <u>7/10/25</u> / _____ ☐ City Council <u>8/5/25</u> / _____
DATE OF MEETING:	RESOLUTION NUMBER: (Maintain copy with LUD file)

Special Use Permits are reviewed by the City's Planning Commission, Community Committee and City Council. City Council has the final decision on the application. Representation is required at these meetings.

Applicants are encouraged to schedule a pre-application conference with the Director of Land Use and Development prior to submittal. The application will be processed and scheduled for Plan Commission consideration after it is deemed complete.

Applicants **are responsible for the following:**

- Two hard copies and one electronic version of the completed application and submittal requirements. The application deadline to the Department of Land Use and Development is at least thirty-six (36) days prior to the Plan Commission meeting.
- Application fees.

PROJECT INFORMATION FOR SPECIAL USE PERMIT

Project Name: Glass America
Project Address: 5520 North Illinois Street, Fairview Heights, IL 62208
Parcel ID: 03-34.0-102-053
Current Use of Property: LL Flooring Building Not currently being used.
Project Size/Acreage: 6742 SF
Number of Lots: _____
Density: _____

CONTACT INFORMATION FOR SPECIAL USE PERMIT

Property Owner(s): 159 Fairview Heights, LLC c/o DAN Engle
Mailing Address: 505 N. 7th Street - Suite 3700
Phone: 314-602-6031
E-Mail: dengle@thompsoncoburn.com

Applicant/agent: Glass America (Carla Niederbrach, Market Manager)
Relationship to owner: Tenant
Mailing Address: 977 North Oaklawn Ste. 300, Elmhurst, IL 60120
Phone: 618-222-1590
E-Mail: moglass@glassusa.com

AUTHORIZATION

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and are consistent with the ordinances relating to this application. I also understand that as the applicant, it is my responsibility to obtain all additional approvals, permits or licenses required by any applicable regulatory agency for this project.

I consent that the entry upon the premises described in this application by an authorized official of Fairview Heights, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF THE OWNER OF RECORD OR AUTHORIZED APPLICANT/AGENT.

Signature of Owner: [Signature] DAN Engle, Manager Date: 6/10/25
Printed Name: _____

Signature of Applicant: [Signature] Carla Niederbrach Date: 6/10/25
Printed Name: Carla Niederbrach



520 Lincoln Highway
Fairview Heights, IL 62208
Phone: 618-222-1590 / 314-427-3934
Fax: 618-222-2964 / 314-427-3608

To whom it may concern:

Glass America is a long-standing Fairview Heights auto glass business. We are looking to move buildings from where we are now to 5520 North Illinois Street. The location is a better fit for us as well as our customers. We anticipate there will be better exposure and will not have to share space as we do in our current complex.

Thank you,

Carla Niederbrach, Market Manager

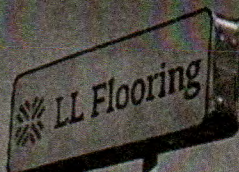


St Clair County Parcel Map Viewer

St Clair County GIS



NAIDESCO



5520 N. Illinois St.
Fairview Heights, IL 62208

For Lease
6,742 SF
Commercial Building

Property Features

- 6,742 sf commercial building
- Approx. 1,200 sf showroom
- 13'5" clear ceiling
- 2 drive-in doors
- 29 parking spaces
- Built 2000
- 25,869 VPD

Lease Rate: \$14.00 / PSF
NNN Charges: \$5.85 / PSF



For more information:

John J. Sheahan, Jr., SIOR

314 994 4176 Direct

314 402 1031 Mobile

jsheahan@naidesco.com

NO WARRANTY OR REPRESENTATION, EXPRESS OR IMPLIED, IS MADE AS TO THE ACCURACY OF THE INFORMATION CONTAINED HEREIN, AND THE SAME IS SUBMITTED SUBJECT TO ERRORS, OMISSIONS, CHANGE OF PRICE, RENTAL OR OTHER CONDITIONS, PRIOR SALE, LEASE OR FINANCING, OR WITHDRAWAL WITHOUT NOTICE, AND OF ANY SPECIAL LISTING CONDITIONS IMPOSED BY OUR PRINCIPALS NO WARRANTIES OR REPRESENTATIONS ARE MADE AS TO THE CONDITION OF THE PROPERTY OR ANY HAZARDS CONTAINED THEREIN ARE ANY TO BE IMPLIED.

8112 Maryland Ave, Suite 300
St. Louis, MO 63105
314 994 4800
naidesco.com

5520 N. Illinois St.
Fairview Heights, IL 62208

*Outside parking in
designated parking spots.

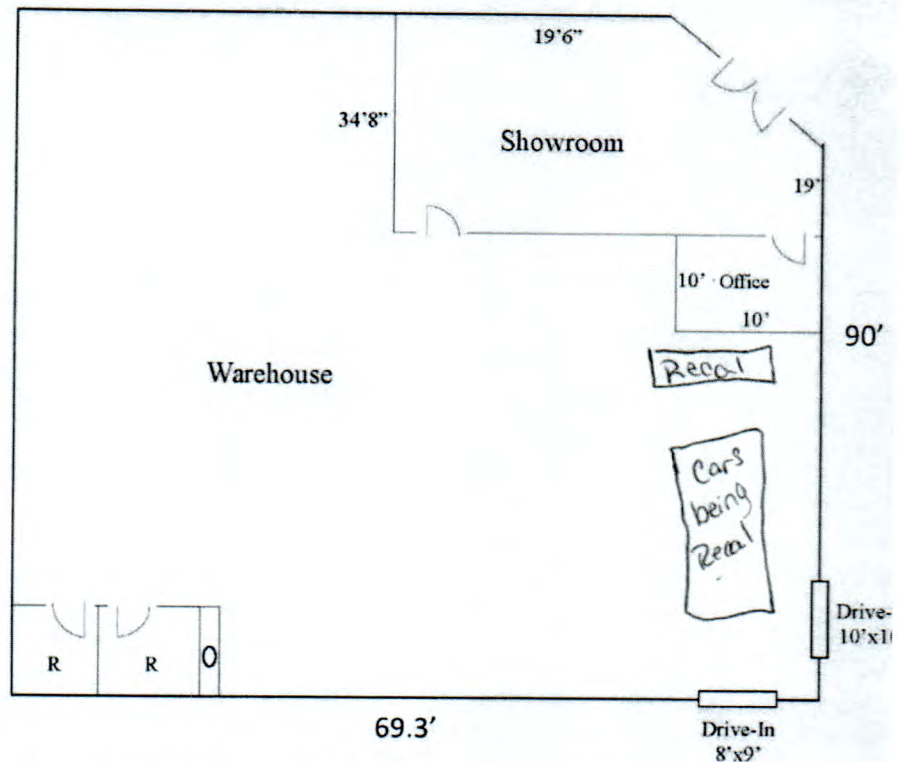
*Recal machine is mobile.
It is not a permanent
fixture and will be
Moved around. Location
marked will be general area.
As we may have to move
Machine and cars around to
calibrate.

AERIAL



NAIDESCO

FLOOR PLAN



8112 Maryland Ave,
Suite 300
St. Louis, MO 63105
314 994 4800
naidesco.com

Amanda Schwartz

From: noreply@collectorsolutions.com
Sent: Tuesday, June 10, 2025 3:12 PM
To: carla.niederbrach@glassusa.com
Subject: Payment Receipt

Notice: This email was sent from an outside address.

Illinois: City of Fairview Heights
Payment Receipt

Thank You for Your Payment

Please save this Confirmation Number for your personal records.

Customer Name

Carla Niederbrach

Effective Date

6/10/2025 3:11 PM Central Standard Time

Confirmation Number

20006605

Payment Method	Amount
MasterCard ***** 3514	\$153.45
Item	Payment
Special Use Permit	\$150.00
Transaction Fee:	\$3.45
Total Amount Paid:	\$153.45

Payment Details

Special Use Permit

Name: Glass America - Address: 5520 North Illinois Street, Fairview Heights, IL 62208 -
Carla Niederbrach - \$150.00

A Transaction Fee has been included in the total amount paid for this transaction.

Planning Commissioner introduced the following resolution and moved for its adoption:

RESOLUTION PC 15-25

A RESOLUTION ADOPTING FINDINGS OF FACT RELATING TO APPROVAL OF A
SPECIAL USE PERMIT FOR GLASS AMERICA AT
5520 N Illinois St

WHERE AS, Carla Niederbrach, hereinafter referred to as the "Applicant," applied for a Special Use permit for approval for Glass America at parcel numbers 03-34.0-102-053, commonly known as 5520 N Illinois St; and

WHEREAS, the Fairview Heights Development Code requires that major modifications to a site development plan in the B4 Retail Business District be approved as a special use;

WHEREAS, the Applicant has properly applied for a special use permit.

NOW THEREFORE, BE IT RESOLVED BY THIS PLANNING COMMISSION OF THE CITY OF FAIRVIEW HEIGHTS, ST. CLAIR COUNTY, STATE OF ILLINOIS that the Findings of Fact relating to the request are as follows:

1. That the Applicant appeared before the Planning Commission for a public hearing pursuant to Section 14-10-8 of the City of Fairview Heights Development Code on July 8, 2025, and that said public hearing was properly advertised, both of which are incorporated by reference.
2. That the subject property is zoned "B4" Retail Business District.
3. That the Applicant shall be responsible for all City costs incurred in administering and enforcing this approval.
4. That the Director of Land Use and Development, and his designee, shall have the right to inspect the premises for compliance and safety purposes.
5. That this Approval shall automatically expire if the use is not initiated within one year of City Council Approval.
6. That the Applicant shall obtain all required permits and comply with all ordinances and codes.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same: None

And the following abstained: None

And the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Fairview Heights Planning Commission, this the 8th day of July 2025.

Planning Commission Chairman

ATTEST:

Land Use Director

Planning Commissioner _____ introduced the following resolution and moved for its adoption:

RESOLUTION PC 15-25

A RESOLUTION ADOPTING FINDINGS OF FACT RELATING TO DENIAL OF A
SPECIAL USE PERMIT FOR GLASS AMERICA AT
5520 N Illinois St

WHERE AS, Carla Niederbrach, hereinafter referred to as the "Applicant," applied for a Special Use permit for approval for Glass America at parcel numbers 03-34.0-102-053, commonly known as 5520 N Illinois St; and

WHEREAS, the Fairview Heights Development Code requires that major modifications to a site development plan in the B4 Retail Business District be approved as a special use;

WHEREAS, the Applicant has properly applied for a special use permit.

NOW THEREFORE, BE IT RESOLVED BY THIS PLANNING COMMISSION OF THE CITY OF FAIRVIEW HEIGHTS, ST. CLAIR COUNTY, STATE OF ILLINOIS that the Findings of Fact relating to the request are as follows:

1. That the Applicant appeared before the Planning Commission for a public hearing pursuant to Section 14-10-8 of the City of Fairview Heights Development Code on July 8, 2025, and that said public hearing was properly advertised, both of which are incorporated by reference.
2. That the subject property is zoned "B4" Retail Business District.
3. That the Applicants special use permit for Glass America shall be denied, based on the following criteria

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____ upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Fairview Heights Planning Commission this the 8th day of July 2025.

Planning Commission Chairman

ATTEST:

Land Use Director



DEPARTMENT OF LAND USE AND DEVELOPMENT

PUBLIC HEARING NOTICE

Notice is hereby given that a public hearing will be held before the Fairview Heights Planning Commission on Tuesday, July 8, 2025, at 7:00 p.m. This meeting will be held both in person at the Fairview Heights City Hall, 10025 Bunkum Road, 62208, and virtually. Parties interested in attending the meeting virtually should contact Dallas Alley, Director of Land Use and Development, at (618) 489-2061 or alley@cofh.org for instructions and visit the City's website for an agenda and meeting materials at www.cofh.org.

At this meeting, the Commission will consider a Special Use Permit in the "B4" Retail Business zoning district for Glass America at 5520 N Illinois St, also identified by St. Clair County PIN(s) 03-34.0-102-053.

Request was made by Carla Niederbrach, 5520 N Illinois St, Fairview Heights, IL 62208.

All persons desiring to be heard on this proposal may attend either in person or virtually.

Dated this 23rd day of June 2025.

FAIRVIEW HEIGHTS PLANNING COMMISSION

BY: Dallas Alley, Director of Land Use & Development

PC 15-25