

City of St. Charles
Community Development Division
2 E. Main Street
St. Charles, IL 60174



Phone: (630) 377-4443
Email: cd@stcharlesil.gov

SPECIAL USE APPLICATION

(To request a Special Use or Amendment, or a Special Use for PUD or Amendment)

For City Use

Project Name: Valvoline 1705 W. Main St.
Project Number: 2026-PR-011
Cityview Project Number: PLS4202600028

Received Date

RECEIVED

JUL 01 2026

City of St. Charles
Community Development

- File this application to request a Special Use for a property, or to request to amend an existing Special Use Ordinance for a property
- Complete the application and submit with all required attachments to the Community Development Division.
- The information you provide must be complete and accurate. If you have a question please contact the Community Development Division.
- City staff will review the submittal for completeness and for compliance with applicable requirements prior to establishing a public hearing date.

1. Property Information:	Location:	1705 W. Main Street, St. Charles
	Parcel Number (s):	09-33-102-017
	Proposed Name:	Ivy Lane Development
2. Applicant Information:	Name:	Ivy Lane Corporation
	Address	1001 Grand Avenue, West Des Moines, IA 50265-3501
3. Record Owner Information:	Name:	Parkway Bank & Trust Co. as trustee u/v/n 13799 dated 7/13/04
	Address:	4800 N. Harlem Ave., Harwood Heights, IL 60656

4. Identify the Type of Application:

- ☐ **Special Use for Planned Unit Development - PUD Name:**
- ☐ New PUD
 - ☐ Amendment to existing PUD- Ordinance #:
 - ☐ PUD Preliminary Plan filed concurrently
- ☒ **Other Special Use (from list in the Zoning Ordinance):**
- ☒ Newly established Special Use
 - ☐ Amendment to an existing Special Use Ordinance #:

5. Information Regarding Special Use:

Comprehensive Plan designation of the property: *Neighborhood Commercial*

Is the property a designated Landmark or in a Historic District? *No*

What is the property's current zoning? *BL Local Business*

What is the property currently used for? *Vacant*

If the proposed Special Use is approved, what improvements or construction are planned?

Construction of oil change/minor auto repairs and maintenance facility with drive through for vehicles.

6. For Special Use Amendments only:

Why is the proposed change necessary?

What are the proposed amendments? (Attach proposed language if necessary)

Note for existing buildings: If your project involves using an existing building, whether you plan to alter it or not, please contact the St. Charles Fire Department (630-377-4458) and the Building and Code Enforcement Division (630-377-4406) for information on building, life safety and other code requirements. Depending on the proposed use, size of structure and type of construction, these requirements can result in substantial costs.

7. Required Attachments:

If multiple zoning or subdivision applications will be submitted concurrently, do not submit duplicate checklist items or plans. Fee must be paid for each application.

- ☒ **APPLICATION FEE:** Special Use for PUD: \$1,000
All other Special Use requests: \$750
- ☒ **REIMBURSEMENT OF FEES AGREEMENT:** An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.
- ☒ **REIMBURSEMENT OF FEES INITIAL DEPOSIT:** Deposit of funds in escrow with the City. Required deposit is based on review items (number of applications filed) and the size of the subject property:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	\$2,000	\$3,000	\$4,000	\$5,000
2 or 3	\$3,000	\$5,000	\$6,000	\$8,000
4 or more	\$4,000	\$6,000	\$8,000	\$11,000

- ☒ **PROOF OF OWNERSHIP:** a) A current title policy report; or
b) A deed and a current title search

NOTE: Private covenants and deed restrictions can limit private property rights with respect to the use of land even though the City's Zoning Ordinance may authorize the use or a less restrictive use. We strongly advise that you perform a title search on the property to determine if there any private covenants containing use restrictions or other deed restrictions. As those private covenants and deed restrictions may conflict with the City's Zoning Ordinance, it is further recommended that you consult with an attorney to obtain an opinion with respect to whether your intended use is compatible with those restrictions.

- ☒ **OWNERSHIP DISCLOSURE:** Use the appropriate disclosure form (attached), if the owner or applicant is a Partnership, Corporation, Trust, or LLC.
- ☒ **LETTER OF AUTHORIZATION:** If the property owner is not the applicant, an original letter of authorization from the property owner permitting the applicant to file the zoning application with the City of St. Charles for the subject property.
- ☒ **LEGAL DESCRIPTION:** For entire subject property, on 8 1/2 x 11 inch paper and Microsoft Word file.
- ☒ **PLAT OF SURVEY:** A current plat of survey for the subject property showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.
- ☒ **FINDINGS OF FACT:** Fill out the attached "Criteria for Planned Unit Developments (PUDs)" form for any PUD application and the "Findings of Fact – Special Use" form for all other Special Use applications.
- ☒ **ZONING COMPLIANCE TABLE:** Use the attached worksheet to compare applicable Zoning District and/or PUD requirements and the proposed development. Use the Residential table for residential developments and the Nonresidential table for nonresidential developments.
- ☒ **LIST OF PROPERTY OWNERS WITHIN 250 FT.:** Fill out the attached form or submit on a separate sheet. The form or the list must be signed and notarized. Property ownership information may be obtained using Kane County's interactive GIS mapping tool: http://gistech.countyofkane.org/gisims/kanemap/kanegis4_AGOx.html
- ☒ **SOIL AND WATER CONSERVATION DISTRICT NATURAL RESOURCES INVENTORY APPLICATION:** As required by State law, submit a Natural Resources Inventory (NRI) application and required fee directly to the Kane-DuPage Soil and Water Conservation District. Provide a copy of completed NRI application to the City. The NRI application can be found on the Kane-DuPage SWCD website: <https://kanedupageswcd.org/kd/natural-resource-inventory>

- ☒ **ENDANGERED SPECIES REPORT:** As required by State law, file an Endangered Species Consultation Agency Action with the Illinois Department of Natural Resources. Provide a copy of the report to the City. The online Ecological Compliance Assessment Tool (EcoCAT) should be utilized: <https://dnr2.illinois.gov/EcoPublic/>
- ☒ **KANE COUNTY TRANSPORTATION IMPACT FEE:** The Kane County Road Improvement Impact Fee Ordinance applies to new residential and non-residential development within Kane County. The impact fee is determined by Kane County upon submittal of an application to Kane County Department of Transportation at the time of building permit. At this stage, the Impact Fee Estimator Tool can be used to estimate the cost of the fee: <http://kdot.countyofkane.org/Pages/Impact-Fees.aspx>
- ☐ **TRAFFIC STUDY:** If applicable. Staff will advise you whether a traffic study is recommended based on the project. Regardless, the Plan Commission or City Council may request a traffic study as a part of the review process.
- ☒ **PLANS:** All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions.

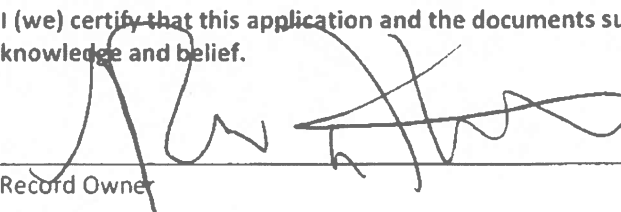
Copies: Ten (10) full size copies and PDF electronic file emailed to: cd@stcharlesil.gov

Site Plan or plans shall show the following information:

1. Accurate boundary lines with dimensions
2. Streets on and adjacent to the tract: Name and right-of-way width
3. Location, size, shape, height, and use of existing and proposed structures
4. Location and description of streets, sidewalks, and fences
5. Surrounding land uses
6. Date, north point, and scale
7. Ground elevation contour lines
8. Building/use setback lines
9. Location of any significant natural features
10. Location of any 100-year recurrence interval floodplain and floodway boundaries
11. Location and classification of wetland areas as delineated in the National Wetlands Inventory
12. Existing zoning classification of property
13. Existing and proposed land use
14. Area of property in square feet and acres
15. Proposed off-street parking and loading areas
16. Number of parking spaces provided, and number required by ordinance
17. Angle of parking spaces
18. Parking space dimensions and aisle widths
19. Driveway radii at the street curb line
20. Width of driveways at sidewalk and street curb line
21. Provision of handicapped parking spaces
22. Dimensions of handicapped parking spaces
23. Depressed ramps available to handicapped parking spaces
24. Location, dimensions and elevations of freestanding signs
25. Location and elevations of trash enclosures
26. Provision for required screening, if applicable
27. Exterior lighting plans showing:
 - a. Location, height, intensity and fixture type of all proposed exterior lighting
 - b. Photometric information pertaining to locations of proposed lighting fixtures

(Note- For a Special Use for PUD, submit PUD Preliminary Plan Application In lieu of Site Plan)

I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.


Record Owner

5/1/2020
Date


Applicant or Authorized Agent

5/22/2026
Date

Nicasio Ramirez



April 14, 2026

City of St. Charles
c/o Ellen Johnson, City Planner II
2 E. Main St.
St. Charles, IL 60174-1984

RE: 1705 W. Main St., St. Charles
PIN: 09-33-102-017
General Amendment with Special Use for construction drive through
Oil change/light automotive repair facility

Dear Ms. Nelson:

I am the owner of the above noted property which currently sites a 7-11 convenience store. I am writing to provide my consent to Ivy Lane Corporation obtaining a General Amendment to allow minor automotive repair on a site of less than 1 acre with a special use for drive through service. I consent to the construction of a new oil change/light automotive repair facility on this property.

Very truly yours,

A handwritten signature in black ink, appearing to read "Rick Heidner", is written over the closing "Very truly yours,".

Rick Heidner, President, Heidner Properties, Inc.

OWNERSHIP DISCLOSURE FORM
CORPORATION

STATE OF ILLINOIS)
) SS.
KANE COUNTY)

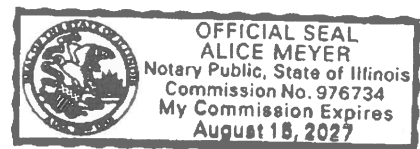
I, Rick Heidner, being first duly sworn on oath depose and say that I am the
President of Heidner Properties, Inc, an (Illinois)
() Corporation and that the following persons are all of the shareholders of 7%
or more of the common stock of said Corporation:

<u>Rick E. Heidner</u>	_____
<u>Alisa C. Heidner</u>	_____
_____	_____
_____	_____

BY: [Signature]
TITLE: President

Subscribed and Sworn before me this 1 day of
May, 2020.

[Signature]
Notary Public



OWNERSHIP DISCLOSURE FORM
CORPORATION

STATE OF ILLINOIS)
) SS.
KANE COUNTY)

I, Thomas R. Bernau, being first duly sworn on oath depose and say that I am the
President of Ivy Lane Corp., an ~~(XXXX)~~

(Iowa) Corporation and that the following persons are all of the shareholders of 7%
or more of the common stock of said Corporation:

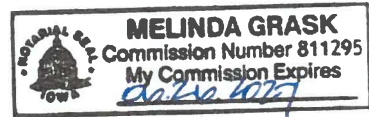
NONE

By: Thomas R. Bernau

TITLE: PRESIDENT

Subscribed and Sworn before me this 16th day of
June, 20 26.

Melinda Grask
Notary Public



FINDINGS OF FACT – SPECIAL USE

Use this form for all Special Uses, except for PUDs or PUD Amendments

The St. Charles Zoning Ordinance requires the Plan Commission to consider the factors listed below in making a recommendation to the City Council. As the applicant, the "burden of proof" is on you to show how your proposed Special Use will comply with each of the applicable standards. Therefore, you need to "make your case" by explaining specifically how your project meets each of the following standards.

Project Name or Address: Ivy Lane Corporation

From the St. Charles Zoning Ordinance, Section 17.04.430.C.2:

No Special Use or amendment to Special Use shall be recommended by the Plan Commission unless it finds that the proposed Special Use or amendment to Special Use will conform with each of these standards. The Plan Commission shall submit its written findings together with its recommendations to the City Council after the conclusion of the Public Hearing, and also may recommend such conditions as it may deem necessary to ensure conformance with these standards.

On the basis of the evidence presented at the public hearing, the Plan Commission shall record its reasons for recommending approval or denial of the petition (findings of fact) in accordance with the following standards:

A. Public Convenience: The Special Use will serve the public convenience at the proposed location.

The proposed use of a drive through oil change/light automotive repair facility will serve the public convenience as it will provide vehicle services to surrounding neighborhoods and the City of St. Charles as a whole.

B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary utilities have been, or are being, provided.

This lot is already served by municipal water and storm and sanitary sewer. No additional utilities are necessary. Access to Main Street already exists with a driveway.

- C. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.**

The proposed oil change/light automotive repair use will not be injurious to the use and enjoyment of to other property in the immediate vicinity nor diminish or impair property values. This area is already commercial/retail and there is a 7-11 store currently on site. The change to a drive through oil change/light automotive repair facility will not materially affect other properties.

- D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

This special use for a drive through oil change/light automotive repair facility will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. The surrounding properties are already developed with other retail businesses and this will not adversely affect those existing businesses.

- E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.**

The operation of this drive through oil change/light automotive repair facility will not be detrimental to or endanger the public health, safety, comfort or general welfare. All used oil, fluids and other parts will be handled in accordance with all applicable EPA and City standards. There will be no overnight storage of vehicles on site and all service will be inside the facility.

- F. Conformance with Codes: That the proposed Special Use conforms to all applicable provisions of the St. Charles Municipal Code and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.**

This facility will be constructed and operated in accordance with all applicable standards of the City of St. Charles. It will conform to all zoning codes.

NONRESIDENTIAL ZONING COMPLIANCE TABLE

Name of Development:

	Zoning District Requirement	Existing PUD Requirement (if applicable)	Proposed
	District: BL	Ordinance #:	
Minimum Lot Area	1 acre		.566
Minimum Lot Width	None		None
Maximum Building Coverage	60%		60%
Maximum Gross Floor Area per Building	10,000 sq		10,000 sq
Maximum Building Height	30 ft		30 ft
Front Yard	B - 20 ft; P-10 ft		B - 20 ft; P-10 ft
Interior Side Yard	B - 5 ft; P - None		B - 5 ft; P - None
Exterior Side Yard	B - 20 ft; P-10 ft		B - 20 ft; P-10 ft
Minimum Rear Yard	B - 20ft; P - None		B - 20ft; P - None
Landscape Buffer Yard ²	10 ft		10 ft
% Overall Landscaped Area			TBD
Building Foundation Landscaping			TBD
Public Street Frontage Landscaping			existing to remain
Parking Lot Landscaping			TBD
# of Parking Spaces	8		8
Drive-through Stacking Spaces (if applicable)	6		6

² Within the zoning districts specified, a Landscape Buffer Yard shall be provided along any lot line that abuts or is across a street from property in any RE, RS, RT or RM District. See Chapter 17.26 for planting and screening requirements for Landscape Buffers. Landscape Buffer Yards may include or overlap with other required yards.

LEGAL DESCRIPTION

LOT 6 (EXCEPT THE WEST 26 FEE) AND LOTS 7 AND 8 IN BLOCK 2 OF FAIRVIEW PLAZA, UNIT NO. 1, BEING A SUBDIVISION IN PART OF SECTION 28 AND SECTION 33 ALL IN TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN KANE COUNTY, ILLINOIS

Commonly known as 1705 W. Main St., St. Charles, IL 60174

PIN: 09-33-102-017



IVY LANE
CORPORATION

1001 Grand Avenue
West Des Moines, IA 50265



September 29, 2026

City of St. Charles, Illinois
Community Development Department

RE: BUSINESS NARRATIVE

Valvoline Instant Oil Change provides routine maintenance and lubrication services. Our primary service is our Stay in your car drive-thru Oil Change service which takes about 15 minutes with no appointment. Our facility has 3 service bays. Typical wait times to enter for service are 0 – 15 minutes. This facility is forecasted to perform 40 – 50 services per day with peak times around noon of around 5 – 7 services.

Other services include Transmission fluid change, Radiator & Cooling system service, headlight & taillight replacement, serpentine belt replacement, engine & cabin air filter replacement, battery replacement, air conditioning service, fuel system cleaning, tire rotation and wiper blade replacement.

We do not take or schedule appointments. No vehicles are parked overnight. We do not perform vehicle repairs. Our Hours of operation are M-F 8am-7pm, Sat 8am-5pm and Sun 9am-4pm.

Delivery of bulk oil is once a week on a 24-28' long multi-compartment bulk oil delivery truck. Other products are delivered once a week by UPS Ground. Delivery trucks typically spend 15-30 minutes unloading.

We typically run 2 shifts during the day – 1 full time & 1 part time. A typical weekday & Sunday shift will have 3 employees on staff. Saturday shifts will have 3-5 employees. A typical location will have a total employment of 7 – 9 people.

Sincerely,

Stan Latos
Real Estate Development Manager



IVY LANE
CORPORATION

1001 Grand Avenue | West Des Moines | IA | 50265

