

# CITY OF ST. CHARLES

TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984



COMMUNITY & ECONOMIC DEV./PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

## SPECIAL USE APPLICATION

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

<b>For City Use</b>	
Project Name:	Bartlett United Pentecostal Church 2020
Project Number:	2020-PR-008
Application Number:	PLSU 202000029



*To request a Special Use for a property, or to request to amend an existing Special Use Ordinance for a property, complete this application and submit it with all required attachments to the Planning Division.*

*City staff will review submittals for completeness and for compliance with applicable requirements prior to establishing a public hearing date for an application.*

*The information you provide must be complete and accurate. If you have a question please call the Planning Division and we will be happy to assist you.*

<b>1. Property Information:</b>	Location: 525 S. TYLER ROAD, UNIT L	
	Parcel Number (s): 09-26-378-013	
	Proposed Name: BARTLETT UNITED PENTECOSTAL CHURCH	
<b>2. Applicant Information:</b>	Name Chance Badertscher, Lavelle Law Ltd.	Phone 847-241-1779
	Address 1933 N. Meacham Suite 600 Schaumburg, IL 60173	Fax 847-241-1780
		Email cbadertscher@lavellelaw.com
<b>3. Record Owner Information:</b>	Name United Pentecostal Church of Schaumburg, Inc.	Phone 847-241-1779
	Address 525 S. TYLER ROAD, UNIT L	Fax
		Email cbadertscher@lavellelaw.com

**Please check 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):** Place of Worship \_\_\_\_\_
- Newly established Special Use
- Amendment to an existing Special Use Ordinance #: \_\_\_\_\_

**Information Regarding Special Use:**

Comprehensive Plan designation of the property: Industrial/Business Park

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

What is the property's current zoning? M2

What is the property currently used for? Office

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

\_\_\_\_\_

\_\_\_\_\_

**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.

**Attachment Checklist:**

*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:**

Application fee in accordance with Appendix B of the Zoning Ordinance. (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 site:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	\$1,000	\$2,000	\$3,000	\$4,000
2 or 3	\$2,000	\$4,000	\$5,000	\$7,000
4 or more	\$3,000	\$5,000	\$7,000	\$10,000

**❑ PROOF OF OWNERSHIP and DISCLOSURE:**

- a) A current title policy report; or
- b) A deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required. If the owner or applicant is a Trust, a disclosure of all beneficiaries; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).

*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.*

**❑ LEGAL DESCRIPTION:** For entire subject property, on 8 1/2 x 11 inch paper

**❑ PLAT OF SURVEY:**

A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

**❑ FINDINGS OF FACT:**

Fill out the attached forms or submit responses on a separate sheet (*Submit "Criteria for PUD" for any PUD application; "Findings for Special Use" for all other Special Use applications.*)

**❑ 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.

❑ **SOIL AND WATER CONSERVATION DISTRICT APPLICATION:**

Copy of completed Land Use Opinion application as required by state law, as submitted to The Kane-Dupage Soil and Water Conservation District. <http://www.kanedupageswcd.org/>

*Submit the application form and fee directly to the Kane-DuPage Soil and Water Conservation District. Provide a copy with this application.*

❑ **ENDANGERED SPECIES REPORT:**

Copy of Endangered Species Consultation Agency Action to be filed with the Illinois Department of Natural Resources. <http://dnr.illinois.gov/EcoPublic/>

*Fill out the online form, print the report and submit with this application.*

❑ **TRAFFIC STUDY:** If requested by the Director of Community Development.

*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 of Plans:**

Initial Submittal - Ten (10) full size copies, Three (3) 11" by 17", and a PDF electronic file (On a CD-ROM or may be emailed to the Project Manager). For subsequent submittals, please contact the Project Manager to determine how many copies are required.

❑ **SITE PLAN (Note: For a Special Use for PUD, submit PUD Preliminary Plan Application in lieu of Site Plan)**

A plan or plans showing 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

**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	Date
	5-1-2020
Applicant or Authorized Agent	Date

This is a general building use statement for St Charles UPC and the 525 Tyler Rd unit L property, we are moving our church from unit M to unit L because it better facilitates the church gathering.

The Church will hold gatherings on Sunday afternoons from approximately 1PM until 4PM and Thursday evenings from 7:00PM until 9:30PM

Sundays services consist of prayer, worship, teaching / preaching the word of God and another time of prayer. There is generally a time of fellowship following.

On Thursday evenings would be fairly similar except that the fellowship might include light snacks and is at the beginning of the gathering.

There may be times where meetings may be held but they would be as needed and would generally only include a few people.

The occupancy limit for unit L would be 97 according to the St Charles Fire Dept as long as the panic hardware is installed on the exits. Or current Sunday afternoon attendance is about 25, we would like to set up the new space to seat 95. There should be plenty of parking available since only two places of business are open at the times we use the building.

## A summary of planned renovations

The 525 Tyler Rd unit L property is currently divided into a warehouse and office. As we are converting the property into a Church the warehouse portion will be set up as the sanctuary and the office will be unchanged.

Renovations to the warehouse portion are intended to be as follows:

1. Build an insulating cap over the garage doors
2. Build a 10' by 6' platform (6" raised) for the pulpit and keyboard.
3. Carpet the floor, paint the ceiling.
4. Updating the exit doors with panic hardware - fire code
5. Bathroom(s) added and updated for ADA compliance and occupancy - will work with architect

# 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.*

525 S. TYLER ROAD, UNIT L  
*Project Name or Address*

5/1/2020  
*Date*

**From the 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.**

THIS SPACE IS LOCATED IN A BUSINESS PARK OFF TYLER ROAD, SOUTH OF MAIN STREET. THE BUSINESS PARK HAS ADEQUATE PARKING AVAILABLE TO ACCOMMODATE THE ATTENDEES OF SUNDAY SERVICES.  
PETITIONER ONLY INTENDS TO USE THE SPACE ON SUNDAYS BETWEEN THE HOURS OF 1:00pm AND 4:00pm ON SUNDAYS AND FROM 7:00PM UNTIL 9:30PM ON THURSDAYS.

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

UNIT L IS COMMERCIAL CONDO UNITS.  
UNIT HAS BEEN OUTFITTED WITH ALL NECESSARY UTILITIES, ACCESS ROADS AND NECESSARY FACILITIES.

**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 SPACE WILL BE USED FOR A SMALL CHURCH WITH UP TO 97 ATTENDEES.  
THE CHURCH WILL NOT PLACE A BURDEN ON THE SURROUNDING PROPERTIES DUE TO ITS  
SMALL SIZE AND MINIMAL AFFECT ON SUNDAY TRAFFIC IN THE VICINITY OF THE BUSINESS PARK.

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**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.**

THE ESTABLISHMENT OF A SPECIAL USE FOR THIS PROPERTY WILL NOT IMPEDE THE NORMAL AND ORDERLY DEVELOPMENT AND IMPROVEMENT OF THE SURROUNDING PROPERTY BECAUSE OF THE MINIMAL DAY TO DAY AFFECT OF THE CHURCH ON CURRENT BUSINESSES. THE CHURCH PLANS ON ONLY OCCUPYING THE SPACE ON SUNDAYS AND THURSDAY EVENINGS, RESULTING IN VERY MINIMAL IMPACT ON THE SURROUNDING PROPERTIES. THE CHURCH CURRENTLY HOLDS SERVICES IN UNIT M OF THE SAME COMPLEX, BUT WISHES TO MOVE THE SERVICES TO UNIT L.

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**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 SPACE IS INTENDED TO BE USED AS A CHURCH THAT WILL PROVIDE ANY ATTENDEES A PLACE OF REFUGE AND SPIRITUAL COMFORT. THE PUBLIC HEALTH, SAFETY, COMFORT AND GENERAL WELFARE WILL NOT BE ENDANGERED.

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**F. Conformance with Codes: That the proposed Special Use conforms to all existing Federal, State and local legislation and regulation and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.**

THE CHURCH CONFORMS TO ALL EXISTING FEDERAL, STATE AND LOCAL LEGISLATION AND REGULATION AND MEETS OR EXCEEDS ALL APPLICABLE PROVISIONS.

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**OWNERSHIP DISCLOSURE FORM  
CORPORATION**

STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

I, Jeff Jenneman, being first duly sworn on oath depose and say that I am the **TREASURER** of UNITED PENTECOSTAL CHURCH OF SCHAUMBURG, INC., an (Illinois) (NOT FOR PROFIT) Corporation and that the following persons are all of the shareholders of 7% or more of the common stock of said Corporation:

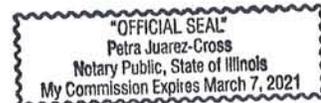
_____	_____
_____	_____
_____	_____
_____	_____

BY: Jeff Jenneman  
TITLE: TREASURER



Subscribed and Sworn before me this 21 day of May, 2020.

  
\_\_\_\_\_  
Notary Public



2019K062624

SANDY WEGMAN  
RECORDER - KANE COUNTY, IL  
RECORDED: 12/26/2019 11:24 AM  
REC FEE: 53.00 RHSPS: 9.00  
PAGES: 2

Chicago Title Insurance Company

Warranty Deed  
ILLINOIS STATUTORY

194M83498836V  
1.00

THE GRANTOR(S), Robert L. Meiborg, as Trustee of ALM Development 401K Trust, for and in consideration of TEN & 00/100 DOLLARS, and other good and valuable consideration in hand paid, CONVEY(S) and WARRANT(S) to United Pentecostal Church of Schaumburg, Inc., an Illinois not-for-profit corporation, all interest in the following described Real Estate situated in the County of Kane in the State of Illinois, to wit:

UNIT L IN TYLER RIDGE CONDOMINIUM IN SECTION 26, TOWNSHIP 40 NORTH, RANGE 8, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE DECLARATION OF CONDOMINIUM OWNERSHIP AND PLAT OF SURVEY ATTACHED THERETO AS EXHIBIT "A", RECORDED FEBRUARY 20, 1990 AS DOCUMENT 90K08890, IN KANE COUNTY, ILLINOIS; TOGETHER WITH AN UNDIVIDED PERCENTAGE INTEREST IN THE COMMON ELEMENTS APPURTENANT TO SAID UNIT AS SET FORTH IN SAID DECLARATION, AS AMENDED FROM TIME TO TIME.

**SUBJECT TO:** (a) General real estate taxes for the year 2019 and subsequent years; (b) covenants, conditions and restrictions of record; (c) building lines and easements, if any, so long as they do not interfere with the current use and enjoyment of the property

hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois.

Permanent Real Estate Index Number(s): 09-26-378-013

Address of Real Estate: 525 S. Tyler Road, Unit L, St Charles, IL 60174

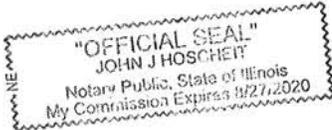
Dated this 17th day of December, 2019.

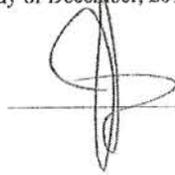
  
Robert L. Meiborg, as Trustee of ALM  
Development 401K Trust dated

STATE OF ILLINOIS, COUNTY OF KANE ss.

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, CERTIFY THAT Robert L. Meiborg, as Trustee of ALM Development 401K Trust, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that they signed, sealed and delivered the said instrument as their free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and official seal, this 17<sup>th</sup> day of December, 2019.



 (Notary Public)

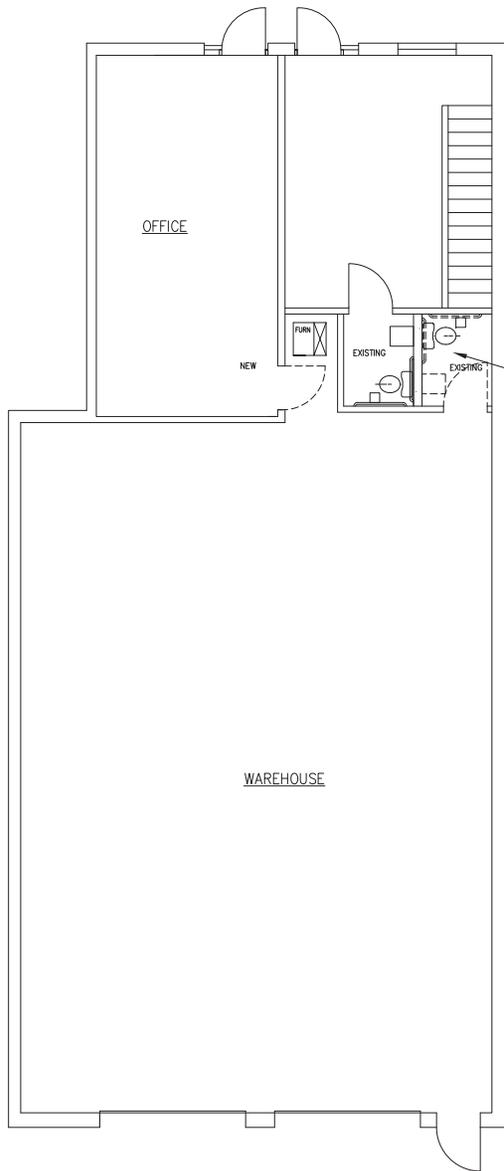
**Prepared By:** Attorney John J Hoscheit  
Hoscheit, McGuirk, McCracken & Cuscaden, P.C.  
1001 E. Main Street, Suite G  
St. Charles, Illinois 60174-2203

**Mail To:**  
Attorney Kelly Anderson  
Lavelle Law Ltd.  
1933 N. Meacham Road, Suite 600  
Schaumburg, IL 60173

This transaction is exempt under provisions of Paragraph B Section 31-45 of the Real Estate Transfer tax law.  
Date 12-26-19  
Signature Carol D. [unclear]

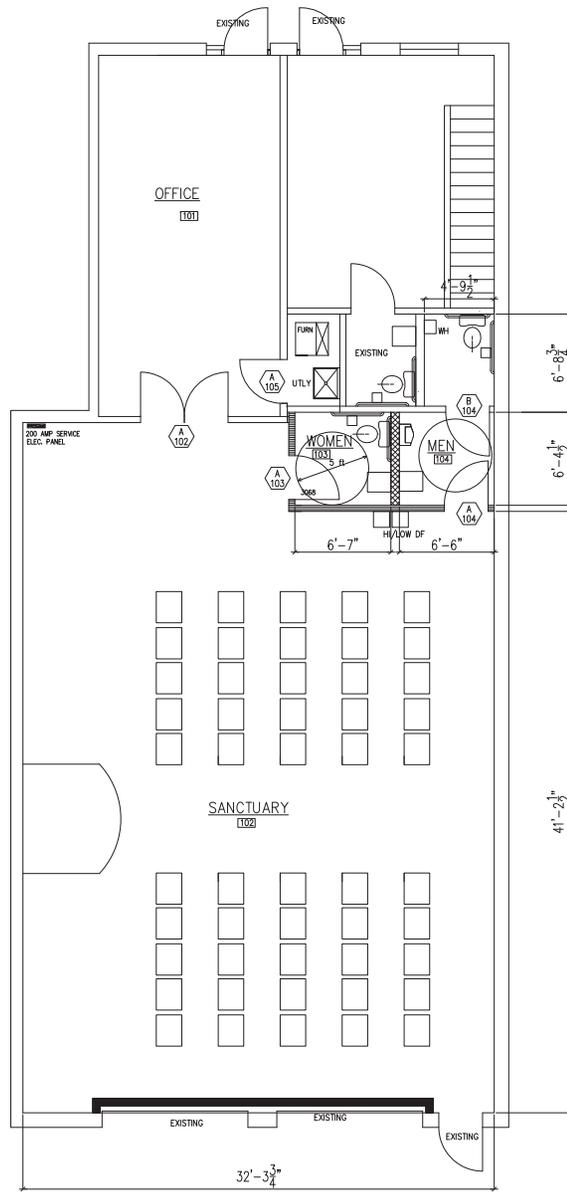
**Name & Address of Taxpayer:**  
**Grantee's Address:**  
United Pentecostal Church of Schaumburg, Inc.  
525 S. Tyler Road, Unit L  
St Charles, IL 60174

UNIT L IN TYLER RIDGE CONDOMINIUM IN SECTION 26, TOWNSHIP 40 NORTH, RANGE 8, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE DECLARATION OF CONDOMINIUM OWNERSHIP AND PLAT OF SURVEY ATTACHED THERETO AS EXHIBIT "A", RECORDED FEBRUARY 20, 1990 AS DOCUMENT 90K08890, IN KANE COUNTY, ILLINOIS; TOGETHER WITH AN UNDIVIDED PERCENTAGE INTEREST IN THE COMMON ELEMENTS APPURTENANT TO SAID UNIT AS SET FORTH IN SAID DECLARATION, AS AMENDED FROM TIME TO TIME.



EXISTING FLOOR PLAN  
SCALE: 1/4"=1'-0"

REMOVE EXISTING  
TOILET PLUMBING  
FIXTURES WHERE  
INDICATED



PROPOSED FLOOR PLAN  
SCALE: 1/4"=1'-0"

LEGEND

- EXISTING WALL CONSTRUCTION
- NEW WALL CONSTRUCTION SEE DETAIL A/A-4
- EXISTING WALL CONSTRUCTION TO BE REMOVED
- NEW WALL CONSTRUCTION SEE DETAIL B/A-4
- NEW PLUMBING WALL CONSTRUCTION



JAKL BRANDEIS ARCHITECTS LTD.  
1800 HAWTHORNE LANE  
WEST CHICAGO, ILLINOIS 60185  
PH. (630) 562-3900 FAX (630) 562-2570

ISSUE	DATE
PRELIMINARY	05-15-20
FOR PERMIT	06-12-20
CODE REVISION	

NEW CHURCH  
525 TYLER ROAD—UNIT L  
ST CHARLES, ILLINOIS

TYLER RIDGE CONDOMINIUM ASSOCIATION  
525 TYLER ROAD, SUITE Q2  
ST. CHARLES, IL 60174

April 20, 2020

City of St. Charles  
Zoning Board  
2 E. Main Street  
St. Charles, IL 60174

RE: Special Use Permit for the United Pentecostal Church of Bartlett

To Whom It May Concern:

The United Pentecostal Church of Bartlett is the owner of a unit in our business condominium park, Tyler Ridge Condominium Association. The church is planning to hold their religious services only at night after 5:00 P.M. and on weekends at this location. The owner notified our Board of Directors of this and requested feedback on any concerns the board might have regarding such an owner.

We asked and received assurances from the church on three issues of concern to us:

1. This is not a cult organization.
2. The group size is reasonable for the premises.
3. The activities will not affect parking for other businesses in the complex, as they will be limited to nights after 5:00 P.M. and weekends only.

After discussion following their answer confirming these issues, we see no problem having this organization as an owner in Unit M. We have no objection to the issuance of a Special Use Permit for their church.



Timothy W. Sheehan, President  
Tyler Ridge Condominium Association