Village of Long Grove Illinois

MEMORANDUM

TO:	Village of Long Grove Planning Commission & Zoning Board of Appeals
FROM:	JAMES M. HOGUE, Village Planner
DATE:	August 28, 2014
RE:	Public Hearing – Downtown Land Uses Revisited

At the regular May meeting the PCZBA considered both permitted and special uses within the downtown (B-1) Historic District and made their recommendations to the Village Board.

The recommendations of the PCZBA were forwarded onto the Village Board which in turn has deferred final action on the matter to allow review and input by the LGBCP.

At the August meeting Ms. Nancy Fino, Local Merchant and Chairman of the Economic Development committee of the LGBPC presented three issues to the PCZBA for consideration. These included;

1). The percentage of off-site sales for businesses in the B-1 District;
2). Regulating non-retail uses (i.e. enforcing the 20% cap); and;
3) The minimum space for an establishment (250 Sq. Ft.) in the B-1 district.

After discussion it was determined that Ms. Fino conduct further research and would go back to the LGBCP with those findings. The PCZBA will then reconsider these matters at the September 2nd meeting.

Ms. Fino was to i) identify actual merchant spaces of 250 sq. ft. or less in the downtown area; and ii) determine a method for establishing a percentage for off-site sales in the B-1 Business District. Per research done in other communities no other such use limitations were identified. As such, the LGBCP is recommending elimination of these provisions of the zoning code. See e-mail correspondence from Ms. Fino attached.

As separate matter, staff suggests to the PCBZA that drive-ups/drive thru's be codified as special uses within the B-1 district largely due the "pedestrian scale" of the B-1 District and the potential for vehicle and pedestrian conflicts.

By nature Special Uses are uses which may or may not be appropriate at a specific location and require more review (and potentially conditions placed upon the use) than uses allowed as a matter-of-right. Drive-up's/drive thru's seem to fit this general criteria and are best considered on a case by case basis, if they are to be allowed at all.

Should you have questions or concerns feel free to call me at (847) 634-9440.

Dear Jim,

As a follow-up to the 8/5 Plan Commission meeting, we agreed that I was to:

1) Find specific examples of small buildings/spaces in the B1 district to articulate an actual square footage of space smaller than minimum of 250SF that the Plan Commission proposes (in response to subsection 5-4-9(B)5). And,

2) Get consensus on the minimum number of days/hours per day that businesses should be open to minimize companies utilizing storefront locations for operations where the majority of sales are gained offsite (in response to subsections 5-4-5(A)5 and 5-4-9(B)3).

At the August 11 LGBCP Economic Development committee meeting, we discussed the above at length. The Committee suggested we benchmark other communities (Libertyville, Galena, Wauconda) to see what, if anything, they have in their ordinances regarding the same topics. It was confirmed that none of the communities mentioned address any of these use limitations.

Based on that finding, and more, the LGBCP/Economic Development Committee concluded that Long Grove should try to remove as many barriers as possible when it comes to bringing new businesses to town. As such, we recommend that both of the aforementioned use limitations be eliminated from the proposed ordinance.

I trust that the next steps are that you will add this to the Plan Commission's September meeting agenda. Please confirm if that is true as I would like to be present. And, as always, do let me know if you require additional information.

Thank you,

Nancy E. Fino, Chairman
LGBCP Economic Development Committee

From: James Hogue <jhogue@longgrove.net>
To: Nancy E. Fino <nefino@prodigy.net>
Sent: Tuesday, July 1, 2014 6:12 PM
Subject: RE: Follow-Up from 7/24 Village Board Meeting re: Expanded Permitted Uses for B1 District

Nancy,

These items will not be considered until the August 5th PCZBA meeting.

JIM

From: Nancy E. Fino [mailto:nefino@prodigy.net]
Sent: Tuesday, July 01, 2014 1:23 PM
To: James Hogue
Subject: Follow-Up from 7/24 Village Board Meeting re: Expanded Permitted Uses for B1 District

Jim, from last week's Village Board meeting, there were three (3) outstanding items regarding the revised permitted uses for the B1 district. These three items are listed below. Please advise if you need me to review these further with you separately and/or present them at tonight's Plan Commission & Zoning Board Meeting. Thank you, Nancy-

1) There is reference twice (one regarding *manufactured or produced retail goods* and the other regarding *all goods or foodstuffs produced or manufactured*) whereby **off site sales in excess of five percent (5%) of annual gross receipts would be allowable as a special use only.** The LGBCP believes that successful, contemporary merchants will most likely be multi-channel and/or have a diverse customer base. Therefore, we would like to ensure that as long as there is a **retail presence** that is satisfying to Long Grove visitors and residents, that all businesses (whether merely selling or whether manufacturing and selling) **be allowed to obtain sales from any/all sources (wholesale, custom orders, online orders as some examples) without limitation and without being considered special use.**

2) Regarding the percentage of nonretail to retail use, we recommend that some mechanism be put in place to ensure that before leases are signed and/or business licenses and permits are issued, there be a review of how a new, nonretail business would affect the current (at that time) percentage of allowable retail to nonretail. Right now neither the Village nor the LGBCP have a way to truly "manage" this ratio because not every new business makes itself known to either entity. We would be happy to work with you to develop some sort of protocol for how to manage this ratio.

3. Regarding "Minimum Space: No business shall be operated from a space on a lot in the B1 district open to the public which is less than two hundred fifty (250) square feet." The LGBCP recommends that this be reconsidered. The former Visitors Center (307 Old McHenry Road), a standalone structure, and other designated "areas" (floors and rooms) of many existing buildings would be suitable for a great number of small businesses who would be able to operate in as little as 100 square feet. Perhaps this be considered on a case-by-case basis as new tenants express interest. Of course we recognize that fire codes and overall customer safety would be a determining factor.