
VILLAGE OF SUGAR GROVE BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: DANIELLE MARION, PLANNING & ZONING ADMINISTRATOR
SUBJECT: ORDINANCE: ZONING ORDINANCE AMENDMENT, FOOD PANTRY
AGENDA: JUNE 4, 2024 VILLAGE BOARD MEETING
DATE: MAY 30, 2024

ISSUE

Shall the Village Board discuss a proposed amendment of the Zoning Ordinance that will add Food Pantry as a permitted use and permitted accessory use.

DISCUSSION

The Plan Commission held a special Plan Commission meeting on May 29, 2024 to hold a public hearing for a proposed text amendment to add Food Pantry as a use in the Villages table of permitted use and table of accessory uses. The food pantry that services the Sugar Grove community is currently located within the EEI building and they have outgrown their space there. They have a new location they wish to relocate to, however, a food pantry is not a permitted use in our Village Code. The proposed text amendment will address this issue and allow for the food pantry to relocate to their new location, the additional conditions of the use will limit where we would allow for food pantry's to locate.

The Plan Commission discussed the proposed text amendment and had no concerns with the new uses being added as proposed. The requisite public hearing was held and no objectors were present. The Plan Commission made a recommendation that the Village Board approve the text amendment as presented.

The specific issue is that under the Village's current zoning regulations, food pantry's are not permitted. The proposed zoning amendment would add this as a use and allow the food pantry to continue to operate in its new location.

ATTACHMENTS

- Plan Commission Recommendation PC24-0
- Exhibit A proposed text amendment

RECOMMENDATION

That the Village Board discuss and provide direction to Village staff in order to prepare the necessary Ordinance.

VILLAGE PRESIDENT

Jennifer Konen

VILLAGE ADMINISTRATOR

Scott Koeppel

VILLAGE CLERK

Tracey Conti



COMMUNITY DEVELOPMENT

VILLAGE TRUSTEES

Matthew Bonnie

Sean Herron

Heidi Lendi

Sean Michels

Michael Schomas

James F. White

R E C O M M E N D A T I O N

PC24-07

TO: Village President and Board of Trustees
FROM: Planning Commission
DATE: Meeting of May 29, 2024
PETITION: 24-007 Text Amendment: Food Pantry

PROPOSAL

The Village is proposing to amend the Zoning Ordinance section 11-4-22 table of permitted uses, section 11-4-23 additional standards for specific uses, section 11-4-7 accessory uses, structures, and buildings, and section 11-4-7 F additional standards for specific accessory uses, accessory buildings, and accessory structures. The amendment will add Food Pantry as a permitted use under these sections and add the additional standards that limit the location of the food pantry to only be permitted in the R2 zoning district, located in non-residential building owned by a governmental agency, must be operated by a governmental agency or non-profit organization authorized by said governmental agency, and must be located on its own parcel and directly adjacent to the operating governmental agency's principal office.

BACKGROUND & HISTORY

The food pantry that services the Sugar Grove Community is currently operated out of the EEI building located on Wheeler Road. The space they have at this location has become too small for them and they are in need of expanding. They have a new space located behind the community building on Main Street that they wish to relocate the food pantry to.

The Village Code currently does not list food pantry as a permitted or accessory use. In order to allow for the relocation of the food pantry to the new location, a text amendment needs to be done in order to add this use to the Village Code.

The property that the food pantry wishes to relocate to is a commercial building that is zoned R2 – Detached Residential District. The proposed amendment adds the use to the R2 zoning district but adds additional conditions that would only allow for this to be located on this property. The food pantry functions as a drive-thru and the employees who will be working the food pantry will park at the Sugar Grove Township building, therefore parking will not be an issue on this site.

PUBLIC RESPONSE

After due notice, the Planning Commission held a public hearing on May 29, 2024. No objectors were present.

DISCUSSION

Commissioners discussed the proposed text amendment in detail and had no concerns with the proposed text amendment.

RECOMMENDATION

Commissioner Speciale made a recommendation that the Village Board approve the proposed text amendment as stated in Exhibit A. Commissioner Sabo provided a second.

AYES: Jones, Speciale, Sabo, Bieritz, Wilson, Guddendorf, Ochsenschlager

NAYES: None

Motion PASSED

EXHIBIT A

11-4-22 TABLE OF PERMITTED USES:

USE	A-1	E-1	R-1	R-2	R-3	SR	B-1	B-2	B-3	BP	OR-2	DC	M-1	I-1
FOOD PANTRY				P*										

11-4-23 ADDITIONAL STANDARDS FOR SPECIFIC USES:

FOOD PANTRY:

- a. Must be located in a non-residential building owned by a governmental agency
- b. Must be operated by a governmental agency or non-profit organization authorized by said governmental agency
- c. Must be located on its own parcel and directly adjacent to the governmental agency's principal office

11-4-7 ACCESSORY USES, STRUCTURES, AND BUILDINGS:

USE	A-1	E-1	R-1	R-2	R-3	SR	B-1	B-2	B-3	BP	OR-2	M-1	I-1
FOOD PANTRY				P*									

11-4-7 F. ADDITIONAL STANDARDS FOR SPECIFIC ACCESSORY USES, ACCESSORY BUILDINGS, AND ACCESSORY STRUCTURES:

FOOD PANTRY:

- a. Must be located in a non-residential building owned by a governmental agency
- b. Must be operated by a governmental agency or non-profit organization authorized by said governmental agency
- c. Must be located on its own parcel and directly adjacent to the governmental agency's principal office