



10631 MAIN STREET, P.O. BOX 283, ROSCOE IL 61073  
PHONE: 815-623-2829 FAX: 815-623-1360 EMAIL: [permits@roscoeil.gov](mailto:permits@roscoeil.gov)

## DESIGN REVIEW

### What Requires Design Review Approval?

Design Review approval from the Zoning Board of Appeals (ZBA) is required before a permit may be issued for:

- All nonresidential developments requiring a village permit.
- New buildings with four or more dwelling units.
- Any exterior alteration, enlargement, or major remodeling of structures in Commercial or Industrial districts.
- All projects subject to site plan, elevation, landscape, lighting, or signage review.

### Design Review Submission and Approval Requirements

- To be placed on a Zoning Board of Appeals agenda, Design Review submittals must be received at least one month in advance of the meeting.
- Applicants should anticipate design review to take at least 5 weeks.
- No zoning or building permit will be issued without prior ZBA approval.

### Design Review Process

**Schedule a pre-application conference with the Zoning Administrator.**

**Contact: 815-623-2829.**



**Submit a complete Design Review Application, including all required documents, to the Village by the application deadline.**



**The Zoning Administrator reviews submitted application and prepares a staff report for the ZBA meeting.**



**The application is reviewed at the next scheduled ZBA meeting.**



ZBA File # \_\_\_\_\_

**APPLICATION FOR DEVELOPMENT APPROVAL:  
DESIGN REVIEW AND APPROVAL**

This form is to be used for all Design Review applications to be heard by the Village of Roscoe. **Failure to complete this form properly will delay its consideration.**

**PART I. GENERAL INFORMATION**

**A. Project Information**

- 1. Project/Owner Name: Wayne Lensing
- 2. Project Location: 13825 Metric Drive Roscoe, IL 61073
- 3. Brief Project Description:  
Construction of a new building and parking lot for a new Fire Truck Museum
- 4. Project Property Legal Description:  
See Attached Exhibit A

5. Project Property Size in Acres and Square Feet: 63.76 AC (2,777,380 SF)

**B. Owner Information**

- 1. Signature: \_\_\_\_\_
- 2. Name: Wayne Lensing
- 3. Address: 13750 Metric Drive Roscoe, IL 61073
- 4. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**C. Agent Information** (Designation of agent to act on behalf of the owner is optional.)

- 1. Signature: \_\_\_\_\_
- 2. Name: Arc Design Resources (Lauren Downing)
- 3. Address: 5251 Zenith Parkway Loves Park, IL 61111
- 4. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

| Official Use Only      |                                |                       |                 |
|------------------------|--------------------------------|-----------------------|-----------------|
| ZBA Pre-App Date _____ | ZBA Date(s) _____              | Zoning District _____ |                 |
| App Date _____         | CA Date(s) _____               | Com Date(s) _____     | Comp Plan _____ |
| ZBA Approved _____     | Approved with conditions _____ | Denied _____          |                 |
| CA Approved _____      | Approved with conditions _____ | Denied _____          |                 |

**PART II. APPLICATION REQUIREMENTS**

The materials required to be included with an application for a Design Review are the minimum necessary to submit a complete application. Village staff, consultants, review agencies, commissions, and boards may require additional materials as necessary to fully evaluate the proposed project. A pre-application conference with Village staff is required. At the meeting, the ZBA may add or delete items from this list as they deem appropriate. All information, including this application form, must be submitted electronically in either a PDF or Word format to the email address noted below the table. If the combined file size exceeds 10MB, a Dropbox or zip file must be used.

**Official Use Only**

| Item #(a) | Application Material  | Initial Application |                   | Revisions         |                   | Second Set of Revisions |                   |
|-----------|---|---------------------|-------------------|-------------------|-------------------|-------------------------|-------------------|
|           |   | Required Materials  | # Copies Received | # Copies Required | # Copies Received | # Copies Required       | # Copies Received |
| 1.        | Completed Development Application   | X                   |                   |                   |                   |                         |                   |
| 2.        | Project Narrative   | X                   |                   |                   |                   |                         |                   |
| 3.        | Basic Application Fee   | X                   |                   |                   |                   |                         |                   |
| 4.        | Agreement for Reimbursement of Professional Consulting Fees   | X                   |                   |                   |                   |                         |                   |
| 5.        | Proof of Ownership  | X                   |                   |                   |                   |                         |                   |
| 6.        | Agent Affidavit   | X                   |                   |                   |                   |                         |                   |
| 7.        | Property Owners within 250 feet   | X                   |                   |                   |                   |                         |                   |
| 8.        | General Location Map  | X                   |                   |                   |                   |                         |                   |
| 9.        | Survey / Legal Description (To include: easements, covenants, and any other restrictions on property) | X                   |                   |                   |                   |                         |                   |
| 10.       | Site Plan (To include: landscape plan, parking plan, common spaces, etc.)                             | X                   |                   |                   |                   |                         |                   |
| 11.       | Building Elevations   | X                   |                   |                   |                   |                         |                   |
| 12.       | Floor Plans   | X                   |                   |                   |                   |                         |                   |
| 13.       | Roof Plan   | X                   |                   |                   |                   |                         |                   |
| 14.       | Color Rendering   | X                   |                   |                   |                   |                         |                   |
| 15.       | Photographs of Existing Property and Area   | X                   |                   |                   |                   |                         |                   |
| 16.       | Village Utility Impact Calculations and Report*   | *                   |                   |                   |                   |                         |                   |
| 17.       | Preliminary Utility Improvement Plans*  | *                   |                   |                   |                   |                         |                   |
| 18.       | Utility Letters*  | *                   |                   |                   |                   |                         |                   |
| 19.       | Traffic Study*  | *                   |                   |                   |                   |                         |                   |
| 20.       | IDOT Permit for Work*   | *                   |                   |                   |                   |                         |                   |
| 21.       | Professional economic analysis*   | *                   |                   |                   |                   |                         |                   |

\*= if Village staff deems necessary for analysis and approval.

Submit all of the above electronically to: [permits@villageofroscoe.com](mailto:permits@villageofroscoe.com).

If you have any questions, please contact the Village Hall at 815-623-2829.

**PART III. SITE DATA TABLE**

Please fill in the following table with information about the site.

|   | <u>Existing</u>  | <u>Proposed</u>   |
|---|--|---|
| <b><u>Lot Size</u></b>  | Entire Property<br><br>63.76 AC (2,777,380 SF)                                   | 63.76 AC (2,777,380 SF)   |
| <b><u>Lot Coverage</u></b> (List as both a square footage and a percentage)<br><br>This includes all buildings and structures located on a lot. | 399,557 SF<br><br>14.4%<br><br>Pavement Area is not included in this calculation | 411,509 SF<br><br>14.8%<br><br>Pavement Area is not included in this calculation  |
| <b><u>Front Yard Setback</u></b>  | 108' (to closest existing structure)   | 108' to closest existing structure<br><br>132' to proposed museum   |
| <b><u>Side Yard Setbacks</u></b>  | To closest existing structures<br><br>South: 32'<br>East: 470'<br>West : 12'     | Site:                      Proposed Building:<br><br>South: 20'                      20'<br>East: 470'                      1048'<br>West: 12'                      N/A - Front |
| <b><u>Rear Yard Setback</u></b>   | North: 34'   | North: 1137'  |
| <b><u>Height of Tallest Structure</u></b>   | N/A  | 26.5'   |
| <b><u>Number of Dwelling (for residential projects)</u></b>   | N/A  | N/A   |
| <b><u>Total Building Area by Floor (for non-residential projects)</u></b>   | 399,557 SF<br><br>(All buildings are single story)                               | New Building 11,952 SF<br><br>Total: 411,509 SF<br><br>(All buildings are single story)   |

|  |                                 |  |
|--|---------------------------------|--|
| <u><b>Total Number of Parking Spaces Enclosed and Surface</b></u>  | 128 Striped Spaces for all uses | New: 48 (2 AD)<br>Total:176 (all uses - striped) |
| <u><b>Number of Parking Spaces per Unit (for residential projects)</b></u>                               | N/A                             | N/A  |
| <u><b>Number of Parking Spaces per 1,000 sq. ft. of Building Area (for non-residential projects)</b></u> | 1.16                            | New Museum: 4.02<br><br>Entire Site: 1.44        |

## PART IV. JUSTIFICATION OF THE PROPOSED DESIGN REVIEW

Please answer all questions, but be concise and brief in your answers. If additional pages are needed to complete your answers, please be sure to include the appropriate and complete question number for each response. **Applicants are encouraged to refer to drawings or other application materials as necessary to add clarity to their answers.**

1. How are the plans, designs, and/or proposals for the proposed Design Review in harmony with the purposes, goals, objectives, policies and standards of the Village of Roscoe Comprehensive Plan, Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

The plans and design proposals for the proposed Design Review are in harmony with the purposes, goals, objectives, and standards of the Village of Roscoe Comprehensive Plan and Zoning Ordinance. The project represents the expansion of the Historic Auto Attractions Museum through the addition of a new Fire Truck Museum. This use is consistent with the site's longstanding identity and consistent with the annexation agreement. The architectural design of the proposed building has been intentionally developed to complement the existing museum structures. The materials, scale, and overall aesthetic are consistent with the current campus, ensuring a cohesive and harmonious visual experience for visitors. By maintaining continuity in architectural character, the expansion supports the Village's objective of promoting attractive, well-coordinated development that enhances community identity and visitor appeal. This property is unique in that it was annexed into the Village of Roscoe, it featured multiple uses on a single property. The project has been designed to meet all zoning, site development, and design requirements, reflecting the applicant's commitment to compliance and collaboration. Furthermore, the proposed Fire Truck Museum is expected to strengthen the economic and cultural contribution the Historic Auto Attractions Museum already provides to the community. By expanding its offerings, the development supports the attracting tourism, encouraging business growth, and providing unique amenities that benefit residents and visitors alike. Overall, the proposed development is consistent with the Village's adopted plans and regulations and represents a positive, community oriented project that aligns with Roscoe's vision for thoughtful, high quality development.

---

2. How does the proposed Design Review provide reasonable visual and auditory privacy for all dwelling units located within and adjacent to the site?

The proposed development is part of an already developed lot. The adjacent zonings are:

- Light Industrial (Winnebago County) to the south
- IL-251/ Heavy Industrial (Winnebago County)/General Industrial (Roscoe) to the west
- Urban Transitional (Roscoe) to the north
- Light Industrial (Roscoe) to the east

Therefore, there are no residences within close vicinity. Additionally, the development is not anticipated to result in any visual or auditory nuances and will function similarly to other buildings in the General Industrial zoning.

---

3. How are fences, walls, barriers and/or landscaping arranged in the proposed Design Review to protect and enhance the property and to enhance the privacy of on-site and neighboring occupants?

Additional plantings are proposed along the south end of the proposed parking lot, however, there is currently an unkempt row of trees / brush along the southern property line which offers privacy to both the on-site and neighboring occupants.

- 
4. How is the proposed Design Review designed and arranged to have a minimal negative impact on the use and enjoyment of adjoining property?

The proposed Design Review designed and arranged to ensure no negative impact on the use and enjoyment of adjoining properties. The expansion—establishing the new Fire Truck Museum as part of the existing Historic Auto Attractions campus—represents a continuation of the current land use and operational conditions that neighboring parcels have long been accustomed to. Because the development maintains the same general orientation, visitor patterns, and site functions already present on the property, it does not introduce new or incompatible activities that could disrupt adjacent lots. The building placement, circulation layout, and overall site design do not alter traffic flows on neighboring properties, and do not increase noise, lighting, or intensity beyond what currently exists. The project enhances the museum’s offerings without changing the established character of the site. Additionally, the architectural design and site improvements have been arranged to align with Village standards, ensuring that the expansion remains visually appropriate. Because the development is an extension of an existing and compatible use, the adjacent lots will continue to enjoy the same conditions they do today, with no anticipated negative impacts on their use or enjoyment.

---

5. How are all of the elements of the proposed Design Review designed and arranged so that they exist harmoniously with nearby existing and anticipated development? Elements to consider include: buildings, outdoor storage areas and equipment, utility structures, building and paving coverage, landscaping, lighting, glare, dust, signage, views, noise, and odors.

All elements of the proposed Design Review have been designed and arranged to exist harmoniously with nearby existing and anticipated development. The proposed building has been sited to comply with all Village required setbacks, ensuring appropriate separation from property lines and maintaining compatibility with adjacent uses. The architectural style, building materials, and scale are consistent with the existing structures on the site, promoting a unified visual appearance that blends into the current development character. Site lighting has been engineered to meet the Village's lighting requirements, ensuring that illumination is directed downward and contained within the site. This approach prevents glare or light spillover onto adjoining properties, maintaining nighttime comfort and safety for visitors and neighbors alike. Paving and building coverage remain within allowable zoning limits, and the overall site layout provides logical and efficient circulation. Landscaping enhancements will soften the parking lot provide visual interest, and maintain a welcoming environment consistent with Village design expectations. Because the museum campus is already established and the expansion is a continuation of its existing function, there will be no additional dust, noise, odors, or operational impacts that would affect nearby properties. Signage will remain consistent with current practices and Village standards, contributing to an orderly and harmonious aesthetic.

---

6. How are noxious emissions or conditions not typical of land uses in the underlying zoning district associated with the proposed Design Review effectively confined so as not to be injurious or detrimental to nearby properties?

N/A - the museum building does not produce noxious emissions or conditions

- 
7. Are there any uses that need to be permitted by exception? Are they necessary or desirable and appropriate with respect to the primary purpose of the development and not of such a nature, or so located, as to exercise a detrimental influence on the surrounding neighborhood? Explain.

The proposed use of museum campus expansion is consistent with the allowed use in the Annexation agreement.

---