

CITY OF WARRENVILLE  
PLAN COMMISSION/ZONING BOARD OF APPEALS  
Minutes of Regular Meeting  
Held on Thursday, January 6, 2022

A. CALL TO ORDER

Plan Commission Ch. Cosgrove called the meeting to order at 7:02 p.m. Ch. Cosgrove explained the opportunity interested parties would have to provide remarks during the Citizens' Comments item of the agenda.

Ch. Cosgrove explained the Citizens' Comments portion of the virtual meeting protocol, including how public comment would be accepted via GoTo Meeting and call in, which would include:

1. Public comment from anyone at City Hall;
2. Public comment from anyone participating in the meeting via GoTo Meeting with camera; and
3. Public comment from anyone participating in the meeting via phone.

Ch. Cosgrove explained all meeting participants should stay muted until they are asked to provide their comment, and start their comment by announcing their name and address. No public comments were received electronically prior to commencement of the meeting.

B. ROLL CALL

PC Present: Tim Cosgrove, Robert Pepple, Jessica Tullier, Byron Miller, Mark Taylor, Erin Schultz, John Lockett, Bob Vavra

Absent/Excused: Elizabeth Chapman

ZBA Present: Tim Cosgrove, Robert Pepple, Byron Miller, Jessica Tullier, John Lockett, Mark Taylor

Absent/Excused: Elizabeth Chapman

Also Present: Community and Economic Development Director Ron Mentzer, Planner/GIS Technician Andrew Kieffer, Recording Secretary Marie Lupo

C. PUBLIC HEARING (*continued from October 21, November 4, 2021, and November 18, 2021*)

1. 28W571 Batavia Road, Warrenville, IL 60555 / Ed Lowrie  
Located east of Warren Avenue, south of the Illinois Prairie Path, west of Batavia Road, north of Manning Avenue  
Project No. VAR2021-1003  
Request for approval of variations from the Warrenville Sign Ordinance to provide relief from wall sign projection restrictions and setback requirements for existing nonconforming drive-thru sign. If approved, the existing corner wall sign would be retained, and an existing drive-thru sign along Stafford Place would be modified into a ground sign.

COM. PEPPLE MOVED, SECONDED BY COM. TULLIER, TO REOPEN THE PUBLIC HEARING.

ZBA ROLL CALL VOTE:

Aye: Cosgrove, Pepple, Miller, Tullier, Lockett, Taylor

Nay: None

Absent/Excused: Chapman

MOTION ADOPTED UNANIMOUSLY.

Ch. Cosgrove asked Pl. Kieffer to provide an update on the request, and he recalled for the Commission that two public hearings have taken place on Sign B, to date. The most updated iteration of the proposed sign can be found on page 6 of the staff report, which also contains the staff-recommended conditions for approval of Sign B. Ch. Cosgrove added that upon request for additional information from the sign company, he learned the overall width/thickness of the proposed sign measures five inches, and the internal structural frame width measures two inches. He suggested an additional condition to the recommended approval conditions that would establish a 60-day timeframe for removal of the old parking lot ground sign and the existing projecting wall sign on the corner of the building (Sign B).

Commissioner comments on proposed Sign B were as follows:

- Com. Pepple – The general consensus at the last meeting was that the bottom portion of the sign be removed. Additionally, he sees no reason to have a big, unattractive sign on the corner of this building if it is not illuminated because, in his opinion, it would be pointless. Having previously worked on the building, he recalled that an electrical cable connects to the existing sign.
- Com. Lockett – The new rendering with different font for each tenant panel appears somewhat out of place; he felt all of the font on the sign should match. He was concerned that the sign design the Applicant proposed did not include accommodations for tenant panels for additional new tenants, which he felt should have the opportunity to be included on the new sign. Com. Lockett also inquired why illumination was not included, as the proposed sign would be ineffective at night, and a business such as Evolet Eve relies on evening patrons.
- Ch. Cosgrove – Highlighted that the staff-recommended conditions would allow Mr. Lowrie to return to the Commission for review and approval of a specific lighting proposal in the future if he decides he wants to illuminate the sign. He recommends down lighting that does not spill over. The current proposal's five-inch width would provide ample room for LED lighting.
- Com. Miller – He shared Com. Lockett's concern regarding number tenant panels that would be provided on the new sign. Although he is not enthused by the proposed sign, he appreciates that Mr. Lowrie brought the businesses to Warrentville. However, it is important for these businesses to be visible, and would welcome internal illumination.
- Com. Schultz – Pointed out that there are ways to effectively provide internal illumination of a five-inch wide sign and agrees that lighting would be appropriate. The panels could be made to have transparency. She was not opposed to external down lighting of the sign.
- Com. Tullier – She is in favor of the proposed sign and that each tenant has input on the design of their panel so as to ensure it reflects the personality of their business.
- Com. Vavra – Based on the verbiage provided on the proposed sign, it is difficult to determine whether the sign reflects one business or three. As tenants rotate or subdivide into smaller spaces, the sign needs to have flexibility. The proposal is an improvement

over a big box. It will be relatively easy to accommodate lighting of some sort. Lighting is important for the tenants attracting patrons to their businesses.

Applicant/site owner Ed Lowrie confirmed the sign would be double sided, with each side being a mirror image of the other. The artwork illustrated in the staff report materials is not representative of how each business will ultimately be displayed on the sign. He feels panels should include the business name and business description, e.g. Butler Accounting. Evolet Eve is of the opinion that it requires more than a logo to communicate that the business is a wine shop. Recycled Cycling has its own sign on Batavia Road; it could therefore be eliminated from the new proposed projecting wall sign, which would allow room for each commercial tenant in the building to have identification along Batavia Road, if the sign consisted of four panels.

As to illumination, Mr. Lowrie replied lighting the sign became complicated in the scope of the variance, and he was of the opinion that the City was not in favor of internal illumination. He indicated that he believed additional sign width would be required to internally illuminate the sign. He stated that each individual tenant panel is spaced to accommodate changing tenants. He felt external lighting could be added at a later time.

COM. LOCKETT MOVED, SECONDED BY COM. PEPPLER, THAT THE ZONING BOARD OF APPEALS RECOMMENDS THE DENIAL OF THE PROPOSED VARIATIONS FOR SIGN C AND APPROVAL OF THE PROPOSED VARIATIONS FOR SIGN B, SUBJECT TO THE CONDITIONS A. THRU C. OUTLINED IN THE STAFF REPORT DATED NOVEMBER 18, 2021, REVISED DECEMBER 22, 2021 AND JANUARY 6, 2022, WITH THE ADDITIONAL CONDITION THAT ALL SIGNS ARE REMOVED WITHIN 60 DAYS.

ZBA ROLL CALL VOTE:

AYE: Cosgrove, Pepple, Miller, Tullier, Lockett, Taylor

NAY: None

ABSENT/EXCUSED: Chapman

MOTION ADOPTED UNANIMOUSLY.

Mr. Lowrie warned that although he has a contractor lined up to remove the sign, he inquired whether he would be granted an extension if the weather did not permit him to do so within 60 days. Ch. Cosgrove replied sign removal would likely only take a couple of hours.

COM. PEPPLER MOVED, SECONDED BY COM. LOCKETT, TO CLOSE THE PUBLIC HEARING.

ZBA ROLL CALL VOTE:

AYE: Cosgrove, Pepple, Miller, Tullier, Lockett, Taylor

NAY: None

ABSENT/EXCUSED: Chapman

MOTION ADOPTED UNANIMOUSLY.

D. CITIZENS' COMMENTS

None.

E. OTHER BUSINESS

1. 3S200 Home Avenue, Warrenville / DuPage County ZBA  
Located north of Route 56, east of Route 59  
Zoning Petition Z21-101 / Nelson  
Request for Conditional Uses to (i) increase the total permitted area of detached accessory buildings from 850 square feet to approximately 1,048 square feet, and (ii) allow an over five-year-old existing shed to remain approximately eight feet from the interior side property line.

Ch. Cosgrove summarized the request to allow retention of four accessory structures on the property. Although Warrenville's Zoning Ordinance allows only two structures, he expressed no objection to retaining these four structures, as is. No other Commissioners expressed comments. He then directed staff to communicate the Commission's opinion to the DuPage County ZBA via the following motion:

CH. COSGROVE MOVED, SECONDED BY COM. MILLER, THAT THE WARRENVILLE PLAN COMMISSION HAS NO OBJECTIONS TO THE PETITIONER'S REQUEST.

ROLL CALL VOTE:

AYE: Cosgrove, Pepple, Tullier, Miller, Taylor, Schultz, Lockett, Vavra

NAY: None

ABSENT/EXCUSED: Chapman

MOTION ADOPTED UNANIMOUSLY.

2. Plan Commission/Zoning Board of Appeals
  - a. Annual Election of Plan Commission Vice-Chairman
  - b. Annual Election of Zoning Board of Appeals Vice-Chairman

THERE BEING NO OBJECTIONS TO THE STATUS QUO, CH. COSGROVE MOVED, SECONDED BY COM. MILLER, THAT COM. PEPPLE BE RETAINED TO SERVE AS BOTH WARRENVILLE PLAN COMMISSION AND ZONING BOARD OF APPEALS VICE-CHAIRMAN.

ROLL CALL VOTE:

AYE: Cosgrove, Tullier, Miller, Taylor, Schultz, Lockett, Vavra

NAY: None

ABSENT/EXCUSED: Chapman

ABSTENTION: Pepple

MOTION ADOPTED.

- c. Annual Reports
  - (i) Warrenville Plan Commission

Review and approval of 2021 Annual Report, which sets forth transactions and recommendations of Plan Commission prior to submission to Mayor and City Council.

Ch. Cosgrove requested the Plan Commission Annual Report be corrected to reflect the Library was granted a three-year Temporary Use Permit that would allow it to host a series of six concerts at Bob Walters Commons in the years 2022-2024.

COM. PEPPLE MOVED, SECONDED BY CH. COSGROVE, TO APPROVE THE 2021 PLAN COMMISSION ANNUAL REPORT WITH THE ABOVE-SUGGESTED CORRECTION.

ROLL CALL VOTE:

AYE: Cosgrove, Tullier, Miller, Taylor, Schultz, Lockett, Vavra, Peple

NAY: None

ABSENT/EXCUSED: Chapman

MOTION ADOPTED UNANIMOUSLY.

Per Ch. Cosgrove's request, Dir. Mentzer provided an update on the following three projects the Commission reviewed in 2021:

- Sundance/Vintage Luxury Homes (28301 Ferry Road) (Public hearings: 2/4/21, 3/18/21, 4/8/21, 5/6/21)

Request for the following special approvals, which together would allow for Vintage Luxury Homes' redevelopment of an approximately 4.63-acre section of existing surface parking lot with a 10-building, 57-unit, townhouse complex and related surface parking, lighting, and landscaping improvements and repurposing the existing 139,900-square foot three-story vacant office building for a co-op shared office space:

- a. Revised Preliminary/Final Plat of Subdivision of Cantera Subarea E, Lot E-1;
- b. Major Amendments to the Cantera General Site Plan Documents and Cantera Development Control Regulations to add "Multi-Family Use Area" to the list of uses permitted within Cantera Subarea E;
- c. Re-designation of an approximately 4.63-acre area of Cantera Subarea E from an Office Park Use Area to a Multi-Family Use Area;
- d. Major Planned Unit Development Amendment for a revised Preliminary Planned Unit Development Special Use Permit for Subarea E;
- e. Revised Preliminary Planned Unit Development for the 14.8-acre office lot;
- f. Preliminary Planned Unit Development and various Site Specific Amendment to the Cantera Development Control Regulations for the 4.63-acre residential lot; and
- g. Any other site specific or general amendments to the Cantera Development Control Regulations, General Site Plan Documents, or site specific amendments to the Warrenville Zoning Ordinance that may be required for this project.

Since City Council preliminary approval was granted in the summer of 2021, the Applicant has been marketing the entire property for sale. During the last six months, staff has had numerous

contacts from commercial or industrial developers looking at buying it, none of which are interested in developing the project the City Council approved. The initial Sundance contact no longer works for the company; Dir. Mentzer has left a message for the owner of the company, to no avail. The property is currently listed on LoopNet, which is a commercial brokerage realty site similar to Zillow and Realtor.com. In his opinion, it does not appear the property owner has any intent to develop the property in a manner that would be consistent with the 2021 approved preliminary plans.

- Graefen Development, Inc./Elite Ambulance (3S140 Talbot Avenue) (Public hearings: 4/22/21 (Re-scheduled) 5/6/21, 5/20/21, 6/10/21, 7/8/21)

Request for the following PUD approvals, which would allow Elite Medical Transportation, LLC to develop the approximately 2.53-acre vacant site with a 23,500-square foot office/warehouse building and associated parking, landscaping and stormwater management improvements, and operate an ambulance transportation service office, vehicular storage, and maintenance business:

- a. Allow for the operation of a Motor Vehicle Terminal per Table 3A and Section 8.C.3;
- b. Reduce the minimum interior side yard building setback required per Table 4C;
- c. Eliminate parking lot planting islands at the end of parking rows and increase the maximum spacing between parking lot planting islands required in Section 11.G;
- d. Exceed maximum driveway width permitted per Table 5G; and
- e. Any other PUD exceptions/variations necessary for the implementation of the proposed PUD plans.

Since receiving preliminary PUD approval from the City Council in the summer of 2021, Elite has been actively working with staff on revisions for final PUD approval. The City received their most recent revised final plan submittal last week, and it is currently under review. They will likely appear before the Commission in the next couple of months requesting final PUD approval. The applicant and owner are interested in moving forward with building permits as soon as the weather permits in the spring, if approved.

- Chicago Motor Cars (30W225 Ferry Road)

Potential request for revised Preliminary and Final PUD Special Use approval with a reduced front yard parking setback for indoor motor vehicle sales and limited outdoor display of motor vehicles.

The Commission conducted a June 10, 2021, Courtesy Review on this proposal and encouraged the owner/developer to move forward. Staff worked with the developer and his consulting design team throughout last fall. In staff's most recent conversation with the developer on December 22, 2021, he confirmed his intent to move forward with the project in an effort to obtain preliminary and final approvals by early spring.

- (ii) Warrenville Zoning Board of Appeals  
Review and approval of 2021 Annual Report, which sets forth transactions and recommendations of Zoning Board of Appeals prior to submission to Mayor and City Council.

COM. PEPPLE MOVED, SECONDED BY CH. LOCKETT, TO APPROVE THE ZONING BOARD OF APPEALS 2021 ANNUAL REPORT.

ZBA ROLL CALL VOTE:

AYE: Cosgrove, Tullier, Miller, Taylor, Lockett, Pepple

NAY: None

ABSENT/EXCUSED: Chapman

MOTION ADOPTED UNANIMOUSLY.

- d. FY 2023 Work Plan  
Review and approval of draft 2023 PC/ZBA Work Plan

Dir. Mentzer summarized that the City is in the FY 2023 budget preparation process, which year runs from May 1, 2022 thru April 30, 2023. As part of this process, each department and commission is asked to prepare a work plan with prioritized initiatives, which will be presented to the City Council to ensure that (i) staff and the City Council are in agreement, and (ii) any costs associated with activities reflected in the work plan are appropriately accounted for in the in-progress City budget that is being developed for FY 2023.

Pl. Kieffer presented a PowerPoint presentation on the form-based zoning overlay district initiative, as follows:

Mixed-use development is pedestrian-friendly development that blends two or more residential, commercial, retail, or office uses. An example of this type of development is the former Citgo property (10/19/21 Public Input Meeting), which the City would like to develop in this manner. This form of development offers the following:

- Improved walkability;
- Increased private investment;
- Economic revitalization;
- Housing stock diversification and equity (“Missing-Middle”);
- Land-use optimization;
- Fiscal and environmental sustainability; and
- Enhanced place-identity in important city centers.

Hurdles to this type of development include:

- Current Zoning Ordinance does not effectively permit missing-middle housing and traditional mixed-use development;
- Creates an overdependence on cumbersome/costly PUD processes;
- Encourages suburban auto-oriented development; and
- Inhibits small-scale pedestrian-oriented development.

Form-based codes deemphasize "use" and “density” as the primary means of regulating land, and instead focus on the visual aspect of development. They improve the efficiency of municipal review, effectively permit a diverse mix of uses, and result in a project form attractive to local businesses and their patrons. They are a holistic consideration of the public and private realm.

The City has plans such as the Old Town/Civic Center Subarea Plan, and Implementation Action Plan that suggest the City "consider subarea-specific overlay district with form-based code elements." The City's Strategic Plan, Economic Development Objective similarly suggests the City identify ways to "stimulate desirable mixed use redevelopment and new community gathering places in the Old Town/Civic Center Area."

The City's goal is to implement a public planning process that culminates in the adoption of a new form-based zoning overlay district which would help the City attract desirable mixed use and missing middle projects in and near the Old Town/Civic Center Area. The process would:

- Define the desired standards and specific code amendments that would support traditional, pedestrian oriented mixed-use projects and missing middle housing, and
- Include a data-based analysis to identify which parcels in the community would be most suitable for this overlay district.

Com. Pepple expressed support for overlay districts and felt they would be the wave of the future. He inquired how they would be quantified when decisions on attractiveness are subjective views. Pl. Kieffer replied one of the goals of the public planning process is to bring people together and find agreement on general acceptable standards for quality development. Prospective developers would be aware of these standards.

Com. Vavra inquired whether other areas within the City would be suitable locations for this type of development. Pl. Kieffer replied a data-based analysis may potentially identify other areas for this type of development; however, there is existing context and data substantiating the Old Town and Civic Center areas as most suitable at this time. He assured Com. Vavra that the document outlining the standards could be replicated in future projects.

Com. Miller requested clarification on the location of Old Town; Dir. Mentzer informed him. He then inquired if the Batavia/Route 59 intersection would be a good location for this type of development. Ch. Cosgrove expressed his opinion that Tom's Market is over-parked and could potentially be another location for mixed-use development.

Pl. Kieffer replied urban arterial roads are auto oriented, rather than pedestrian oriented, with buildings that have large setbacks and parking lots in front of buildings. These scenarios are not typically suitable for pedestrian-friendly, mixed-use development. Dir. Mentzer added that form-based zoning overlay districts involve a planning process structured to invite public input. If the public expresses a desire to change orientation of development that currently exists at Batavia/Route 59, an opportunity exists for a form-based code. However, it must have market support.

Dir. Mentzer agreed with a suggestion by Ch. Cosgrove that the work plan be adjusted to include a general statement about working on Zoning Code amendments that materialize as issues throughout the year. He summarized commercial and residential parking standards would be prioritized in the 2023 Work Plan. The 2022 Work Plan identifies a series of text amendments that would be finalized prior to the end of the current fiscal year, i.e., parking lot surfacing, banning barbed wire, reclassifying modifications to approved PUD landscape plans as minor

amendments, adjusting residential lot coverage regulations, and adjusting parking lot lighting requirements.

CH. COSGROVE MOVED, SECONDED BY COM. MILLER, THAT THE PLAN COMMISSION FORWARD THE FY 2023 WORK PLAN TO CITY COUNCIL, WITH THE ADDED RECOMMENDATION THAT STAFF INCLUDE ADDITIONAL LANGUAGE REGARDING POTENTIAL SUPPLEMENTARY TEXT AMENDMENTS TO THE WORK PLAN.

ROLL CALL VOTE:

AYE: Cosgrove, Tullier, Miller, Taylor, Schultz, Lockett, Vavra, Pepple

NAY: None

ABSENT/EXCUSED: Chapman

MOTION ADOPTED UNANIMOUSLY.

F. APPROVAL OF MINUTES

1. Regular Meeting of November 18, 2021

COM. PEPPLE MOVED, SECONDED BY COM. TULLIER, TO APPROVE THE NOVEMBER 18, 2021, MINUTES.

ROLL CALL VOTE:

AYE: Cosgrove, Tullier, Miller, Taylor, Schultz, Lockett, Vavra, Pepple

NAY: None

ABSENT/EXCUSED: Chapman

MOTION ADOPTED UNANIMOUSLY.

G. CHAIRMAN'S REPORT

Ch. Cosgrove wished everyone a prosperous new year, despite Covid and the anniversary of the insurrection.

H. COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR'S REPORT

No report.

I. PLANNER'S REPORT

Pl. Kieffer reported a potential minor amendment may be reviewed at the next meeting.

J. ADJOURN

CH. COSGROVE MOVED, SECONDED BY COM. PEPPLE, TO ADJOURN THE MEETING AT 8:15 P.M.

ROLL CALL VOTE:

Aye: Cosgrove, Pepple, Miller, Tullier, Taylor, Schultz, Lockett, Vavra

Nay: None

Absent/Excused: Chapman

MOTION ADOPTED UNANIMOUSLY.

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Marie Lupo, Recording Secretary