

CITY OF WARRENVILLE
PLAN COMMISSION/ZONING BOARD OF APPEALS
Minutes of Regular Meeting
Held on Thursday, May 18, 2023
At Warrenville City Hall
28W701 Stafford Place

A. CALL TO ORDER

Chairman Cosgrove called the meeting to order at 7:00 p.m.

B. ROLL CALL

PC Present: Tim Cosgrove, Jessica Tullier, Mark Taylor, Kennedy Hartsfield, Byron Miller, Carla Sanfilipp

Excused/Absent: Rachael Fawell, Bob Vavra

ZBA Present: Tim Cosgrove, Jessica Tullier, Mark Taylor, Carla Sanfilipp, Byron Miller

Excused/Absent: Bob Vavra

Also Present: Mayor Brummel, Community and Economic Development Director Ron Mentzer, Assistant Community Development Director Consuelo Arguilles, Planner/GIS Technician Jack Maszka, Permit and Zoning Technician Chris Santos

(Informational note: A detailed report of the proceedings and transcript of the testimony provided during this public hearing was prepared by Pamela Cosentino of Veritext Legal Solutions. A copy of the transcript is available from the City's Community Development Department. The following meeting minutes reflect the key points presented and discussed during the public hearing.)

C. OLD BUSINESS

1. 28W050 Warrenville Road/Casey's Retail Company/Richard McMahon
Located on the northeast corner of Warrenville Road and Winfield Road
Project No. SUP-2022-1004 *(Continued Public Hearing)*

CHAIRMAN COSGROVE MADE A MOTION TO REOPEN THE PUBLIC HEARING FOR 28W050 WARRENVILLE ROAD. SECONDED BY COMMISSIONER TULLIER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

Chairman Cosgrove stated that Casey's Retail Company needed more time to submit revisions to staff and has requested a continuation of this meeting to be moved to the June 8, 2023 meeting.

CHAIRMAN COSGROVE MADE A MOTION TO FOR THE PLAN COMMISSION TO CONTINUE THE MEETING TO JUNE 8, 2023. SECONDED BY COMMISSIONER TAYLOR. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION APPROVED. MOTION CARRIED.

2. 4S120 N. IL. Route 59 /NuMed Partners LLC./NuEra/Jim Hughes
Located within City of Warrenville corporate boundaries, at the northwest corner of Route 59 and Ferry Road
Project No. SUP-2023-0003 (*Continued Public Hearing*)

COMMISSIONER MILLER MADE A MOTION TO REOPEN THE PUBLIC HEARING FOR 4S120 N. IL. ROUTE 59. SECONDED BY COMMISSIONER TULLIER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION APPROVED. MOTION CARRIED.

Chairman Cosgrove recapped with the Plan Commissioner the applicants request to remove the Reserve Online Pick-up Express (“ROPE”) System from their original Special Use Permit (SUP) as their only form of commerce and leave the canopy at the building as is and not tear it down as originally was approved for in their original SUP.

Commissioner Miller asked Jim Hughes, who is the representative from NuEra, how the ROPE system is being used currently at their other locations and suggested to keep using the ROPE system at certain times to avoid a backup in traffic.

Mr. Hughes stated that about half of their business will consist of walk-in customers and the other half will consist of using the ROPE system. Mr. Hughes mentioned they are not eliminating the ROPE system completely and plan on using it when the demand is high.

Commissioner Hartsfield asked Mr. Hughes if they are in charge of maintaining the canopy while also leasing the building.

Chairman Cosgrove asked Mr. Hughes if the parking improvements and the roof be fixed.

Mr. Hughes stated that his company will be in charge of maintaining the building and in fact will be making improvements all around the facility including fixing the roof that is in need of repair.

CHAIRMAN COSGROVE MADE A MOTION THAT THE PLAN COMMISSION RECOMMENDS CITY COUNCIL APPROVAL OF THE SPECIAL USE PERMIT FOR AN ADULT USE CANNABIS DISPENSARY AT THE SUBJECT PROPERTY SUBJECT TO THE APPLICANT COMPLYING WITH THE STAFF RECOMMENDED APPROVAL CONDITIONS OUTLINED IN SECTION II OF THE MAY 11, 2023 COMMUNITY DEVELOPMENT DEPARTMENT STAFF REPORT SPECIFICALLY FOR NOT REQUIRING THE USE OF THE ROPE SYSTEM EXCLUSIVELY AND TO KEEP THE EXISTING CANOPIES AND MAINTAIN THE DRIVE THRU CANOPY. SECONDED BY COMMISSIONER TULLIER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

CHAIRMAN COSGROVE MADE A MOTION TO CLOSE THE PUBLIC HEARING FOR 4S120 N. IL ROUTE 59. SECONDED BY COMMISISONER TULLIER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

3. City of Warrenville Zoning Ordinance Flag Lots and Lots Without Street Lines Text Amendments (*Continued Public Hearing*)

CHAIRMAN COSGROVE MADE A MOTION TO REOPEN THE PUBLIC HEARING FOR THE CITY OF WARRENVILLE ZONING ORDINANCE FLAG LOTS AND LOTS WITHOUT STREET LINES TEXT AMENDMENT. SECONDED BY COMMISSIONER TULLIER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION APPROVED. MOTION CARRIED.

ACDD Arguilles stated the intent of this specific amendment is to clarify by what the definition of flag lots is, where the setbacks will be applicable and the same for interior lots that have no street frontages.

Chairman Cosgrove reviewed the proposed changes with the Plan Commission. Chairman Cosgrove mentioned that the items that have been cleared up are:

- The 40 foot setback from the lot that adjoins the key lot or the reserve lot in front of it.
- The reserve strip is separate and apart from it.
- In regards to lots with no street frontage, the interior side yard is now the minimum front yard setback.

Commissioner Miller supported the proposed text amendments.

No questions from the public.

CHAIRMAN COSGROVE MADE A MOTION THAT THE PLAN COMMISSION RECOMMENDS CITY COUNCIL APPROVAL OF TEXT AMENDMENTS TO THE ZONING ORDINANCE TO UPDATE THE DEFINITION AND REGULATION OF FLAG LOTS AND LANDLOCKED LOTS AS PROPOSED IN EXHIBIT A OF THE MAY 11, 2023 COMMUNITY DEVELOPMENT DEPARTMENT STAFF REPORT. SECONDED BY COMMISISONER MILLER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

CHAIRMAN COSGROVE MADE A MOTION TO CLOSE THE PUBLIC HEARING FOR THE CITY OF WARRENVILLE ZONING ORDINANCE FLAG LOTS AND LOTS WITHOUT STREET LINES TEXT AMENDMENT. SECONDED BY COMMISISONER TULLIER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

4. City of Warrenville Zoning Ordinance Parking Text Amendment (*Continued Public Hearing*)

CHAIRMAN COSGROVE MADE A MOTION TO REOPEN THE PUBLIC HEARING FOR THE CITY OF WARRENVILLE ZONING ORDINANCE PARKING TEXT AMENDMENT. SECONDED BY COMMISSIONER SANFILIPP. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION APPROVED. MOTION CARRIED.

Planner Maszka stated that staff has proposed changes to the parking requirements for residential homes and that list includes:

- In Table 5D of the required number of off-street parking spaces for residential and lodging use, staff proposes to alter the “Residential” table and change the verbiage to “Multi-Family Residential”. Staff proposes to eliminate the parking requirements based on the number of bedroom units of the home and make the new requirements based on it being “One Required Parking Space per Bedroom”.
- In Table 5D of the required number of off-street parking spaces for residential and lodging use, staff proposes adding a new table for “Single Family Detached Residential” and make the parking requirements based on the square footage of the home.
- In Table 5D, under footnote “A”, change the verbiage to “Includes single family attached, townhouse, duplex, multi-family dwelling units, and manufactured homes. No more than 4 spaces shall be required per dwelling unit. Efficiency units shall require one parking space.”
- In Table 5D, add footnote “F” which states “For those single family attached, townhouses, duplex developments, and multifamily buildings with more than 10 total units, 0.25 spaces per dwelling unit for guest parking is required. If under 10 units then no requirement for guest parking.”

Planner Maszka also stated that staff has proposed changes to the parking requirements for commercial and industrial use. In Table 5E of the required number of off-street parking spaces for non-residential and non-lodging uses, staff proposes the following changes to the minimum amount of parking spaces per 1,000 square feet required for the following industries:

- Under the category “Medical”, staff proposes to reduce the required minimum parking spaces per 1,000 square foot for a “Clinic” from five to three.
- Under the sub-category “Animal Hospital”, staff proposes to raise the required minimum parking spaces per 1,000 square foot from 2.5 to 3.
- Under the category “Office Building” staff proposes to reduce the required minimum parking spaces per 1,000 square foot from four to three and also remove footnote “U” under Table 5E that reads” Applies to offices generally attracting employees but not customers. Offices that regularly attract customers such as real estate, insurance, tax

- preparation, and the like shall meet the standard for Other Retail and Personal Service uses.”
- Under the category “Shopping Center” staff proposes to remove the minimum parking spaces requirements based on the over/under 400,000 – 600,000 square foot minimum to be three parking spaces per 1,000 square feet.
 - Under the category “Department Store”, staff proposes to reduce the required minimum parking spaces per 1,000 square foot from four to three.
 - Under the category “Supermarket or Food Store”, staff proposes to reduce the required minimum parking spaces per 1,000 square foot from four to three.
 - Under the category “Hardware Store”, staff proposes to reduce the required minimum parking spaces per 1,000 square foot from 3.5 to 3.
 - Under the category “Bank or Financial Institution”, staff proposes to reduce the required minimum parking spaces per 1,000 square foot from four to two.
 - Under the category “Tavern”, staff proposes to reduce the required minimum parking spaces per 1,000 square foot from 16 to 8.
 - For the category “Restaurant”, under the sub-category “Carry Out Only”, staff proposes to reduce the required minimum parking spaces per 1,000 square foot from 10 to 5.
 - For the category “Restaurant”, under the sub-category “Drive In and Eat In”, staff proposes to reduce the required minimum parking spaces per 1,000 square foot from 20 to 10.
 - For the category “Restaurant”, under the sub-category “Eat in, No Drive In”, staff proposes to reduce the required minimum parking spaces per 1,000 square foot from 16 to 8.
 - Under the category “Mortuary”, staff proposes to reduce the required minimum parking spaces per 1,000 square foot from five to four.
 - Under the category “Other Retail Personal Service”, staff proposes to reduce the required minimum parking spaces per 1,000 square foot from five to three.
 - Under the category “Adult use Cannabis Dispensary”, staff proposes to reduce the required minimum parking spaces per 1,000 square foot from six to four.
 - Under the footnotes for table 5E, staff proposes to change line “N” to read, “0.75 spaces per 1,000 square feet up to 100,000 square feet and 0.5 spaces per 1,000 square feet thereafter.” This applies to Warehousing, Testing and Research spaces.
 - Under the footnotes for table 5E, staff proposes to change line “S” to read, “Plus one space(s) per 2,500 square feet of open sales lot area. Does not apply to vehicle or rental establishments.”
 - Under the footnotes for table 5E, staff proposes to remove line “U entirely. This line will apply to the Office category requirements.
 - In the Zoning Ordinance, add to *Chapter 5 Off-Street Parking & Loading*, an administrative discretion clause that would allow the Community and Development Director to an administratively reduce standard parking requirements on a case-by-case basis if a reduction of up to 20% is requested.

After each proposed change was listed a lengthy discussion commenced regarding the proposed parking text amendments. The following are comments from the discussion:

- Chairman Cosgrove supports the proposed parking changes for multi-family homes and prefers the single family homes parking requirements not be changed.
- Commissioner Miller supports the proposed changes.
- Director Mentzer stated the intent for these proposed parking changes is to reduce the potential damage that extra parking has environmentally, economically and towards the character of the community. Director Mentzer mentioned that by giving more parking upfront it will encourage more cars. Director Mentzer suggested leaving it up property owners and developers to ask for more parking rather than be given upfront.
- Commission Tullier stated that any single family detached dwelling unit should have two parking spaces and the parking requirements should not go lower than that.
- Commissioner Taylor stated he was neutral on the proposed changes.
- Commissioner Hartsfield mentioned that Animal Hospitals may require more parking than the proposed three spaces per 1,000 square feet.
- Assistant Community Development Director stated that these proposed changes are a starting point and staff may have to re-evaluate the parking requirements down the line again based on the type of business needs. ACDD Arguilles mentioned after COVID-19 the need for parking for certain types of industries have changed and so should the parking requirements.
- Mayor Brummel stated that in his past experience most developers should know how much parking they need for their project and the City of Warrenville should not overregulate the parking requirements for their parking needs.
- Commissioner Miller asked if staff requires a traffic analysis for new developments.
- Director Mentzer stated the City generally does not require a traffic study for a new development unless the developer is asking for a variance from the existing parking approvals and then they use the traffic analysis to justify the variance request.
- Plan Commission members supported most of the proposed off-street parking space requirement changes for non-residential and non-lodging uses.
- Natalie Clemens who resides in the Lexington Trace Townhomes on Barkley Avenue suggested to the Plan Commission to consider leaving the parking requirements lower for Animal Hospitals but adding the per person design capacity to the parking space requirements.
- Ms. Clemens suggested adding to Note G on Table 5E of the proposed off-street parking space requirement changes for non-residential and non-lodging uses, to have the Adult Use Cannabis Dispensary drive thru parking be consistent for the per person design capacity.
- Director Mentzer suggested to leave it alone until the state approves drive thru service for adult use cannabis dispensaries so it does not mislead people in the ordinance.
- Ms. Clemens shared with the Plan Commission the cost difference between a permeable paver lot and an asphalt lot. Ms. Clemens stated it cost \$35 per square foot

and a standard asphalt lot cost \$30 per yard which is a ten times difference in cost when it comes to parking construction cost.

Chairman Cosgrove asked Planner Maszka to make some revisions to the language of some of the proposed changes, provide backup information on the animal hospitals parking requirements and provide more context to the next meeting for further discussion on the single family detached parking requirements.

CHAIRMAN COSGROVE MADE A MOTION TO CONTINUE THE PUBLIC HEARING TO THE JUNE 22, 2023 MEETING. SECONDED BY COMMISSIONER TULLIER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

D. PUBLIC COMMENTS*
None

E. APPROVAL OF MINUTES
1. Regular Meeting May 4, 2023

CHAIRMAN COSGROVE MADE A MOTION TO APPROVE THE MINUTES OF THE MAY 4, 2023 MEETING AS AMENDED. SECONDED BY COMMISSIONER HARTSFIELD. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. COMMISSIONER MILLER ABSTAINED. MOTION PASSED. MOTION CARRIED.

F. CHAIRMAN'S REPORT
Chairman Cosgrove acknowledged Director Mentzer for his distinguished career. Chairman Cosgrove mentioned that he spoke highly of Director Mentzer at the last City Council meeting and wishes him well into his retirement.

G. COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR'S REPORT
Director Mentzer thanked staff, the Plan Commission, and Zoning Board of Appeals members for their voluntary time, hard work, and contribution to the City of Warrenville. Director Mentzer urged all members to continue to trust the process and be open minded when new projects are presented. Director Mentzer also introduced new Community and Economic Development Director Amy Emery. New Director Emery briefly introduced herself and shared her background and work experience to the Plan Commission and Zoning Board of Appeals.

H. ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR'S REPORT
ACDD Arguilles wished Director Mentzer well in his upcoming retirement and thanked him for his contributions and dedication to the City of Warrenville and welcomed new Community and Economic Development Director Amy Emery.

I. PLANNER'S REPORT

Planner Maszka thanked Director Mentzer for his mentorship during his time here at the Community Development Department and wished Director Mentzer a happy retirement.

J. MAYOR'S REPORT

Mayor Brummel praised Director Mentzer for his years of leadership and dedication to his job. Mayor Brummel added that Director Mentzer is role model for many and leaves an everlasting mark in the community and wishes him well in his retirement.

K. ADJOURN

COMMISSIONER SANFILIPP MOVED, SECONDED BY COMMISSIONER TULLIER TO ADJOURN THE MEETING AT 8:46 P.M. MOTION ADOPTED UNANIMOUSLY VIA VOICE VOTE.

Chris Santos, Permit and Zoning Technician