

CITY OF WARRENVILLE  
PLAN COMMISSION/ZONING BOARD OF APPEALS  
Minutes of Regular Meeting  
Held on Thursday, July 20, 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, Rachael Fawell, Natalie Clemens, Byron Miller, Mark Taylor, Kennedy Hartsfield

Excused: Carla Sanfilipp, Bob Vavra, Jessica Tullier

ZBA Present: Tim Cosgrove, Byron Miller, Mark Taylor, Kennedy Hartsfield

Excused: Bob Vavra, Carla Sanfilipp, Jessica Tullier

Also Present: Amy Emery, Assistant Community Development Director Consuelo Arguilles, Planner/GIS Technician Jack Maszka, Permit, Senior Civil Engineer Kristine Hocking, and Zoning Technician Chris Santos

C. NEW BUSINESS

1. 28W770 Warrenville Road & 3S419 Rockwell Street / Michael DeRenzo / Holy Transfiguration Orthodox Church (*Public Hearing*)  
Located at the northeast corner of Rockwell Street and Warrenville Road

CHAIRMAN COSGROVE MADE A MOTION TO OPEN THE PUBLIC HEARING FOR 28W770 WARRENVILLE ROAD AND 3S419 ROCKWELL STREET. SECONDED BY COMMISSIONER MILLER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

After being sworn in, Michael DeRenzo who is the Treasurer for the Holy Transfiguration Orthodox Church and Tim Frisbie, who is the Site Engineer, stated they are petitioning to:

- Improve and expand their existing parking lot.
- Upgrade the parking lot from gravel to pavement.
- Add lighting to the parking lot.
- Consolidate 4 parcels into one lot.
- Improve the landscape surrounding the parking lot.

Commissioner Hartsfield asked what their long term plans were if their congregation were to grow.

Mr. DeRenzo stated that they currently have 60 parishioners and they would need to essentially double in size to consider expanding the church building.

Commissioner Miller asked for clarification what is being removed and what is being replaced along the parking lot area.

Engineer Frisbie stated that there is a garage behind the church building that will be demolished in order to make way for additional parking spaces. Engineer Frisbie also stated that the curb along the Warrenville Road parking entrance will be removed and replaced with an addition to a storm sewer there.

Chairman Cosgrove asked City Senior Civil Engineer Kristine Hocking if there are any existing city utilities in the utility easement.

Senior Civil Engineer Hocking stated there are no city utilities in the utility easement however, there may be Comed or Nicor utilities in there that the city may not be aware of. If the proposed plans were to vacate that easement then all other utility companies would have to be notified.

Chairman Cosgrove asked why the sidewalk was getting replaced along Warrenville Road and to explain their landscape plan on the east side of the parking lot. Engineer Frisbie stated that the reason for replacing the sidewalk along Warrenville Road is due to the grading. Engineer Frisbie mentioned that they plan to add additional trees, bushes and shrubs along the east side of the parking lot to allow for additional screening.

Commissioner Fawell asked how many light poles will be installed in the parking lot and if they are following the lighting plan in the city zoning ordinance.

Engineer Frisbie stated that there will be four light poles installed in the parking lot.

Senior Civil Engineer Hocking stated that the photometric plan that was submitted by the applicant has the light poles being installed with Led lighting on timers and gave them instructions to reduce the temperature of the lighting since this church is in residential neighborhood.

After being sworn in Anthony Ingrao, who resides at 3S403 Rockwell Street, which is the second house North of the project, made public comments addressing his concern for the possible future expansion of the church and the consolidation of the four lots. Mr. Ingrao mentioned he was concerned that if the lots were to consolidate then the presence of the church and their business would be closer to his house and did not think it was necessary to consolidate the lot next to his home. Mr. Ingrao stated he would like the church to maintain the lot next to him as a residential property as it is today.

Chairman Cosgrove mentioned if anything were to change with the lot next to him there would be buffer zones in place as well as additional screening with the landscape to block out as much of the lot next to him.

Assistant Community Development Director Arguilles stated if the church requested to expand in the future then they would have to go thru the public hearing process again and send out notices to residents around the area so that residents' concerns can be addressed at that time. ACDD Arguilles mentioned that a new site plan approval for the lot would be needed if they were to propose changes to the existing site plan.

Mr. DeRenzo stated the current vision for this lot is to keep the residential house as is and use it to offer housing to parishioners and family members.

Commissioner Hartsfield asked Mr. DeRenzo if they would consider not including the northern lot in the plat consolidation.

Mr. DeRenzo mentioned that when the plans included going into a utility easement that his engineers suggested consolidating all the lots into one parcel which would make it easier to present to the city.

Planner Maszka stated if the church were to expand from the northern lot then the church would have to enter into a covenant agreement with the City of Warrenville which is not a public hearing process.

Commissioner Clemens asked if the consolidation of the lots affect the shared driveway on northern residential lot.

Mr. DeRenzo stated that they have a good relationship with the neighbor of that lot and the neighbors primarily use the driveway.

ACDD Arguilles stated that property is an older lot and in the city it is not uncommon for some lots to share driveways without recorded shared covenants. ACDD Arguilles mentioned this proposal does not include any changes to the residential lot and no site plan approvals so there is no action required at this time.

No other public comments were made.

COMMISSIONER MILLER MADE THE MOTION FOR THE PLAN COMMISSION TO RECOMMEND CITY COUNCIL APPROVAL OF THE HOLY TRANSFIGURATION CONSOLIDATION PLAT WITH ADDITION OF THE CHAIRMAN AND SECRETARY OF THE PLAN COMMISSION TO SIGN THE PLAT CONSOLIDATION. SECONDED BY COMMISSIONER TAYLOR. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

COMMISSIONER MILLER MADE THE MOTION FOR THE ZONING BOARD OF APPEALS GRANT APPROVAL OF REQUESTED LANDSCAPE RELIEF OUTLINED IN SECTION III OF THIS JULY 20, 2023 COMMUNITY DEVELOPMENT DEPARTMENT STAFF REPORT AND THE ZONING BOARD OF APPEALS RECOMMEND CITY COUNCIL APPROVAL OF A VARIATION TO REDUCE THE NUMBER OF REQUIRED OFF-STREET PARKING SPACES FROM 32 SPACES TO 25 SPACES AND TO REDUCE THE REQUIRED PARKING LOT SETBACK FROM 20 FEET TO 10 FEET. SECONDED BY COMMISSIONER TAYLOR. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

CHAIRMAN COSGROVE MADE A MOTION FOR THE PLAN COMMISSION TO APPROVE THE SITE PLAN TO PERMIT MULTIPLE PRINCIPLE BUILDINGS AND USES ON ONE LOT. SECONDED BY COMMISSIONER MILLER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

CHAIRMAN COSGROVE MADE A MOTION TO CLOSE THE PUBLIC HEARING. SECONDED BY COMMISSOINER MILLER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

D. OLD BUSINESS

1. City of Warrentville Zoning Ordinance Lighting Amendments  
(Continued Public Hearing)

CHAIRMAN COSGROVE MADE A MOTION TO OPEN THE PUBLIC HEARING FOR THE CITY OF WARRENVILLE ZONINIG ORDINANCE OUTDOOR LIGHTING TEXT AMENDMENTS. SECONDED BY COMMISSIONER FAWELL. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

Chairman Cosgrove stated that there has been updates to the proposed outdoor lighting text amendments by staff and asked Senior Civil Engineer Hocking if there were any new guidelines put into the revised staff report on the requirement on adding timers for parking lot lights.

Senior Civil Engineer Hocking stated staff will leave the requirement of timers up to the applicants when they bring in their proposal and staff will review on a case by case basis.

Senior Civil Engineer Hocking presented to the Plan Commission an update on what has changed on the revised text amendment proposals. Senior Civil Engineer Hocking shared the following update:

- In “Chapter 5: Off-Street Parking and Loading”, staff proposes to revised parking lot lighting requirements to increase the number of parking spaces which requires parking lot lighting from eight spaces to fifteen spaces and revise the Parking Site Plan, Access, Marking, Wheel Guards or Curbing, Driveway Standards, and Photometric Plan requirements to reflect the proposed updated minimum.
- Staff also proposes to remove language requiring outdated lighting standards in 12. ILLUMINATION
- In “Chapter 9: Performance Standards” staff proposes to update Table 9c.
- Including wider administrative approval.
- Update note [b] to introduce a 20 F/C average and maximum illumination of 30 F/C for gas canopies.
- Revise the Activity Level Definitions to fit with zoning uses.
- Adjust fixture specifications to prohibit tilting lenses to minimize glare.
- Prohibit installation of fixtures with Correlated Color Temperature (CCT) of greater than 4000 K to minimize glare.
- Required timers to all parking lots that require a photometric plan.

Senior Civil Engineer Hocking stated that staff has taken all of the Plan Commission’s feedback since the last meeting and made the following changes/clarifications to the proposed text amendments:

- Added a “sun setting” clause.
- Clarified Activity Level definitions.
- Clarified minimum dimming foot candle level.
- Removed language related to requiring specific equipment (i.e. photocell or timers) that can be used to reduce the amount of parking lot lighting during specific times.
- Lighting of signs will be covered with future Sign Ordinance updates.
- The lighting amendment is specific to performance standards. These requirements can be achieved with conventional or solar equipment.

Chairman Cosgrove asked Senior Civil Engineer Hocking if there is a downside to not putting solar on the canopy of a gas station.

Senior Civil Engineer Hocking stated that the City of Warrenville and its staff are working on updating the “Strategic Plan” that the city last updated back in the year 2015. Senior Civil Engineer Hocking mentioned the “Strategic Plan” may include that provision but, with the update in technology staff could always propose newer text amendments if needed in the future.

Commissioner Hartsfield asked staff when to expect a draft of the “Strategic Plan” to be shared with the Plan Commission.

Community and Economic Development Director Emery stated staff has completed the RFP to hire a consultant. Director Emery mentioned interviews would start in September and after that the consultant that is hired would work with staff and city council on constructing an updated “Strategic Plan”.

Chairman Cosgrove suggested making a change to “Table 9D: Traditional Office Lighting section.” Chairman Cosgrove suggested for light source it should be changed from Incandescent Lamps to LED lighting.

Planner Maszka stated there are only a couple Transitional Office Districts in the city and they mentioned as long as they meet the required color temperature then it will be complaint. Planner Maszka mentioned if it were to change to LED then it may encourage developers to push in raising the color temperature.

Senior Civil Engineer Hocking stated she is open to striking the light source as incandescent lamps from Table 9D and leaving it to staff to review case by case.

Chairman Cosgrove suggested leaving footnotes (a) and (b) in Table 9D next to where “Light Source” will be and remove incandescent language from that table.

Commissioner Miller asked for a clear definition between high intensity motorist service and motorist service uses.

Senior Civil Engineer Hocking stated that an example of a high intensity motorist service would be a gas station and a motorist service use would be an auto repair shop.

Planner Maszka clarified that motorist service use is in the B-4 zoning district. In this zoning district there can be restaurants, small retail shops and gas stations. Planner Maszka mentioned the difference between the two motorists services would fall based on the type of business even though they might fall under the same zoning district.

Senior Civil Engineer Hocking stated the developer would come to the city with their proposal in the early stages of concept and staff would let the developer know what motorist service activity level they would fall under and direct them to what type of lighting would be required.

CHAIRMAN COSGROVE MADE THE MOTION FOR THE PLAN COMMISSION TO RECOMMEND CITY COUNCIL APPROVAL OF TEXT AMENDMENT TO THE OFF-STREET PARKING AND LOADING AND PERFORMANCE STANDARDS CHAPTERS OF THE ZONING ORDINANCE AS PROPOSED IN EXHIBIT A WITH ADDITION TO STRIKING THE WORD INCANDESCENT LIGHTS FROM TABLE 9D. SECONDED BY COMMISSIONER MILLER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

CHAIRMAN COSGROVE MADE A MOTION TO CLOSE THE PUBLIC HEARING. SECONDED BY COMMISSIONER MILLER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION APPROVED.

E. PUBLIC COMMENTS

Anthony Ingrao asked when the next city council meeting will happen so he may attend and provide public comments to city council regarding the plat consolidation for the Holy Transfiguration Orthodox Church.

F. APPROVAL OF MINUTES

1. Regular Meeting of July 6, 2023

CHAIRMAN COSGROVE MADE A MOTION TO APPROVE THE MINUTES OF THE JULY 6, 2023 MEETING. SECONDED BY COMMISSIONER FAWELL. COMMISSIONER HARTSFIELD, COMMISSIONER TAYLOR AND COMMISSIONER MILLER ABSTAINED. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

G. CHAIRMAN'S REPORT

Chairman Cosgrove reminded the Plan Commission that the National Night Out event is on August 1<sup>st</sup> and on the first weekend of August the Summer Daze event will be held outside city hall.

H. COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR'S REPORT

No Report.

I. ASSISTANT COMMUNITY DIRECTOR'S REPORT

Assistant Community Development Director Arguilles Shared with the Plan Commission that the upcoming Zoning District Overlay Public Meeting will take place on August 9, 2023 at city hall. ACDD Arguilles also mentioned that the APA-IL Conference will take place on September 11-13 and invites will be sent to commissioners in the near future.

J. PLANNER'S REPORT

No Report.

K. ADJOURN

COMMISSIONER TAYLOR MOVED, SECONDED BY CHAIRMAN COSGROVE TO ADJOURN THE MEETING AT 8:04 P.M. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

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Chris Santos, Permit and Zoning Technician