

CITY OF WARRENVILLE
PLAN COMMISSION/ZONING BOARD OF APPEALS
Minutes of Regular Meeting
Held on Thursday, July 22, 2021

A. CALL TO ORDER

B. ROLL CALL

PC Present: Tim Cosgrove, Robert Pepple, Jessica Tullier, John Lockett, Shannon Burns, Byron Miller, Elizabeth Chapman

PC Excused Absence: John Davis

ZBA Present: Tim Cosgrove, Jonathan Lockett, Robert Pepple, Shannon Burns, Byron Miller, Elizabeth Chapman

ZBA Excused Absence: John Davis

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

C. NEW BUSINESS

1. 3S505 Burk Avenue and 28W689 Warrenville Road / James Westmaas
Located on the east side of Burk Avenue, south of Warrenville Road, north of Wagner Drive
Project No. LDIV2021-1001
Request for approval of plat of resubdivision that would allow the exchange of a portion of a parcel between two adjacent residential properties and elimination of property lines between parcels forming an existing lot into a single lot of legal record.

Ch. Cosgrove recused himself from the proceedings.

Acting Ch. Pepple introduced the matter, stating Mr. Westmaas sought to add parts of a parcel to his north and east sides, to make his lot total 130 feet by 189.83 feet. He indicated he did not intend to develop it at this time, and the 130-foot frontage would prevent him from dividing the lot into two buildable lots.

On behalf of Mr. Westmaas, Tim Cosgrove further clarified he sought to add 20 feet of the adjoining property to the east to his lot. The original subdivision was done in 1925; subsequent to that, there was a portion of two lots that was divided off. Mr. Westmaas' home was built in 1984. This proposed subdivision would shape the neighbor's lot into a rectangle and make the Petitioner's lot larger in size. The property's current R-4 zoning would not be affected. As to the provisions in the staff report, Mr. Westmaas has since submitted a revised plat reflecting all requested corrections.

Com. Miller attempted to determine the ownership and address to which the narrow space between Lot 28 and Lot 29 belonged. Mr. Cosgrove provided a history of the lot and its surrounding lots, and explained that all the properties on Warrenville Road were parts of multiple lots, and said address would not be germane to this subdivision. Petitioner Westmaas added that he has been taking care of 20 feet of land at the back of his property for 20 years, but did not own it.

Pl. Kieffer verified that after the staff report was submitted to the Petitioner, the surveyor provided an updated plat complying with the report's conditions.

COM. LOCKETT MOVED, SECONDED BY COM. CHAPMAN, THAT THE PLAN COMMISSION RECOMMENDS CITY COUNCIL APPROVAL OF THE PROPOSED FINAL WESTMAAS RESUBDIVISION PLAT PREPARED BY RIDGELINE CONSULTANTS, DATED JUNE 29, 2021, SUBJECT TO THE CONDITIONS OUTLINED IN SECTION III OF THE JULY 22, 2021, COMMUNITY DEVELOPMENT DEPARTMENT STAFF REPORT.

ROLL CALL VOTE:

Aye: Pepple, Burns, Tullier, Lockett, Miller, Chapman

Nay: None

Absent/Excused: Davis

MOTION ADOPTED UNANIMOUSLY.

Ch. Cosgrove rejoined the meeting.

2. Plan Commission/Zoning Board of Appeals
Consideration of extending the City Council's Electronic Meeting Attendance Policy to cover the Plan Commission/Zoning Board of Appeals

Dir. Mentzer summarized that a few Plan Commission members inquired as to whether remote attendance could be extended for Plan Commission/Zoning Board of Appeals (PC/ZBA) meetings, post Covid lockdowns. Current City Council policy limits curtailed such remote attendance to only its regular and Committee of the Whole meetings. However, more recently, following further discussions on this matter, the Mayor, Administration Dept. and Ch. Cosgrove felt the possibility of extending the policy to cover PC/ZBA meetings would be feasible and appropriate. Staff is in support of this proposal. Because tonight's meeting Agenda was changed to include this item for consideration less than 48 hours prior to the commencement of the meeting, the Commission would not be able to take action on the matter at this meeting.

Consistent with the Open Meetings Act, at least one of three conditions for electronic attendance at a public meeting must be met. It is vague as to who determines or defines "emergency." Members attending remotely would *not* be counted towards meeting quorum requirements for a meeting; however, a remote attendee would be able to vote. Members of a quorum have the ability to *not* permit a member to attend remotely by a majority vote of those in attendance at the meeting. The Chairman would run the meeting via GoToMeeting, and the remote attendee would be displayed on the screen in the Council Chambers. The public could potentially log into a PC/ZBA meeting and listen; Dir. Mentzer was uncertain as to whether the public would be able to provide comment virtually.

Examples of being injured or stuck on a train returning from work would be considered for remote meeting attendance; spending time at vacation homes would not qualify.

The Commission appeared to be in support of the proposal; if no further objections are voiced to Dir. Mentzer, staff would make a recommendation to the City Council at its next meeting to

authorize the City Attorney and staff to draft, and have the PC/ZBA adopt, a policy—ideally specifically written for the PC/ZBA, that would allow PC/ZBA members to attend meetings remotely.

D. CITIZENS' COMMENTS

None.

E. APPROVAL OF MINUTES

1. Regular Meeting of July 8, 2021

CH. COSGROVE MOVED, SECONDED BY COM. BURNS, TO APPROVE THE JUNE 10, 2021, MINUTES WITH THE FOLLOWING CHANGE:

- Page 4, Line 3 – Delete “when their sirens and lights are in operation.”

MOTION ADOPTED UNANIMOUSLY VIA VOICE VOTE.

F. CHAIRMAN'S REPORT

Com. Miller commented that he witnessed two semi-trucks, one of which was turning from Calumet to Barkley, and the other of which was turning from Barkley to Calumet, both of which had insufficient room to turn, and had to run over the curb. He felt the City needs to take action to make this intersection have a bigger turn space, because one of the semi's had to back up to make the turn—a hazardous move. Dir. Mentzer replied he would have Public Works assess the situation.

G. COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR'S REPORT

Dir. Mentzer announced tonight would be Com. Burns' last meeting, and thanked her for her work on the Commission and attention to detail. Com. Burns thanked him and expressed her pride in having been a part of the Commission—especially in its practice of paying attention to minutia and listening to all residents' concerns.

H. PLANNER'S REPORT

No report.

I. ADJOURN

CH. BURNS MOVED, SECONDED BY COM. TULLIER, TO ADJOURN THE MEETING AT 7:29 P.M.

MOTION ADOPTED UNANIMOUSLY VIA VOICE VOTE.