

CITY OF WARRENVILLE
PLAN COMMISSION/ZONING BOARD OF APPEALS
Minutes of Regular Meeting
Held on Thursday, June 22, 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, Bob Vavra, Natalie Clemens (sworn in mid meeting)

Excused/Absent: Rachael Fawell

ZBA Present: Tim Cosgrove, Jessica Tullier, Mark Taylor, Carla Sanfilipp, Byron Miller, Bob Vavra, Kennedy Hartsfield (sworn in mid meeting)

Also Present: Mayor Brummel, Community and Economic Development Director Amy Emery, Assistant Community Development Director Consuelo Arguilles, Planner/GIS Technician Jack Maszka, Senior Civil Engineer Kristine Hocking, 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 Linda Ciosek 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. NEW BUSINESS

1. 28375 Davis Parkway / Salon Brielle / Laura Gabriel
Located south of Diehl Road and at the west end of Davis Parkway
Project No. SUP-2023-0004 (*Public Hearing*)

COMMISSIONER MILLER MADE A MOTION TO OPEN THE PUBLIC HEARING FOR 28375 DAVIS PARKWAY. SECONDED BY COMMISSIONER TULLIER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

After being sworn in, Laura Gabriel, who is the owner of Salon Brielle, stated that she would like to open a full service salon business and rent out independent suites for hair stylist and beauty technicians.

Planner Maszka stated that the applicant has been coveting this site for some time and told the applicant that it would require zoning reviews which would then have to go thru the public hearing process. Planner Maszka mentioned that he pulled previous salon businesses ordinances that were approved in the Cantera District and applied some of the conditions to this staff report.

Commissioner Miller asked Ms. Gabriel if the appointment based procedure was one that was staff recommended or if it is a store policy.

Ms. Gabriel stated that the appointment-based procedure is not forced by staff recommendation and they generally follow an appointment-based schedule however, they can take in walk-in clients when available.

Planner Maszka stated that the other salon in the Cantera District has a condition in their Special Use Permit that they have to operate by appointment only and that condition was set back in 2006. Planner Maszka mentioned the reason the condition was put in was for parking and traffic reasons.

Chairman Cosgrove mentioned that he would not be in favor of the staff recommendation to have the salon operate by appointment based only.

Commissioner Miller asked Ms. Gabriel if the State of Illinois has any plans to remove licensing requirements being a hair stylist.

Ms. Gabriel mentioned that every single division in cosmetology would need a license for their field of work and she would not support a bill if the State of Illinois were ever to vote on removing licensing requirements for hair stylist.

COMMISSIONER MILLER MADE A MOTION THAT THE PLAN COMMISSION RECOMMENDS CITY COUNCIL APPROVAL OF THE SITE SPECIFIC AMENDMENT FOR A FULL SERVICE BEAUTY SALON AT THE SUBJECT PROPERTY SUBJECT TO THE APPLICANT COMPLYING WITH STAFF RECOMMENDED APPROVAL CONDITIONS OUTLINED IN SECTION II OF THE JUNE 22, 2023 COMMUNITY DEVELOPMENT DEPARTMENT STAFF REPORT WITH EXCEPTION TO THE FACILITY REQUIRING SERVICES BY APPOINTMENT ONLY. SECONDED BY COMMISSISONER SANFILIPP. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

2. 29W573 Batavia Road / The Car Clinic / Julie Draus
Located east of the intersection of Batavia Road and IL Route 59
Courtesy Review

Julie Draus, who is the owner of The Car Clinic, stated she is seeking approval for a special use permit for rental vehicles that are stored outside her shop. Mrs. Draus stated the car repair shop has been opened for about 63 years and was originally owned by Al Leone Schmidt. Mrs. Draus' husband worked for Mr. Schmidt and when he retired they bought the shop from Mr. Schmidt in 1990 and has owned the business ever since. Mrs. Draus mentioned that her son now helps run the shop. Mrs. Draus stated that 3 years ago they were approached by U-HAUL Vehicles representatives and they pitched them on becoming a small neighborhood dealership for the area. Mrs. Draus mentioned that the U-HAUL rental business has been successful however, a recent code enforcement violation has prompted them to comply with the city code and ask for a special use permit.

Assistant Community Development Director Arguilles stated that the number of U-HAUL trucks that the applicant stores in the back of the building is consistent with their application. ACDD Arguilles mentioned that there is another business across the street that is also a U-HAUL dealership and that staff is working with that property owner to comply with city code.

Commissioner Miller asked Mrs. Draus if 10 U-Haul trucks can fit in the back of the building.

Chairman Cosgrove asked Mrs. Draus if there is fencing in the back of the building.

Mrs. Draus stated that they can fit up to 10 U-Haul trucks based on the various size of the trucks that come in. Mrs. Draus mentioned that there is fencing along the back of the property and landscape screening along the sides of the property.

Commissioner Miller asked staff if the applicant were to expand the parking lot in the back of the building what would the process be.

ACDD Arguilles mentioned that the applicant would be subject to review and a modification of the special use permit if granted.

Chairman Cosgrove stated he is in favor of the existing gravel parking lot due to it being a legal non-conforming parking lot. Chairman Cosgrove also stated the committee favors their request for a special use permit and encouraged them to continue with the process.

D. 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 stated that Casey's Retail Store has decided to withdraw their application to renovate the existing gas station.

Senior Site Development Manager Richard McMahon stated that the reason for withdrawing the application was to see how successful their gas station in Winfield performs first. Casey's has a gas station that is currently being developed on Winfield Road and Roosevelt Road in Winfield. They want to see how successful it becomes before investing more money into renovating the proposed existing gas station. Mr. McMahon mentioned they might reapply in about a year.

2. City of Warrenville Zoning Ordinance Lighting and Automotive Special Use Text Amendments (*Continued Public Hearing*)

Chairman Cosgrove stated that the Automotive Special Use Text Amendment item will be continued to the July 20, 2023 regular meeting.

COMMISSIONER TULLIER MADE A MOTION TO REOPEN THE PUBLIC HEARING FOR THE CITY OF WARRENVILLE LIGHTING TEXT AMENDMENTS. SECONDED BY COMMISSIONER TAYLOR. CHARIMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

Planner Maszka stated that there are five motivating reasons for staff to address changing some of the text amendments in the Zoning Ordinance. Those reasons are:

- Current regulations require excessive lighting.
- Current regulations are not clear, which leads to inefficiency in petitioners applications.
- To target the lighting standards so that light is provided when and where it is needed.
- To accommodate technology innovations in lighting. (e.g. LED)
- Recurring Code Enforcement cases.

Planner Maszka mentioned that most of their text amendment proposals were formulated from different consulting services as well as surveying different communities.

Planner Maszka shared with the Plan Commission the text amendments staff would like to change in the Zoning Ordinance. The changes proposed are:

- In Chapter 5, which is labeled as “Off-Street Parking and Loading”, staff wants to change the revised parking lot 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 proposes to also remove language requiring outdated lighting standards in Chapter 5, Section 12. ILLUMINATION.

Planner Maszka also stated that staff is proposing to update Table 9C to limit illumination standards. The following are the proposed text amendments in detail:

Chapter 9: Performance Standards

Table 9C: Illumination Standards

Level of Activity	Minimum at any Point	Minimum Average	Maximum Average	<u>Level of Activity</u>	<u>Minimum at any Point</u>	<u>Average</u>
Low	.2 F/C	.5 F/C	1.5 F/C	Low	0.2 F/C	0.8 F/C
Medium	.6 F/C	1 F/C	2 F/C	Medium	0.5 F/C	2.0 F/C
High	.9 F/C	2 F/C	3 F/C[b]	High	0.8 F/C	2.8 F/C[b]
Illumination average to minimum uniformity ratio for all parking lots				Illumination average to minimum uniformity ratio for all parking lots		
Maximum illumination level at lot lines adjacent to or across from detached and attached Single Family zoned properties				Maximum illumination level at lot lines adjacent to or across from detached and attached Single Family zoned properties		
						Between 3:1 and 4:1 with a maximum of 15:1
						.1 F/C

- Includes wider administrative approval of illumination plans that do not meet the table 9C requirements.
- Update note [b] to introduce a 20 F/C average and maximum illumination of 30 F/C

- Revise the Activity Level Definitions to fit with zoning uses.

Chapter 9: Performance Standards

A. HIGH ACTIVITY LEVELS:

Large parking lots (100 + spaces) in which a majority of the required parking spaces are occupied by employee and customer/visitor vehicles after 6 p.m. or small (up to 15 spaces) and medium (16-99 spaces) parking lots in which a majority of the required parking spaces are occupied by employee/customer/visitor vehicles and regular on-site truck traffic is experienced/generated after 6 p.m.

B. MEDIUM ACTIVITY LEVELS:

Any parking lot in which a majority of the required parking spaces are occupied by employee vehicles and regular on-site truck traffic is experienced/generated after 6 p.m. or small and medium parking lots in which the majority of the parking spaces are occupied by employee and customer vehicles after 6 p.m.

C. LOW ACTIVITY LEVELS:

Parking lots (i) in which the majority of the required parking spaces are not occupied by employees and/or customers/visitors after 6 p.m., or (ii) only occupied by employee vehicles after 6 p.m. Unless otherwise approved by the Warrenville Plan Commission, all parking lots associated with non-residential uses located on residentially zoned property shall be classified as and comply with the illumination standards of a LOW ACTIVITY LEVEL parking lot. (Ord. 2276, 4-18-06)



A. HIGH ACTIVITY LEVELS:

Includes high intensity Motorist Service and General Manufacturing uses including, but not limited to, athletic arenas, regional shopping centers with retail space above 300,000 square feet, entertainment theaters, gas stations, and fueling centers.

B. MEDIUM ACTIVITY LEVELS:

Includes Motorist Service districts, mixed use districts, and moderate intensity General Manufacturing uses.

C. LOW ACTIVITY LEVELS:

Includes Community Retail uses, churches, schools, and neighborhood recreational facilities, Light Manufacturing uses with modest nighttime uses or lighting requirements, and multi-family residential developments.

- Adjust fixture specifications to prohibit tilting lenses. This would require flat fixtures and minimize the potential of having lighting/glare directly impacting adjacent property.
- Prohibit installation of fixtures with Correlated Color Temperature (CCT) of greater than 4000 K.
- Required timers to all parking lots with more than 15 spaces. Staff continues to work with the City Attorney to create a sun-setting clause to comply with these changes.

After Planner Maszka’s presentation the following suggestions and comments were made:

- Chairman Cosgrove suggested adding specific guidelines for the timers.
- Commissioner Miller asked if these timers are for churches or school parking lots.
- ACDD Arguilles stated that the existing code language does have timer provisions and that most parking lots that are proposed are subject to submit a photometric plan with illumination levels and at that point staff has time to review and require timers.
- Senior Civil Engineer Hocking stated that provision was added in 2006 and applied to non-residential parking lots located on residential zone property. The provision will now be changed to apply to all parking lots that have more than 15 spaces.
- Commissioner Miller suggested adding more details to the definitions for High, Medium, and Low Activity Levels in the Illuminations Standards section of Table 9C as well as define what the difference is between a high intensity motorist district and a regular motorist service district.
- Commissioner Hartsfield suggest tying the gas station canopy requirement to add solar panels
- Commissioner Hartsfield also suggested making LED lights a requirement rather than suggest it and add if newer technology comes along then down the road the requirement can change again.
- Commissioner Clemens suggested clearing up the definition and guidelines for photocells. Commissioner Clemens also suggested to staff to look into the changing the language when it comes to dimming as well because it interferes with the category for minimum average.

- Commissioner Hartsfield suggested making the dimming average 50% on the requirement since staff is in the process of changing the code.
- Commissioner Miller suggested staff redraft the paragraph of section 12 to be clearer and more understanding.
- Chairman Cosgrove suggested making provisions for down lighting to reduce light pollution.
- ACDD Arguilles stated that down lighting is in the sign ordinance part of the zoning ordinance and staff will include down lighting as a separate future text amendment.
- Commissioner Hartsfield asked if there is a provision in the city code that states when a business is across the street from residential property to direct their lighting away from the residences.
- Senior Civil Engineer Hocking stated that there is a provision to add shielding of the lights and that the foot candles are to only extend to the property line of the business.
- Commissioner Clemens asked how city staff define glare reduction.
- Senior Civil Engineer Hocking mentioned glare reduction is not really defined well in the zoning ordinance and that it is subjective to reducing the kelvin temperature.

CHAIRMAN COSGROVE MADE A MOTION TO FOR THE PLAN COMMISSION TO CONTINUE THE PUBLIC HEARING TO THE REGUALR MEETING OF JULY 20, 2023. SECONDED BY COMMISSIONER HARTSFIELD. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION APPROVED. MOTION CARRIED.

3. City of Warrenville Zoning Ordinance Parking Text Amendments (*Continued Public Hearing*)

CHAIRMAN COSGROVE MADE A MOTION TO REOPEN THE PUBLIC HEARING FOR THE CITY OF WARRENVILLE PARKING TEXT AMENDMENTS. SECONDED BY COMMISSIONER MILLER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

Planner Maszka stated that the City of Warrenville has looked at the actual approved parking variances from recent residential developments in the past couple years and observed their actual parking needs. Planner Maszka mentioned that the city has seen these residential developments have many open parking spaces which indicate that they are lower than what the variance granted as the minimum parking granted. Planner Maszka shared for example, the Everton flats apartment development received a variance to provide 1.93 spaces per unit or 1.29 spaces per bedroom. As surveyed, the parking needs are closer to 1.42 spaces per unit or 0.76 spaces per bedroom. Planner Maszka stated that staff has spoken with different consultants and different municipalities regionally on how to best regulate parking.

Planner Maszka shared with the Plan Commission the text amendments staff would like to change in the Zoning Ordinance. The changes proposed are:

Table 5D: Required Number of Off-Street Parking Spaces for Residential and Lodging Uses

	<u>Minimum Number of Spaces Required Per Dwelling or Lodging Unit</u>		<u>Minimum Number of Spaces Required Per Dwelling or Lodging Unit</u>
RESIDENTIAL [a] [b] [c]		MULTI-FAMILY RESIDENTIAL, [a] [b] [c] [f]	
Efficiency Units	2.0	1 Required Parking Space per Bedroom	
1-Bedroom Units	2.0	SINGLE FAMILY DETACHED RESIDENTIAL	
2-Bedroom Units	3.0	Dwellings Units 800 Square Feet or Smaller	1
All Other Units	4.0	Dwelling Units Between 800 and 1,200 Square Feet	2
		Dwelling Units Between 1,201 and 2,000 Square Feet	3
		Dwelling Units 2,000 Square Feet or Larger	4
LODGING [b] [c]		LODGING [b] [c]	
Hotel	1 [d]	Hotel	1 [d]
Motel or Tourist Home	1 [d]	Motel or Tourist Home	1 [d]
Apartment Hotel	1	Apartment Hotel	1
Rooming House	0.5	Rooming House	0.5
Dormitories, Fraternities, Sororities	0.20 [e]	Dormitories, Fraternities, Sororities	0.20 [e]

Planner Maszka stated that Single Family detached dwellings based on size will provide the option for developers to meet updated market needs and preferences. While sub 800 square foot houses may rarely be built in the city, providing the option for this type of housing and only requiring one off street parking space maintains the option for residents to build smaller and to maintain affordability. These proposed residential text amendments coincide with the City’s endorsed housing action plan that calls for updated regulations to permit missing middle housing types.

Commercial Parking Text Amendments

Use	Existing Parking Minimum per 1,000 square feet (sf)	Proposed Minimum Spaces per 1,000 Square Feet of Floor Area
Clinic	5	4
Animal Hospital	2.5	4
Office Building	4	3
Shopping Center	4 – 5 spaces based on size of the shopping center	3
Various Retail Uses	Various Minimums	3
Bank	4	2
Restaurant	Various Minimums	Half of Existing Parking Minimum
Tavern	16	8
Mortuary	4	5
Warehousing	1 space/1,000 sf up to 100,000 sf and 0.5 spaces per 1,000 sf thereafter	0.75 spaces/1,000 sf up to 100,000 sf and 0.5 spaces per 1,000 sf thereafter
Adult Use Cannabis Dispensary	6	3

Planner Maszka stated staff is proposing the same amendments as discussed at the last plan commission meeting with three minor updates based on consultation with the City’s traffic engineer and for consistency in retail use parking regulation. First, staff is proposing four required off-street parking spaces per 1,000 square feet for the clinic and animal hospital. These proposed regulations aim to provide enough parking for these medical types of uses with relatively high parking turnover. Staff is proposing to change the required number of parking spaces for adult use

cannabis dispensaries from six to three instead of six to four. The will create a uniform requirement for retail uses.

After Planner Maszka's presentation the following suggestions and comments were made:

- Chairman Cosgrove supports all the parking text amendments except for the Single Family Detached Residential. Chairman Cosgrove proposes Dwelling Units above 1,200 square feet require 4 parking spaces.
- Commissioner Vavra asked Planner Maszka if there is potential to redevelop or expand the land of unused parking in the future under these proposed text amendments.
- Planner Maszka stated that there is flexibility to redevelop or expand the unused parking spaces.
- ACDD Arguilles stated that these parking text amendments encourage economic development to redevelop on these unused parking spaces.
- Commissioner Tullier asked Planner Maszka for clarification to Table 5E footnote [R].
- Planner Maszka stated that footnote [R] applies to government health centers each doctor would have five spaces for patients and one other space for employees.

CHAIRMAN COSGROVE MADE A MOTION THAT THE PLAN COMMISSION RECOMMENDS CITY COUNCIL APPROVAL OF TEXT AMENDMENTS TO OFF-STREET PARKING AND LOADING CHAPTER OF THE ZONING ORDINANCE TO:

- A. UPDATE THE RESIDENTIAL PARKING REGULATIONS AS RECOMMENDED IN THIS JUNE 22, 2023 COMMUNITY DEVELOPMENT STAFF REPORT EXCEPT FOR THE STRIKING OF DWELLING UNITS BETWEEN 1,200-2,000 SQUARE FEET AND REPLACE WITH DWELLING UNITS OVER 1,200 SQUARE FEET TO HAVE 4 PARKING SPACES
- B. UPDATE THE COMMERCIAL PARKING REGULATIONS AS RECOMMENDED IN THIS JUNE 22, 2023 COMMUNITY DEVELOPMENT STAFF REPORT AND IN CONFORMANCE WITH EXHIBIT A
- C. INCLUDE AN ADMINISTRATIVE DISCRETION CLAUSE THAT WOULD ALLOW THE COMMUNITY DEVELOPMENT DIRECTOR TO ADMINISTRATIVELY REDUCE STANDARD PARKING REQUIREMENTS IN ACCORDANCE WITH THE RECOMMENDED LANGUAGE IN THIS JUNE 22, 2023 COMMUNITY DEVELOPMENT DEPARTMENT STAFF REPORT.

SECONDED BY COMMISSIONER VAVRA. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. COMMISSIONER TULLIER OPPOSED. MOTION PASSED. MOTION CARRIED.

E. PUBLIC COMMENTS

There were none.

F. APPROVAL OF MINUTES

1. Regular Meeting of May 18, 2023

CHAIRMAN COSGROVE MADE A MOTION TO APPROVE THE MINUTES OF THE MAY 18, 2023 MEETING, SECONDED BY COMMISSIONER MILLER. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. COMMISSIONER VAVRA ABSTAINED. MOTION PASSED. MOTION CARRIED.

G. CHAIRMAN’S REPORT

Chairman Cosgrove welcomed new commissioner Natalie Clemens to the committee and congratulated Commissioner Hartsfield on being sworn in to the Zoning Board of Appeals. Chairman Cosgrove also congratulated Permit and Zoning Technician Chris Santos and his wife on the birth of their newborn son.

H. COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR’S REPORT

No Report.

I. ASSISTANT COMMUNITY DIRECTOR’S REPORT

No Report.

J. PLANNER’S REPORT

Planner Maszka clarified that proposed text amendments will continue to occur on an as needed rather than piecemeal proposals every few years.

K. MAYORS REPORT

No Report.

L. ADJOURN

COMMISSIONER CLEMENS MOVED, SECONDED BY COMMISSIONER HARTSFIELD TO ADJOURN THE MEETING AT 8:43 P.M. MOTION ADOPTED UNANIMOUSLY VIA VOICE VOTE.

Chris Santos, Permit and Zoning Technician