

CITY OF WARRENVILLE  
PLAN COMMISSION/ZONING BOARD OF APPEALS  
DRAFT Minutes of Regular Meeting  
Held on December 04, 2025  
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, Jim Martina, Mark Taylor, Jessica Tullier  
Chris Wilson, Tom Smillie, Katy Ebbesen, Natalie Clemens

PC Excused: Rachael Fawell

ZBA Present: Tim Cosgrove, Jim Martina, Mark Taylor, Chris Wilson  
Katy Ebbesen, Jessica Tullier, Natalie Clemens

Also Present: Mayor Andrew Johnson  
Community and Economic Development Director  
Community Planner Jack Maszka

**C. NEW BUSINESS**

**1. 29W719 Butterfield Rd / Mohammed Ahmed / Rezoning, Special Use, Variances**

**Located on the south side of Butterfield Rd, east of the intersection of Butterfield Rd and Route 59**

***(Public Hearing)***

Request for approval of a map amendment to rezone the property from B-2 Community Retail to B-4 Motorist Service, an automobile detail shop special use permit, and parking space setback variances.

CHAIRMAN COSGROVE MADE A MOTION TO OPEN THE PUBLIC HEARING FOR 29W719 BUTTERFIELD ROAD. SECONDED BY COMMISSIONER TULLIER. CHAIRMAN COSGROVE REQUESTED A VOICE VOTE. MOTION PASSED UNANIMOUSLY. MOTION CARRIED.

Petitioner Presentation:

Steven J. Barnes, architect for property owner/applicant Mohammed Ahmed, was sworn in. Mr. Barnes provided a brief presentation covering the following:

- The subject property is the former Warrenville Fire Station, purchased by Mr. Ahmed several years ago.

- The proposed use is an auto detailing operation, utilizing the existing building with interior improvements and site reconfiguration for parking.
- Interior work completed to date (under separate permits) has included mold remediation, window replacement, and cleanup of the existing structure; this work was not tied to the requested zoning relief.
- Window replacements:
  - The owner replaced windows on the east and north elevations during interior work.
  - New windows are somewhat different than those depicted on the original elevations but are intended to create a more open, inviting storefront feel for customers.

Public Testimony:

None.

PC/ZBA Questions and Comments:

**Zoning and Site Design**

- Chairman Cosgrove noted the B-2 to B-4 rezoning is primarily to enable the automotive detailing use, which requires a B-4 Motorist Service classification.
- Chairman Cosgrove confirmed the special use is specifically for an auto detailing facility, consistent with the zoning ordinance.

**Windows and Building Changes**

- Chairman Cosgrove asked about the apparent mismatch between the windows shown on the submitted elevation drawings and those present on the building.
- Mr. Barnes explained the owner replaced the windows during interior remediation. The new windows are generally larger and deeper at the front and corner, to create a more retail-friendly, customer-oriented entry and waiting area.

**Parking and Setbacks (Front and East Side)**

- Chairman Cosgrove asked about the parking stalls in front of the building and clarified these are the subject of the requested front yard setback variance, reducing the setback from 20 feet to approximately 3.9 feet.
- Mr. Barnes confirmed the request includes:
  - Front yard stall encroachment closer to Butterfield Road.
  - Additional stalls along the east side of the property, extending to the lot line to maximize on-site parking.
- Chairman Cosgrove noted there is a shared access drive serving the property to the east (Speedway) and the subject site. Barnes stated the additional east stalls were added by shifting parking up to the lot line, consistent with the shared access arrangement.

**Signage and Address Visibility**

- Chairman Cosgrove referenced a prior courtesy review during which the Commission suggested:
  - Placing the address on one of the front/north windows to improve visibility for motorists on Butterfield Road.

- Locating any business sign on the building rather than as a freestanding monument sign.
- Chairman Cosgrove noted that one landscape plan sheet shows a monument sign near a tree on the east side, which conflicts with the prior representation that all signage would be building-mounted only.
- Mr. Barnes stated no free-standing sign was intended by the owner and that the monument symbol on the landscape plan was likely added by the landscape architect. If the ordinance allows a monument sign, they may consider it in the future, but the petitioner's earlier intent was wall-mounted signage, and staff/Commission direction would be followed.

#### **Native Landscaping and Wetland Buffer**

- Commissioner Martina referenced the 50-foot wetland buffer shown on the landscape plan and asked if parking within that buffer was permitted.
- Mr. Barnes noted an environmental survey and impact plan were completed, and the design includes mitigation plantings per the environmental consultant's recommendations.
- Planner Maszka pointed to specific native shrubs and grasses located along the rear parking edge, explaining:
  - These plantings are native species chosen to address wetland concerns.
  - The planting beds are designed to receive and filter runoff from the parking area, functioning as a small-scale infiltration area.
- Commissioner Wilson recalled that, during the courtesy review, the Commission recommended native landscaping in and around the wetland buffer. He confirmed the plan uses a prairie/native seed mix and native shrubs in these areas, but noted the maintenance notes may need to avoid prescribed burn requirements that are not realistic for this site.

#### **Building Code / IECC Compliance**

- Commissioner Clemens asked whether a building permit had been issued for the interior work and raised concerns about references to older code citations (IECC 2018) rather than IECC 2024.
- Planner Maszka stated that interior building permits had been issued for remediation-type work, but the current zoning relief is independent of that work.
- Mr. Barnes explained:
  - Existing wall assemblies are generally grandfathered, and new wall construction must meet the current IECC.
  - Where existing walls are opened, they must be insulated fully so that the building does not use more energy than before.
  - He indicated he would review the newly adopted IECC 2024 requirements, which had just taken effect December 1, and ensure compliance going forward.

#### **Floor Drains and Triple Basin Separator**

- Commissioner Clemens recalled that the building previously lacked proper floor drains or a triple basin separator, which contributed to its abandonment by the Fire District.
- Mr. Barnes said the intended operation is not a commercial car wash, and routine hosing down of vehicles is not anticipated; detailing may use buckets and limited water.

- Chairman Cosgrove noted the petition materials do reference hand washing of vehicles as part of the detailing service and suggested the need to verify whether a triple basin separator is required whenever vehicles are brought inside.
- Mr. Barnes agreed that if a triple basin is required by plumbing code for any indoor washing/prep, it must be installed, and he will coordinate with staff during building permit review.

### **Property Line Encroachment / Speedway Wall**

- Commissioner Clemens asked about an earlier issue involving encroachment from the neighboring gas station onto the subject property.
- Planner Maszka stated there is an existing recorded agreement between the subject property and Speedway that:
  - Runs with the land.
  - Allows Speedway access to maintain the wall along the shared boundary but no additional encroachment rights.
  - Includes maintenance responsibilities.
- Commissioner Clemens noted the wall appears damaged. Maszka reported Speedway has submitted a building permit to repair/upgrade the wall.

COMMISSIONER MARTINA MADE A MOTION THAT THE PLAN COMMISSION RECOMMEND CITY COUNCIL APPROVAL OF A MAP AMENDMENT TO REZONE THE SUBJECT PROPERTY AT 29W719 BUTTERFIELD ROAD FROM B-2 COMMUNITY RETAIL TO B-4 MOTORIST SERVICE DISTRICT AND A SPECIAL USE PERMIT FOR AN AUTOMOBILE DETAILING SHOP AT 27W719 BUTTERFIELD ROAD IN ACCORDANCE WITH CITY STAFF REVIEW COMMENTS IN THE DECEMBER 4, 2025, COMMUNITY DEVELOPMENT DEPARTMENT STAFF REPORT. SECONDED BY COMMISSIONER WILSON. CHAIRMAN COSGROVE REQUESTED A VOICE VOTE. MOTION PASSED UNANIMOUSLY. MOTIONED CARRIED.

COMMISSIONER MARTINA MADE A MOTION THAT THAT THE ZONING BOARD OF APPEALS RECOMMEND CITY COUNCIL APPROVAL OF VARIANCES FROM TABLE 5B TO REDUCE THE INTERIOR SIDE YARD PARKING SETBACK FROM 5 FEET TO 0 FEET AND TO REDUCE THE FRONT YARD PARKING SETBACK FROM 20 FEET TO 3.9 FEET IN ACCORDANCE WITH THE CITY STAFF REVIEW COMMENTS IN THE DECEMBER 4, 2025, COMMUNITY DEVELOPMENT DEPARTMENT STAFF REPORT. SECONDED BY COMMISSIONER WILSON. CHAIRMAN COSGROVE REQUESTED A VOICE VOTE. MOTION PASSED UNANIMOUSLY. MOTION CARRIED.

COMMISSIONER TULLIER MADE A MOTION TO CLOSE THE PUBLIC HEARING FOR 29W719 BUTTERFIELD ROAD. SECONDED BY COMMISSIONER TAYLOR. CHAIRMAN COSGROVE REQUESTED A VOICE VOTE. MOTION PASSED UNANIMOUSLY. MOTION CARRIED.

## **2. 3S071 Route 59 / Carlos Avila / Variance**

**Located at the southeast corner of Route 59 and Meadow Ave  
(Public Hearing)**

Request for approval of a variance to permit a gazebo approximately 3'8" from the eastern property line.

CHAIRMAN COSGROVE MADE A MOTION TO OPEN THE PUBLIC HEARING FOR 3S071 ROUTE 59. SECONDED BY COMMISSIONER TAYLOR. CHAIRMAN COSGROVE REQUESTED A VOICE VOTE. MOTION PASSED UNANIMOUSLY. MOTION CARRIED.

Petitioner Presentation:

Carlos Avila, the Applicant, was sworn in and provided a brief presentation covering the following:

- Mr. Avila purchased the daycare business in 2019. The outdoor playground area had been in place and was grandfathered as part of the existing use.
- Historically, DCFS did not require a dedicated shade structure; staff may have considered nearby trees and the park across the street as sufficient shade.
- In July 2025, a new DCFS representative inspected the facility and issued a notice requiring a permanent shade structure on-site to protect children from sun exposure, with a compliance date of August 12, 2025 (roughly two weeks).
- To comply quickly, Avila's crew began constructing a gazebo within the existing fenced play area without first obtaining a building permit. Work was stopped when the City advised a permit and zoning review were required.
- Avila submitted DCFS correspondence to staff and is now seeking a variance to allow the gazebo to remain in its present location. He emphasized:
  - The structure is intended solely to provide shade and activity space for daycare children.
  - The daycare also uses the park across the street when possible, but DCFS requires on-site shade.

Public Testimony:

None.

PC/ZBA Questions and Comments:

**DCFS Requirements and History**

- Commissioner Clemens asked for specific DCFS requirements and duration of non-compliance.
- Mr. Avila Avila responded stated that DCFS rules require a "shaded area" but do not specify exact dimensions; he sized the gazebo to provide adequate shade and clearance from the playground equipment. DCFS now expects a permanent structure rather than temporary umbrellas. Prior DCFS representatives never raised the issue; the requirement appeared only after the new rep's July 2025 inspection and notice.

**Alternative Locations and Site Constraints**

- Commissioner Clemens cited the staff report note that staff and the applicant had evaluated alternative gazebo locations. She asked what options were considered.

- Planner Maszka presented the site plan and explained that the site is uniquely constrained, with three street frontages, making most areas subject to front or corner side yard setbacks. Staff looked at moving the gazebo elsewhere in the fenced playground area and closer to the building, but all alternate locations would still have required setback variances. Avoiding variances altogether would likely require removal of pavement and reconfiguration of circulation around the building, which staff and the applicant considered impractical. Staff concluded the current location is functionally appropriate and the least disruptive option.

#### **Surface Material and Safety**

- Chairman Cosgrove asked what material currently exists under the gazebo area (soil, grass, mulch, rubber, etc.) and noted the presence of visible concrete footings/piers at the post bases.
- Mr. Avila stated that the existing play area uses mulch or similar material under the slides per DCFS requirements. Under the gazebo, ground is currently bare/grass, but he intends to add mulch or another soft surface and additional tables for outdoor activities.
- Chairman Cosgrove observed that because the gazebo shades the area, it will be difficult to grow grass and recommended using mulch or another appropriate surface to protect children and cover the piers. Mr. Avila agreed.

#### **Ownership and Permitting**

- Commissioner Clemens asked whether Avila owns the entire building or just leases a portion and whether the building owner had addressed the need for permits.
- Mr. Avila stated he leases only part of the building. He asked the owner (identified as Ken Antonis) for permission to build the shade structure, and the owner suggested checking the City's website regarding permits but did not expressly require that he obtain one before construction.

#### **Staff Comments and Permit Requirements**

- In response to Chairman Cosgrove's question regarding inspections, Planner Maszka stated that the applicant will be required to apply for a building permit. The City will require stamped structural plans prepared by an engineer or architect as part of that permit. Staff recommended the variance be conditioned on completion of those steps.

#### **Visual and Neighborhood Impact**

- Chairman Cosgrove remarked that while the process was "backwards" (building first, variance second), the gazebo's location within the fenced play area and across from the park minimizes visual impact on neighboring properties and streets.

CHAIRMAN COSGROVE MADE A MOTION THAT THE ZONING BOARD OF APPEALS RECOMMEND CITY COUNCIL APPROVAL OF THE GAZEBO SETBACK VARIANCE REQUEST FOR 3S071 ROUTE 59, AS DESCRIBED IN THE DECEMBER 4, 2025, COMMUNITY DEVELOPMENT DEPARTMENT STAFF REPORT, INCLUDING ATTACHMENTS A THROUGH E, AND FURTHER CONDITIONED UPON THE APPLICANT APPLYING FOR AND OBTAINING A BUILDING PERMIT AND SUBMITTING STAMPED STRUCTURAL PLANS PREPARED BY A LICENSED ENGINEER OR ARCHITECT AS PART OF THE PERMIT REVIEW. SECONDED BY COMMISSIONER EBBESEN. CHAIRMAN COSGROVE REQUESTED A VOICE VOTE. MOTION PASSED UNANIMOUSLY. MOTION CARRIED.

CHAIRMAN COSGROVE MADE A MOTION TO CLOSE THE PUBLIC HEARING FOR 3S071 ROUTE 59. SECONDED BY COMMISSIONER TULLIER. CHAIRMAN COSGROVE REQUESTED A VOICE VOTE. MOTION PASSED UNANIMOUSLY. MOTION CARRIED.

**3. City of Warrenville / Zoning Text Amendments / Short-Term Rentals  
(Public Hearing)**

Review and discussion of Zoning Ordinance text amendments to permit “short-term rentals” as a permitted use in the Transitional Office zoning district and Cantera Development Control Regulation amendments to permit “shot-term rentals” in the Multi-Family Use Area.

CHAIRMAN COSGROVE MADE A MOTION TO OPEN THE PUBLIC HEARING FOR SHORT-TERM RENTAL TEXT AMENDMENTS. SECONDED BY COMMISSIONER CLEMENS. CHAIRMAN COSGROVE REQUESTED A VOICE VOTE. MOTION PASSED UNANIMOUSLY. MOTION CARRIED.

Staff Presentation:

Planner Maszka and Director Emery summarized the amendment request:

- The underlying short-term rental framework (definitions, licensing, and use standards) was previously recommended by the PC/ZBA and approved by the City Council.
- The current text amendments are essentially “catch-up” changes To formally add the Transitional Office (TO) district to the list of districts where short-term rentals may be allowed, consistent with prior Commission discussion, and to amend the Cantera DCRs to reference and incorporate the City’s short-term rental standards in that Special Development (SD) area.
- Director Emery noted that the City Council subsequently amended the licensing regulations to allow one-night stays, rather than the two-night minimum originally recommended by the PC/ZBA, to align with hotel practices.

Public Testimony:

No members of the public came forward to speak during the public hearing. Director Emery addressed concerns raised via email and social media concerning Cantera Point and short-term rentals.

PC/ZBA Questions and Comments:

- Commissioner Clemens asked for clarification that the Cantera DCR amendments would mirror the same short-term rental restrictions applied to other residential districts (notably the minimum/maximum stay requirements).
- Planner Maszka and Director Emery clarified that the licensing regulations adopted by City Council now allow one-night stays, matching hotel norms. The amendments ensure that Cantera’s regulatory framework is aligned with the City’s adopted standards, while recognizing that individual HOAs (including Cantera Point) may impose stricter bans.
- Commissioner Smillie asked whether the City Council had already acted on the broader short-term rental ordinance and whether this vote was simply applying it to the TO

district/Cantera. Chairman Cosgrove responded that the Council has approved the main framework; the current action is to add TO and update the Cantera DCRs, which were not included in the prior public hearing notice.

- Commissioner Smillie asked for the zoning history of the Cantera Point property. Planner Maszka clarified that Cantera is zoned Special Development (SD); Cantera Point was formerly a commercial center use within that SD. The DCR amendments maintain consistency for existing and future multifamily/townhouse developments in Cantera while allowing HOAs to be stricter.
- Chairman Cosgrove reiterated that HOA covenants can be more restrictive than City code, and nothing in the City's short-term rental framework overrides HOA bans.

COMMISSIONER SMILLIE MADE A MOTION THAT THE PLAN COMMISSION RECOMMEND CITY COUNCIL APPROVAL OF THE CANTERA DEVELOPMENT CONTROL REGULATION AND TRANSITIONAL OFFICE SHORT-TERM RENTAL AMENDMENTS, AS OUTLINED IN THE DECEMBER 4, 2025, COMMUNITY DEVELOPMENT DEPARTMENT STAFF REPORT, INCLUDING ATTACHMENTS A AND B. SECONDED BY COMMISSIONER MARTINA. CHAIRMAN COSGROVE REQUESTED A VOICE VOTE. MOTION PASSED WITH ONE NAY VOTE (COMMISSIONER SMILLIE). MOTION CARRIED.

COMMISSIONER TULLIER MADE A MOTION TO CLOSE THE PUBLIC HEARING ON THE SHORT-TERM RENTAL TEXT AMENDMENTS. SECONDED BY COMMISSIONER TAYLOR. CHAIRMAN COSGROVE REQUESTED A VOICE VOTE. MOTION PASSED UNANIMOUSLY. MOTION CARRIED.

**D. PUBLIC COMMENTS**

None

**E. APPROVAL OF MINUTES**

**1. Regular Meeting Minutes of November 20, 2025**

Planner Maszka noted that the draft minutes of the November 20, 2025, Plan Commission / Zoning Board of Appeals meeting to include Mayor Andrew Johnson under "Others Present" in the "Roll Call" section.

CHAIRMAN COSGROVE MADE A MOTION TO APPROVE THE MINUTES AS AMENDED. SECONDED BY COMMISSIONER TAYLOR. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED. MOTION CARRIED.

**F. CHAIRMAN'S REPORT**

Director Emery stated she had no formal report for the evening but later added clarifications in coordination with the Mayor regarding the request to consider televising Plan Commission meetings, noting staff is reviewing logistical and legal considerations with the City Attorney.

**G. PLANNER'S REPORT**

Community Planner Maszka stated that the January 8, 2026 Plan Commission meeting would likely be canceled.

**H. MAYOR'S REPORT**

Mayor Johnson echoed Chairman Cosgrove's invitation to upcoming holiday events. He reported that the City Council approved Alderman Lockett's request to consider televising Plan Commission meetings. Mayor Johnson also noted there will be a vacancy on the Environmental Advisory Commission. He wished the Commission and staff a Merry Christmas, Happy Holidays, and Happy New Year.

**I. ADJOURN**

CHAIRMAN COSGROVE MOVED, SECONDED BY COMMISSIONER TOULLIER TO ADJOURN THE MEETING AT 7:46 P.M. CHAIRMAN COSGROVE ASKED FOR A VOICE VOTE. MOTION PASSED UNANIMOUSLY. MOTION CARRIED.

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Jack Maszka, Community Planner