

**PLANNING & ZONING COMMISSION  
MEETING MINUTES  
January 9, 2018**

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**APPROVED MARCH 6, 2018**

**Call to Order:** Chairman Patel called the meeting to order in the Roselle Village Hall Council Chamber at 7:00 p.m.

**Roll Call:**

Present: Commissioners Bickford, Keller-Stein, Patel, Stare, Stringfellow and Zinni  
Absent: Commissioner Wurtz  
Staff: Community Development Director Patrick N. Watkins and Planner Caron Bricks

**Approval of the Agenda:** A motion was made by Commissioner Stare, seconded by Commissioner Keller-Stein to approve the agenda. The motion passed with 6-0 vote.

**Approval of Minutes:** A motion was made by Commissioner Keller-Stein, seconded by Commissioner Stare to approve the minutes from December 11, 2017. The motion passed with a 6-0 vote.

**Consideration of Petitions:**

PZ 17-1063, St. Walter's Church, 140 W. Pine (Amendment to a Special Use Permit for St. Walter's School)

Commissioner Keller-Stein made a motion to open the public hearing for case PZ 17-1063, seconded by Commissioner Bickford. The motion passed with a 6-0 vote. Commissioner Keller-Stein stated that she would abstain from voting and participating in the discussion for PZ 17-1063.

Planner Caron Bricks presented the staff memo. She stated that the petitioner received a special use permit for a church and school in 1991. The petitioner received an amendment to that special use in 1999 in order to accommodate plans for a new gymnasium, an addition, and major site plan changes. Only the gymnasium was constructed. St. Walter's is now proposing the construction of a building to house a full-day kindergarten program, which they currently do not offer due to lack of space. Planner Bricks explained where the building would be located, the size of the building, that the building meets all setbacks and height requirements, and proposed exterior finishes. Planner Bricks explained that three (3) parking spaces will be impacted by the kindergarten building. Three (3) parking spaces that would be impacted by the proposed pre-school building would be relocated to a different location on the property. The proposed pre-school building would also meet all setbacks, but no further information was available as the priority for construction is the kindergarten classrooms. Planner Bricks explained that St. Walter's is showing the pre-school building on the plans so that, in the future, when they wish to construct the pre-school building, they do not need

to request another amendment to the special use permit, but rather submit plans for building permit review.

Bryan Mraz, 111 E. Irving Park Road, was sworn in by Chairman Patel. Mr. Mraz stated that he is the attorney for St. Walter's school and church. He stated the property is owned by the Bishop of the Diocese of Joliet and the Diocese has approved the plans as presented for the kindergarten and pre-school.

Brian Smith, 385 W. Ardmore, was sworn in by Chairman Patel. Mr. Smith stated that he works for Morgan/Harbour Construction and helped design the site plan for the kindergarten and pre-school. He is a parishioner of St. Walter's and spoke to the physical improvements on the property currently and what is proposed. He described the kindergarten building. He explained the relocation of the parking spaces that would be impacted by the pre-school building and distributed a parking survey that he completed over the past few months for church services. Christmas and Easter would be the major parking demands for church services. All other services had enough parking to accommodate attendance.

Commissioner Stringfellow asked what the shaded off parking area was on the site plan. Mr. Smith explained that currently exists on the property and prevents people from parking in certain areas in order to provide a better flow of vehicular and pedestrian traffic.

Commissioner Zinni stated that he had concerns about the grading immediately surrounding the kindergarten and pre-school building. He stated concern that the grading would prevent proper accessibility for students, including a wheelchair ramp.

Nikki Bridges, 1961 Hampton Dr, Wheaton, was sworn in by Chairman Patel. Ms. Bridges stated that she also works for Morgan/Harbour Construction and that the grading has not been fully designed yet. She stated that a retaining wall may be necessary.

Commissioner Zinni stated that he believed the kindergarten building might be better suited where the pre-school building is proposed. Ms. Bridges stated that they did not choose the locations as proposed for any particular reason.

Mary Lloyd, 201 W Maple, was sworn in by Chairman Patel. Ms. Lloyd stated that she is the principal of St. Walter's School. She stated that there are approximately 437 students between grades 1-8. She explained that the kindergarten is currently located in the basement and the pre-school is located on the main floor of the Parish Center. She has heard from many parents and they have expressed a need for all day kindergarten and early childhood programs to accommodate work schedules. She stated that the 1999 site plan changes and addition were not constructed due to a change in pastors and there was not enough stability in the church to see a major construction project through to completion. She also explained how drop-off and pick-up of students currently works. Parents use the circle drive on the property and teacher's aids come

pick up each student. Classes are staggered to allow a flow of drop-off. She explained that with the two (2) new buildings, kindergarten would have a different drop-off area than the pre-school. Classes would still be staggered to provide for a better flow. Ms. Lloyd stated that for pick-up, students are not permitted to leave the building as they choose. They must either be accompanied to a car by a teacher's aid or parents must come into the building to pick them up. They take security very seriously. She stated that there a total of 50 staff members amongst all of the grades. Making the full-day kindergarten and pre-school would only require two (2) new staff members to be hired.

Mr. Mraz explained how long St. Walter's has been located in the neighborhood and its history in the neighborhood and in Roselle.

Commissioner Zinni asked about lot coverage and engineering reviews. Planner Bricks stated that nothing has been submitted to the Village Engineer to be reviewed as staff has not received plans that would be reviewed by the engineer yet. Mr. Smith stated that St. Walter's engineering firm has done a preliminary review and does not foresee any issues regarding lot coverage.

Chairman Patel asked how they will deal with snow on the property with the addition of the two (2) new buildings. Ms. Lloyd stated that snow would be piled on the west end of the site.

Commissioner Zinni asked if the school had considered where they would put everything that is currently in the shed that will need to be demolished. Ms. Lloyd stated that it is not completely full and there are miscellaneous school supplies in the shed. They will be relocated to a different building.

Commissioner Zinni stated that he still had concerns about egress and accessibility as well as safety. He would like to see circulation plans that show how pick-up and drop-off works.

Chairman Patel asked if they had an enrollment plan for the school. Ms. Lloyd stated a maximum of 600 students. Chairman Patel stated that he would like to see how the site would accommodate parking and circulation for 600 students.

Commissioner Zinni asked about the construction schedule. Ms. Lloyd said they hope to complete construction over the months when students would not be on campus but they will have plans for what to do if construction does not meet the schedule.

Hearing no further comments from the audience, Chairman Patel asked for a motion to close the public hearing for case PZ 17-1063, made by Commissioner Stare and seconded by Commissioner Bickford. The motion passed (5-0).

The Commissioners stated that they were in agreement that a circulation plan should be submitted for review by the Committee of the Whole.

Commissioner Zinni made a motion to accept the findings of fact for the amendment to the special use permit for case PZ 17-1063, Stringfellow seconded the motion. The motion passed (5-0).

Commissioner Stare made a motion to recommend approval of case PZ 17-1063 to the Village Board, seconded by Commissioner Bickford on the condition that a circulation plan is submitted for review by the Committee of the Whole. The motion passed (5-0).

PZ 17-1064, Village of Roselle, 31 S. Prospect St (Text Amendment regarding linear (rope) lighting)

Commissioner Zinni made a motion to open the public hearing for case PZ 17-1064, seconded by Commissioner Bickford. The motion passed with a 6-0 vote.

Planner Caron Bricks presented the staff memo. Planner Bricks stated that many businesses use lighting to attract attention to their storefronts. In the past few years, linear, or rope, lighting has become quite popular. Business owners typically install these rope lights that outline windows and doors to their business. This lighting is typically bright white, but can be purchased in a multitude of colors. Village staff is suggesting a text amendment to Chapter 17 – Signs and Advertising, Article 11 – Signs of the Village Code of Ordinances to define “linear lighting” and prohibit it in all business districts within the Village.

The proposed definition of linear lighting to be added to Section 17-18 – Rules and definitions is as follows: *Linear Lighting*. Lighting, including neon, fluorescent, rope-lighting, and low voltage strip-lighting, static or flashing, internal or external, and primarily intended as an architectural highlight to attract attention or used as a means of identification or advertisement. Planner Bricks stated that prohibition of such lighting would be added to Section 17-21 Sign regulations in all zoning districts, subsection (1) prohibited signs, all zoning districts. The prohibition shall not apply to holiday decorations.

Commissioner Zinni stated that he sees a need for this text amendment but believes something about LEDs need to be added to the definition.

Commissioner Keller-Stein stated that she was concerned about the “architectural” section of the definition and that might be easily misinterpreted.

The Planning & Zoning Commissioners discussed the proposed definition and possible ways to improve it. This included changing the “architectural highlights” section and “all types of illumination” instead of listing types of lighting.

Hearing no further comments from the audience, Chairman Patel asked for a motion to close the public hearing for case PZ 17-1064, made by Commissioner Stare and seconded by Commissioner Keller-Stein. The motion passed (6-0).

Commissioner Stare made a motion to accept the findings of fact for the text amendment for case PZ 17-1064, Commissioner Keller-Stein seconded the motion. The motion passed (6-0).

Commissioner Keller-Stein made a motion to recommend approval of case PZ 17-1064 to the Village Board, seconded by Commissioner Stringfellow subject to the new definition created by staff and the Planning and Zoning Commission. The motion passed (6-0).

**Old Business:** Mayor Maglio discussed upcoming events and projects for the next year that the Village Board will be working on.

**New Business:** There was no new business.

The meeting ended at 8:21 p.m.