



City of Naperville

400 S. Eagle Street
Naperville, IL 60540
<http://www.naperville.il.us/>

Meeting Minutes

Planning and Zoning Commission

Wednesday, May 7, 2025

6:15 PM

Council Chambers

Training Session

TO PROVIDE LIVE PUBLIC COMMENT, TESTIMONY, OR TO CROSS-EXAMINE WITNESSES DURING THE MEETING:

To address the Planning and Zoning Commission in-person during the meeting in City Council Chambers, members of the public must sign up in-person on the day of the meeting outside of City Council Chambers between 6:30 and 6:50 p.m.

TO SUBMIT WRITTEN COMMENTS OR MATERIALS:

1. You may submit written comments to planning@naperville.il.us in advance of the meeting. (Please note, because emailed written comments are available for advance review by the PZC, they will not be read into the record during the PZC hearing). Below are the deadlines for written comments provided in advance of the meeting:

- Written comments received by 5 p.m. the Wednesday before the meeting will be included in the meeting packet sent to the PZC. This meeting packet is also posted on the City's website.
- Written comments received after 5 p.m. the Wednesday before the meeting through 5 p.m. the day before the meeting will be emailed directly to the PZC, but will not be included in the PZC packet or posted online.
- Written comments received after 5 p.m. the day before the meeting will be added to the case file.

PUBLIC ACCOMMODATION:

Any individual who may require an accommodation to listen to or participate in the meeting should contact the Community Services Department at (630) 305-5300 as soon as possible, but no later than by 5 p.m. on the day of the meeting.

PARTICIPATION GUIDELINES:

The citizen participation guidelines are outlined in 1-5-6-6: - CITIZEN PARTICIPATION of the Naperville Municipal Code.

- **ALL VIEWPOINTS AND OPINIONS WELCOME:** All viewpoints are welcome, positive comments and constructive criticism are encouraged. Speakers must refrain from harassing or directing threats or personal attacks at Commission members, staff, other speakers or members of the public. Comments made to intentionally disrupt the meeting may be managed as necessary to maintain appropriate decorum and allow for city business to be accomplished.
- **IF YOU SIGNED UP TO SPEAK,** the PZC will call your name at the appropriate time during the Planning and Zoning Commission meeting. Once your name is called you may identify yourself for the public record. Once you have been sworn in, then you may address remarks to the Planning and Zoning Commission as a whole. Speak clearly and try to limit remarks directly to the matter under discussion. Speakers are called in the order they sign up.

A. CALL TO ORDER:**B. ROLL CALL:**

- Present** 7 - Derek McDaniel, Carl Richelia, Whitney Robbins, Oriana Van Someren, Mark S. Wright, Meghna Bansal, and Michele Clemen
- Absent** 2 - Tom Castagnoli, and Stasha King

C. PUBLIC FORUM:**D. PUBLIC HEARINGS:****E. REPORTS AND RECOMMENDATIONS:****1. Conduct the Planning and Zoning Commission Training Session**

Adam Beaver from staff presented the training session content.

Commissioner McDaniel stated that it helps the PZC to ask other commissioners questions up at the dais and if it needs to be spoken about out loud?

Beaver responded that yes, commissioners should speak into the microphone when having discussion with other commissioners.

Commissioner Van Someren asked if each commissioner needs state why they are voting in support of a case?

Beaver responded that each commissioner does not need to state why

they are voting in support, but the PZC commission as a whole needs to state why they are supportive of the case.

Commissioner Robbins stated that the PZC spends a lot of time hearing and discussing traffic and stormwater concerns. Should the commission not respond to stormwater and traffic concerns posed by members of the public?

Beaver stated that the petitioner can answer general questions about stormwater and traffic concerns.

Commissioner Van Someren referenced the Islamic Center of Naperville as a case previously heard before the PZC that was mainly about traffic concerns and looked for guidance on this item.

Beaver confirmed that engineering staff may discuss traffic and stormwater, but that this information is just as an FYI and should not be a formal consideration for approval/denial. The PZC may consider traffic counts from traffic studies as part of their purview.

Commissioner McDaniel asked for confirmation that the information presented about continuing cases was in reference to a previous case regarding a Marathon gas station.

Beaver confirmed that some of the information presented was included based the PZC actions for that case.

Commissioner Robbins stated that the petitioner for the Marathon gas station case stated that they were willing to make whatever changes the PZC wanted them to make, but that this answer was not acceptable to the PZC.

Beaver responded that sometimes petitioners may not know what changes they need to make in order to receive a positive recommendation from the PZC so it is the PZC's role to inform the petitioner of what changes they would like to see.

Commissioner Robbins referenced a previous case regarding a garage variance as an exemplary scenario for continuing a case to a future PZC meeting. Robbins stated that this petitioner understood the changes the

PZC requested and followed the PZC instructions at the continued meeting date.

Commissioner McDaniel asked staff if it is the role of the PZC to request additional information from a petitioner or if this is staff's responsibility?

Beaver stated that it is the role of the PZC to determine what additional information they would like to see from a petitioner. In the case of the Marathon gas station, there was not an engineering plan for PZC to review and staff would ensure that plans are available for the PZC to review in the future.

Commissioner Robbins also referred to the Marathon gas station case as an example of the variety of items that the PZC hears and considers at a meeting neighbor complaint, code violations, etc.

Beaver stated that there were several concerns voiced from the public for Marathon case that were outside the PZC's purview.

Commissioner Robbins continued to reference the Marathon gas station case and opined on the gray areas of the case. Commissioner Robbins stated she overall felt good about the outcome of the PZC's action at the meeting.

Commissioner Wright asked how can they not consider stormwater concerns as an item of discussion amongst the PZC?

Beaver stated that the stormwater ordinance that petitioner needs to comply with is a DuPage County ordinance and not city code. Beaver also stated that City engineering staff does not let a case move forward if it is not compliant with stormwater requirements.

Commissioner Robbins asked if stormwater is voiced as an issue at future PZC meeting, should the PZC reiterate that this item is outside their purview?

Beaver confirmed that a reminder that the stormwater is not an item under the PZC's purview may be a good discussion to have at a PZC meeting. Beaver stated he will follow-up with city staff about why stormwater is not a PZC consideration and get back to the PZC with a written answer.

Commissioner Van Someren asked staff if the City of Naperville does not have additional City regulations in addition to the DuPage County stormwater ordinance.

Beaver stated he will follow-up with an answer to Commissioner Van Someren's question.

Commissioner McDaniel asked staff if the PZC should amend a motion, as in case of the Marathon Gas Station?

Beaver stated that ideally, yes the PZC should amend the motion if they find it appropriate.

Commissioner Van Someren stated that in the past, the secretary of the PZC would rewrite the motion and for staff to review.

Beaver confirmed that staff will still write example motions for the PZC to utilize.

Commissioner Van Someren confirmed that in the past the PZC has had to completely rewrite motions.

Beaver stated staff is not able to tell the PZC what to include in their motion.

Commissioner Wright asked if the PZC could have an annual training moving forward and if new commissioners could be trained as well. Commissioner Wright stated that it would also be beneficial to review the Land Use Master plan and Building Design Guidelines with staff so that the PZC better understands these documents.

Beaver confirmed new commissioners receive training and additional trainings can be made available and also mentioned that the Mayor's office plan's on doing annual commissioner training and training for the chair and vice chair. Beaver confirmed that future requested training would need to be in a similar setting as the training.

Commissioner McDaniel asked for confirmation that petitioners will have the materials needed for PZC to review for future PZC meeting, stating

when this is not provided, the PZC is put in a difficult position.

Beaver confirmed that yes, staff will ensure that documents are provided, but that it is still up to the PZC to ask for additional documentation when they feel it is needed.

F. OLD BUSINESS:

G. NEW BUSINESS:

H. ADJOURNMENT:

Adjourned at 6:47 PM.