MINUTES
REGULAR PLAN COMMISSION MEETING
July 9, 2020

Call to Order and Roll Call

The meeting was called to order at 7:05 p.m. by Chairperson Mary Loch. Roll call was taken. Present: Chairperson Loch, and Plan Commissioners Lloyd Berry, Laura Brown, Angela Fanella, Tracy Heming-Littwin and Mohammed Saeed. Absent: Plan Commissioners John Mulherin, David Rodemann and Jamie Vondruska.

Chairperson Loch described the Commission's role in the review process, and listed the various methods used to notify the public of the public hearing and ways to invite feedback from the public. She also gave a statement of remote meeting procedures, and outlined the meeting's approach under use of the Zoom platform, implemented because of the Covid-19 disaster.

She introduced meeting participants Staci Springer, Village Community Development Director; Kelly Purvis, Village Planner; Barbara Dutton, Recording Secretary; and Bill Enright, Village Board of Trustees' liaison to the Plan Commission.

Adoption of Emergency Allowance of Remote Participation by the Plan Commission

A motion to allow remote participation in the meeting was made by Commissioner Heming-Littwin, and seconded by Commissioner Fanella. The motion carried with six (6) yes votes and zero (0) no votes as follows: Commissioners Heming-Littwin and Fanella, Chairperson Loch and Commissioners Berry, Brown and Saeed voting, "yes."

Public Comment Non-Agenda Items

There was no public comment pertaining to non-agenda items.

Approval of June 25, 2020 Plan Commission Meeting Minutes

Commissioner Saeed moved to approve the draft minutes of the June 25, 2020 Regular Plan Commission meeting; seconded by Commissioner Heming-Littwin, the motion carried with six (6) yes votes and zero (0) no votes as follows: Plan Commissioners Saeed, Heming-Littwin, Berry, Brown, Fanella and Chairperson Loch voted "yes."

Public Hearing – 403-407 Duane Street – Duane Street Townhomes – Zoning Variations & Exterior Appearance Approval

A motion to open the Public Hearing concerning zoning variations and exterior appearance approval for 403-407 Duane Street (Duane Street Townhomes) was made and seconded by Commissioners Heming-Littwin and Saeed, respectively. The motion carried with six (6) yes votes and zero (0) no votes as follows: Commissioners Heming-Littwin and Saeed, Chairperson Loch and Commissioners Berry, Brown and Fanella voted "yes."

Staff Introduction

After being sworn in, Planner Purvis, Village of Glen Ellyn, 535 Duane Street in Glen Ellyn, described the subject of the evening's public hearing as a project to build four townhomes at 403-407 Duane Street. The Petitioner is property owner Duane Street Properties LLC, which is represented by Allied Design-Build. The petitioner, she stated, is requesting approval of a lot consolidation, zoning variations and an exterior appearance application. She stated that the project had been reviewed by the Plan Commission on May 9, 2019 at a pre-application meeting, and went through the steps of the approval process. She noted the ways in which notice of the meeting had been provided to the public regarding the hearing. The project site, she stated, is located on the south side of Duane, between Melrose Avenue and Lorraine Road, and is zoned R4-Multifamily. Across the street to the north of the site is public parking, while property to the south, west and east is zoned R4 residential. Planner Purvis states that the approximately 10,000 square foot site of two vacant parcels – which are to be consolidated into one lot – is in what is identified in the Comprehensive Plan as a site that would be appropriate for "improvement and development" noting that older structures should be replaced with high quality townhomes and similar multi-family developments.

She stated, the proposed project would include four three-story townhomes each featuring three bedrooms and three full bathrooms. The units would have identical floor plans with approximately 2,400 square feet of living space, and each unit would have a rear deck, tandem 2-car garage on the first level, and its own dedicated permeable-paver driveway.

Planner Purvis stated that in order for the project to move forward the following variations from the Zoning Code would be required:

- A variation to allow a lot area per family of 2,500 square feet in lieu of the minimum required lot area per family of 4,950 square feet;
- A variation to allow a rear yard setback of 25 feet in lieu of the 30-foot rear yard setback required;
- A variation to allow a front yard impervious surface coverage of 47.5% in lieu of the maximum permitted coverage of 35% (due to wider driveways);
- A variation to allow a deck height of approximately 11 feet in lieu of the maximum permitted height of 7 feet for decks which encroach into the required rear yard setback.
- A variation to allow a building height of 37 feet from the average existing grade in lieu of the 35-foot height permitted in the district.

Planner Purvis showed images of the petitioner's plans and reviewed each of the required variations. Planner Purvis noted that the development would provide three parking spaces per unit, and that the proposed landscape plan exceeds requirements. The concept features code-compliant lighting, as well as acceptable screening with a cedar fence. Various maintenance responsibilities, as per Covenants, Conditions and Restrictions, were reviewed, by Planner Purvis. Planner Purvis conveyed that the architecture style of the project is described as "a modern rendition of a classic American Craftsman Style." Design of the exterior appearance, which she stated was reviewed by the Village's Architectural Appearance Group, is specified to feature masonry, siding and fiber cement panels, and that neutral colors have been selected for building materials. Planner Purvis noted that the project does meet many of the standards in the Village's Appearance Review Guidelines.

Planner Purvis stated that the Commission is being asked to consider the Petitioner's application for approval of the requested zoning variations and the exterior appearance. She noted several conditions which the Commission might wish to consider if the project is approved. Chairperson Loch expressed surprise that no undergrounding of utility lines was required, to which Planner Purvis explained that there were no utility lines in the area that would need to be placed underground.

Petitioner's Presentation

Sworn in were the following representatives of the Petitioner, Allied Design-Build: David VanAssche, 155 Potomac Passage, PH14, Oxon Hill, MD 20745, Litsa Lekatsos, 216 Regent Street, Glen Ellyn, IL; Randy Bees, 121 Berkshire Court, Glendale Heights; Pete Ladesic, 615 Scott Avenue, Glen Ellyn; and Shafic Budron, 8249 Ripple Ridge, Darien, IL.

Mr. VanAssche related history of his career and his invitation to partner with Mr. Alan Alshafei on development of the subject project, his work to evaluate its location and introduction to Mr. Budron and Ms. Lekatsos. He said he chose local builder Pete Ladesic for the project. He commented on the recommended conditions mentioned by Planner Purvis and noted that concrete/cement could be used instead of permeable pavers for the driveways, and that he wished to verify the developer donations as the amount disclosed prior to the meeting.

Mr. Budron of Allied Design-Build thanked various parties involved, and related that he has worked together with Staff in developing the concept. He reviewed the product envisioned and iterated the accommodations sought relative to lot consolidation, approval of the exterior appearance and the zoning variations sought. He gave background on the process of working with the Village, and said he looked forward to an interactive review during this evening's hearing.

Architect Randy Bees provided an overview of the townhome design which, he said, reflects Craftsman Style characteristics. He pointed out its masonry base, which he stated, is in accordance with Village specifications, and the application of fiber cement siding and panels. Front doors were set "in" to break up the front elevation to achieve "a more pleasing look." Larger windows on the building side were not incorporated, he explained, so to maintain interior cabinet and wall space and avoid having a window in a bathtub. He said the deck would be cedar, and panelized division walls would be featured between each tenant. Floors would have 9-foot ceiling heights, which he said is desirable, and appliances would be "high end," while light fixtures would carry a Craftsman Style look.

Realtor Litsa Lekatsos observed that more families are venturing out to the suburbs, and that low lending rates are helping the real estate market. She expressed confidence in being able to market these townhomes, noting their attractive in-town location.

Contractor Pete Ladesic thanked the Staff and Commission for their attention to the project, which he said provides the community with a much-needed product that will enhance the tax base.

Commissioner Questions

Commissioner Berry asked what price point is anticipated for the townhomes. Mr. VanAssche responded that the expectation was in the high $500,000s, noting that buyers would have custom options from which to select that could vary the price.

Chairman Loch asked why no bathroom windows were included in the design, as expressed in the east and west sides of the buildings. Mr. Bees explained that the design was conceived to derive maximum usage of the space, and that shower/tub units are situated against the outside walls – not an ideal spot for windows. Leaving windows out also allows for valuable cabinet space in the kitchen, he added, but pointed out that small windows would be placed up high in living rooms to free up wall space. Mr. VanAssche agreed that bathroom windows weren't feasible in the design.

Public Comment

There was no public comment.

Commissioner Heming-Littwin moved to close the Public Hearing; seconded by Commissioner Berry, the motion carried with six (6) yes votes and zero (0) no votes as follows: Plan Commissioners Heming-Littwin, Berry, Brown, Fanella and Saeed and Chairperson Loch voted "yes."

Commissioner Discussion

Commissioner Berry said that it seems that the Petitioner worked with the Village Planning staff, and that adjustments requested are not out of line, and that he views the design as suitable for the neighborhood.

Commissioner Fanella said she appreciates the incorporation of the Plan Commission's feedback on the driveways, that the project "makes sense" for the location and that she is in support of the development.

Commissioner Saeed assessed the plans to be very well done and said that the concept meets the intent of the Comprehensive Plan. The location is good, he said, expressing that he supports the project.

Commissioner Brown stated that she is in agreement with the other Commissioner's comments previously articulated. She believes the project will serve to "lift the whole area up," and declared that she is in support of the project.

Expressing agreement with her fellow Commissioners, Commissioner Heming-Littwin said she appreciates the developer looking at Glen Ellyn for the development, which she believes, is "sorely needed." She thinks the development would appeal to families with small children who are just starting out, rather than older residents, due to the amount of stairs

Chairperson Loch expressed that she is supportive of the project, for the reasons expressed by the other Commissioners. She added that it seems like a "nice product," and that the zoning variations requested seem minor and appropriate.

Commissioner Heming-Littwin moved for the following:

After conducting a public hearing and deliberating on the requests of Duane Street Properties, LLC, owner of 403-407 Duane Street to allow the construction of a 4-unit townhome development on the subject property, the Plan Commission hereby makes the following Findings of Fact:

In regards to the request for approval of Variations from Section 10-4-11(D)2 to allow a rear yard setback of 25 feet in lieu of the 30 foot rear yard setback required; and

Section 10-4-11(D)8(a) to allow a lot area per family of 2,500 square feet in lieu of the minimum required lot area per family of 4,950 square feet; and

Section 10-4-11(E)1 to allow a building height of 37 feet from the average existing grade in lieu of the 35 foot height permitted in the district; and

Section 10-5-5-(B)4#8 to allow a deck height of approximately 11 feet in lieu of the maximum permitted height of 7 feet for the decks which encroach into the required rear yard setback; and

Section 10-5-5(B)4#18.2 to allow a front yard impervious surface coverage of 47.5% in lieu of the maximum permitted coverage of 35%, the Commission finds that the criteria have been satisfied

With regard to the petitioner's request for approval of their Exterior Appearance Application, the Plan Commission finds that the project is in substantial conformance with the Village's Appearance Review Guidelines.

Therefore, having considered the petition of Duane Street Properties, LLC for improvements to the property commonly known as 403-407 Duane Street, the Plan Commission recommends that the plans and the presentation which included the findings associated with the Variations have been satisfied, and that the Exterior Appearance is in substantial conformance with the Village's Appearance Review Guidelines and therefore recommends that the Village Board approve the variations and exterior appearance for the project as requested subject to the following conditions:

1. That the project be constructed in substantial conformance with the plans submitted and the testimony presented at the July 9, 2020 public hearing of the Plan Commission.
2. That any light fixtures meet the Village's shielding requirements.
3. That any future repair or replacement of the exterior building materials by an individual owner or the Homeowners Association match the approved materials for the development exactly.
4. That the required developer's donations be paid prior to the issuance of any building permits for the project.

Seconded by Commissioner Brown, the motion carried by roll call vote with six (6) yes votes and zero (0) no votes as follows: Plan Commissioners Heming-Littwin and Brown, Chairperson Loch, and Commissioners Berry, Fanella and Saeed voted "yes."

<u>Trustee's Report</u>

Village Board Trustee Bill Enright had no updates from the Village Board, but complimented the concept for the Duane Street Townhome project, the subject of the evening's Public Hearing.

<u>Chairman's Report</u>

Chairperson Loch thanked Staff for facilitating this remotely conducted meeting.

<u>Staff Report</u>

Planner Purvis stated that a number of projects are being reviewed, that there would be no second Plan Commission meeting in July. She said staff was "fully back in swing in the Civic Center".

Director of Community Development, Staci Springer, related plans underway to bring meetings back to the building. She said audio-visual upgrades for the Board Room are in the works, and that the installation of plastic dividers at the dais is being investigated as well as distancing measures planned for safety. She said September is the earliest month that might be considered for an in-person Plan Commission meeting. She added that while a hybrid-type of meeting of in-person and Zoom is not an option, call-in capabilities will be available.

Emphasizing that plans would be adjusted as conditions dictate, Director Springer, polled Commissioners present about their comfort level with returning to in-person meetings, based on the information she imparted this evening and assuming current conditions. Chairperson Loch said she was uncomfortable with the idea of nine people on the dais, and said she didn't know if the group had to necessarily meet in the boardroom. Director Springer mentioned the idea of separating people through use of a table, but concern has expressed about having people seated in front of the dais. Commissioner Heming-Littwin agreed with Chairperson Loch about the dais configuration, and thought placement of a table might be considered with proper distancing, but that she would need to see the setup before deciding. Her opinion, she acknowledged, was based on the need to care for an elderly family member. Commissioner Saeed said he had some reservations about convening in-person meetings, but would consider doing so, provided a six-foot distance was maintained between participants. Commissioner Fanella said she had fewer reservations as she is not near elderly parents, nor in a high-risk group, and that she would defer to other Commissioners and to Village staff as to the approach to take. Commissioner Berry seconded Commissioner Fanella's view on the matter, as did Commissioner Brown. Sans an in-person quorum, Director Springer, said meetings would be held via Zoom. She stated that the other three Commissioners need to be polled, and said that Commissioners could come see the room layout after the Board tries it out. She indicated that the room will be set up in August, at which time an official poll will be conducted. Commissioner Heming-Littwin thought that watching the Board meeting online might help in understanding how the space is functioning. Director Springer said that setting up in other spaces is also under consideration.

Other Business

None.

Adjournment

Following a motion by Commissioner Heming-Littwin to adjourn and a voice vote, Chairperson Loch concluded the meeting at 8:27 p.m.

Respectfully submitted,

Barbara Dutton
Recording Secretary
Reviewed by Planner Kelly Purvis