



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Zoning Board of Appeals
Wednesday, April 09, 2025
5:30 PM

CALL TO ORDER

The meeting was called to order at 5:30pm by Acting Chair Mead.

ROLL CALL

PRESENT

Member Dayne Mead
Member Melissa Smith
Member Ryan Swanson
Member George Wagaman

ABSENT

Chairman Jay Durstock
Member Laura Baluch
Member Brad Hogland

Village Clerk Stephanie Johnston

STAFF

Josef Kurlinkus - Village Administrator
Evan Hoier - Zoning Administrator (Vandewalle & Associates)

APPROVAL OF MINUTES

1. **Approval of the Minutes** for the meeting of the Zoning Board of Appeals from **February 12, 2025**.

Motion: A motion was made to approve the Minutes for for the meeting of the Zoning Board of Appeals from **February 12, 2025**.

There were no changes, additions, or corrections.

Motion made by Member Smith, Seconded by Member Wagaman.

Voting Yea: Member Mead, Member Smith, Member Swanson, Member Wagaman

Minutes approved 4-0-0.

2. **Approval of the Minutes** for the meeting of the Zoning Board of Appeals from **March 12, 2025**.

Motion: A motion was made to approve the Minutes for for the meeting of the Zoning Board of Appeals from **March 12, 2025**.

There were no changes, additions, or corrections.

Motion made by Member Swanson, Seconded by Member Smith.

Voting Yea: Member Mead, Member Smith, Member Swanson, Member Wagaman

Minutes approved 4-0-0.

NEW BUSINESS

3. ZBA 2025-007: **Design Review** for Approval of a **120 SF Dumpster Enclosure** at Dollar General located at **4733 Bluestem Road** (PIN: 04-29-428-009).
[Property Owner: Hoogland 2006 Family Real Estate, Dollar General]

The Village's Zoning Consultant Evan Hoier presented the staff report on the application. The request is for installation of a 120 square foot dumpster enclosure at Dollar General located at 4733 Blue Step Road. The enclosure is an extension of the existing enclosure and is required to be installed to bring the property into compliance with the village ordinance.

There was discussion of the exact location on the property where it will be installed, and confirmation my Mr. Hoier that it would not reduce the required parking spaces below the number required by Village Code.

MOTION: A motion was made to approve Design of 120 SF Dumpster Enclosure at Dollar General located at 4733 Bluestem Road as submitted.

Motion made by Member Smith, Seconded by Member Mead.

Voting Yea: Member Mead, Member Smith, Member Swanson, Member Wagaman

Minutes approved 4-0-0.

4. ZBA 2025-008: Discussion on **future amendment** to **Article XIII - Planned Unit Development** of Chapter 155 (Zoning Regulations) of the Village's Code of Ordinances

Village Zoning Consultant Evan Hoier provided an overview of proposed amendments to the Village's Planned Unit Development (PUD) chapter within the zoning code. He explained that the Village currently uses a one-step approval process for PUDs, requiring applicants to submit site layout, design and landscaping plans, construction documents, and engineering drawings as part of the initial application.

Mr. Hoier noted that the Village previously utilized a two-step process—first approving a general development plan (GDP), followed later by a precise implementation plan (PIP). He recommended reverting to the two-step process to allow developers greater flexibility and to

reduce upfront costs associated with preparing detailed engineering and architectural drawings prior to receiving zoning approval.

It appears the one-step process was introduced during the 2021 zoning code rewrite. At that time, the ZBA and the consulting firm involved may not have fully considered the challenges posed by requiring complete submittals at the outset of the process.

Under the proposed two-step process, a conceptual site plan would be approved initially, with detailed engineering plans to follow prior to construction. Mr. Hoier emphasized that this change could make the Village's PUD process more attractive to developers—particularly smaller-scale applicants—while also streamlining the review process for Village staff.

ZBA Member Swanson inquired about the timing of traffic studies and stormwater management reports. Mr. Hoier explained that staff would conduct an initial review to confirm that key infrastructure issues such as drainage and traffic circulation are adequately addressed during the concept phase. More detailed studies may be required in certain cases before final approval is granted.

Mr. Hoier stressed the importance of early coordination between developers and Village staff to ensure that submittals meet all necessary requirements. He concluded by stating that the proposed process would be presented for formal approval in the coming months, with minor adjustments based on feedback from the ZBA and stakeholders.

MOTION: No action was taken on this matter. The proposed amendments will be placed on a future ZBA agenda for public hearing and formal recommendation.

OLD BUSINESS

Village Administrator Josef Kurlinkus provided an update on the status of the proposed annexation of the Gaspara property. He informed the Board that, in response to public feedback, the property owners have decided to withdraw their original annexation application. Instead, they intend to divide off a portion of the property containing their residence for potential annexation, while allowing the remainder of the land to remain in unincorporated Winnebago County as agricultural zoned land.

Mr. Kurlinkus noted that a revised proposal is expected to come before the Zoning Board of Appeals and the Village Board within the next several months.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

There was no public comment.

ADJOURNMENT

MOTION: A motion was made to adjourn the meeting.

Motion made by Member Smith, Seconded by Member Wagaman.

Voting Yea: Member Mead, Member Smith, Member Swanson, Member Wagaman

The meeting was adjourned at 6:12 PM.