

**VILLAGE OF THORNTON
PLANNING & DEVELOPMENT COMMISSION
MEETING MINUTES**

Date: December 10, 2025

Time: 6:31 p.m.

Location: Village Hall, Thornton, Illinois

1. Call to Order

Chairman Andrew Howell called the Planning & Development Commission meeting to order at 6:31 p.m.

2. Roll Call

Present:

- Chairman Andrew Howell
- Commissioner Biedzycki
- Commissioner Paarlberg
- Commissioner Ogbonnaya
- Commissioner Roeda

Absent:

- Commissioner Hanson
- Commissioner Klemm

A quorum was present.

3. Approval of Minutes

A motion was made to approve the November 12, 2025 Planning & Development Commission Meeting Minutes as presented.

Vote: All Commissioners present voted AYE. Motion carried.

4. Commissioner Reports

The Chairman asked if any Commissioners had attended recent Village meetings and wished to report. There were no Commissioner reports.

5. Special Use Permit / Variance Requests

A. Special Use Permit / Variance – 115 South Kinzie Street

Staff Report: Building Inspector Keith Zigterman presented the request. The property owner is seeking approval to construct an additional two-and-a-half-story garage attached to the existing garage structure. The proposed addition would be located toward the front of the residence, extending approximately 30 feet forward, while remaining no higher than the existing garage roofline.

The existing garage is currently used as an office and workshop, and the expansion is intended to allow for vehicle storage. The proposed construction would reduce the south side yard setback from approximately 16 feet to 3 feet, whereas Village ordinance requires approximately 15 feet, 6–7 inches, based on the property's 137-foot frontage.

The proposed garage would not extend closer to the street than the neighboring property to the south. A shared driveway exists on the south side of the property and is legally documented through a recorded agreement.

Applicant Testimony: The applicant addressed the Commission, explaining that the existing garage has never been used for vehicle parking due to its use as an office, workshop, and workout space. The applicant confirmed that the shared driveway agreement is legally recorded and that the proposed garage expansion would not encroach upon or impair the shared driveway in any way.

Commission Discussion: Commissioners discussed the shared driveway configuration, historical ownership of neighboring properties, and setback requirements. Staff confirmed that no driveway encroachment is proposed and that the driveway width would remain compliant.

Required Stipulations: Inspector Zigterman reviewed the following six (6) stipulations required for approval:

1. A one-hour fire rating shall be provided for the south wall of the new garage.
2. 110-volt hardwired smoke and fire detection shall be installed in the new garage, and the residence shall be updated to a hardwired 110-volt system or equivalent. Heat detectors may be used in the garage.
3. Fire-rated walls shall be provided between the existing garage and the new garage.
4. A complete set of construction plans shall be submitted for review and approval prior to issuance of a building permit.
5. All applicable building codes, fire codes, and Village ordinances shall be met, with the exception of the side yard setback and residential fire sprinkler system requirement.
6. All penetrations through the connecting garage wall shall be properly fire-stopped.

Motion: A motion was made to recommend approval of the variance for 115 South Kinzie Street, subject to the six stipulations presented.

Second: Seconded.

Vote: All Commissioners present voted AYE. Motion carried.

The Commission noted that the request would move forward to the Village Board of Trustees meeting on Monday, December 15, 2025, and encouraged the applicant to attend.

B. Special Use Permit – T-Q Towing – 17147 Westview Avenue

Staff Report: Inspector Keith Zigterman summarized the request. T-Q Towing is seeking approval to utilize the rear parking area of the property for storage of vehicles associated with its towing and wholesale operations. The property is zoned Industrial and is fully fenced. The business has been operating at the location with no complaints received.

The applicant has applied for a business license, which is currently pending completion of this special use permit process.

Applicant Testimony: The applicant explained that the business is a business-to-business wholesale operation, storing approximately 10 to 15 vehicles at any given time. All vehicles are owned by the business, purchased directly from auctions, and are newer, operable vehicles. The operation does not involve public vehicle storage, third-party tows, or damaged vehicles. Two tow trucks are utilized.

Commission Discussion: Commissioners asked questions regarding security cameras, fire department access, electric vehicle restrictions, and compliance with the proposed stipulations. The applicant acknowledged and agreed to all conditions, including restrictions related to damaged electric vehicles.

Required Stipulations: The following eight (8) stipulations were reviewed and agreed to:

7. Slats shall be installed in the chain-link fence gate.
8. Access to the rear overhead and service doors shall be clearly marked and striped to ensure Fire Department access.
9. The gate shall remain secured at all times when the lot is not supervised.
10. No storage of damaged electric vehicles shall be permitted at this location. Any violation shall result in immediate revocation of the special use permit.
11. Two 20-lb ABC fire extinguishers shall be installed on site at all times, one located by the service door and one by the gate, stored in approved exterior boxes.
12. A key or lock shall be furnished to the Fire Department for the Knox Box located at the front of the building.
13. A fluid spill kit shall be maintained on site to control spills and contain leaks.
14. The owner shall be responsible for site cleanup during operations and upon relocation of the business.

Correction for the Record: The Chairman clarified that the correct property address is 17147 Westview Avenue, correcting a prior typographical error.

Motion: A motion was made to recommend approval of the special use permit for T-Q Towing at 17147 Westview Avenue, subject to the eight stipulations.

Second: Seconded.

Vote: All Commissioners present voted AYE. Motion carried.

6. Public Comments

There were no public comments.

7. Old Business

None.

8. New Business

None.

9. Adjournment

A motion was made to adjourn. All Commissioners present voted AYE.

Meeting adjourned. 6:52 PM

Respectfully submitted,

Nikki Kitakis, Village Clerk

Andrew Howell, Chairman, Planning & Development Commission