

**VILLAGE OF OSWEGO  
MINUTES OF THE PLANNING & ZONING COMMISSION MEETING  
AND THE AD HOC ZONING COMMISSION MEETING  
100 PARKERS MILL  
OSWEGO, ILLINOIS**

**April 4, 2024**

**1. CALL TO ORDER**

Chairman Pajor called the Oswego Planning & Zoning Commission Meeting and the Ad Hoc Zoning Commission Meeting to order at 7:00 p.m.

**2. ROLL CALL – AD HOC ZONING COMMISSION MEETING**

Present: Kim Bradshaw, Thomas Collins, Lisa Hillman, Rick Kuhn, Donald Marrone,  
Andrew McCallum, Charlie Pajor, Justin Sather, Brian Thomas

Absent: None

There was a quorum.

Oswego community representatives in attendance were:

Present: Rod Zenner, Director; Rachel Riemenschneider, Planner; Mary Ellen Bliss,  
Recording Secretary

**3. PUBLIC HEARING**

**Unified Development Ordinance (UDO) and Zoning Map Update**

Applicant: Village of Oswego

Project #1207.24

Project Manager: Rod Zenner

Motion: Commissioner McCallum, second Commissioner Collins to open the Public Hearing at 7:01 p.m.

Ayes: Commissioners Bradshaw, Collins, Hillman, Kuhn, Marrone, McCallum, Pajor, Sather, Thomas

Nays: None

Absent: None

Motion carried

Director Zenner stated the Village utilizes two main sets of requirements for the development of property within the Village of Oswego: the Zoning Ordinance and the Subdivision and Development Regulations. Director Zenner stated the Zoning Ordinance lists permitted and special uses within each of the various zoning districts and establishes bulk regulations, such as height and setback requirements, and the Subdivision and Development Regulations provides the technical aspects for development including right-of-way design, engineering requirements, and various construction detail specifications.

Director Zenner stated the Village received a grant from Chicago Metropolitan Agency for Planning (CMAP) in 2020 to develop a Unified Development Ordinance (UDO) to provide a single source for the Village and development community to reference. Director Zenner stated CMAP met with residents and stake holders to gain insight into the Village's needs for the new UDO. Director Zenner stated CMAP staff attended public events to educate residents on the

UDO project and provided a dedicated website for residents to offer opinions and suggestions. Director Zenner stated a steering committee was also established to meet with CMAP to provide comments and suggestions on the draft document.

Director Zenner stated the Planning and Zoning Commission reviewed the draft UDO at their meetings on November 10, 2022, December 1, 2022, and December 15, 2022, and the Village Board reviewed the draft and the Planning and Zoning Commission's recommendation at their Committee of the Whole meetings on September 5, 2023, and November 6, 2023. Director Zenner stated the Village Board suggested some changes to the draft document.

Director Zenner stated the UDO revises the Village's current zoning districts, combining some districts while creating all new districts, and upon adoption of the UDO, the Village will implement the new zoning districts by adopting a new zoning map. Director Zenner stated generally, if a property is currently in a residential district, the proposed zoning is residential; if it is currently in a business district, the proposed zoning is business; and if it is currently in a manufacturing district, the proposed zoning is manufacturing.

Director Zenner stated the most significant change occurs in the downtown area where the Village will be establishing a new D-1 Downtown District, which will take place of existing B-1, B-2 and B-3 Districts. Director Zenner stated that for these parcels, the current legally established uses and structures can continue to operate as they do today; if these properties redevelop in the future, or if the existing manufacturing use discontinues for a period of 6-months, then the property could only be used for uses permitted or allowed by a Special Use Permit in the D-1 District.

Director Zenner reviewed a summary of the draft UDO and highlighted some of the more significant changes. The Commission discussed the following in greater detail:

- Duties of the Zoning Administrator and the Planning and Zoning Commission
- Site Plan review
- Appeal process
- Subdivision design and layout
- Zoning Districts
- Accessory dwelling units
- Minimum parking requirements and tree/island requirements for parking lots
- Temporary signs
- Public Notice requirements and public notice sign size

Angelo Kleronomos was sworn in  
Yorkville, IL

Mr. Kleronomos stated he has developed numerous properties in Oswego and believes the developing community should have been included as stakeholders during the initial discussion process. Mr. Kleronomos stated his concerns with landscape islands in parking lots; sidewalks between houses in cul de sacs; and burdening homeowner's associations with maintenance of large open areas in subdivisions.

Debbie Petschow was sworn in  
Oswego, IL

Ms. Petschow stated she owns a business located in Downtown Oswego and expressed concern that her business is not considered a permitted use. Director Zenner stated her business is defined as a contractor's office which is not a permitted use at that location. After

some discussion, the Commission affirmed that contractor's offices should not be allowed in the Downtown District.

Joshua Lash was sworn in  
Oswego, IL

Mr. Lash asked how the new zoning districts would affect his property and Director Zenner provided him with information on the legal non-conforming use.

Russell Pietrowiak was sworn in  
Oswego, IL

Mr. Pietrowiak stated he is an Oswego resident and also an employee of CMAP. Mr. Pietrowiak stated the UDO review process was conducted with many opportunities for feedback and public comment. Mr. Pietrowiak commended Village Staff for their efforts and the Planning and Zoning Commission for their careful review of the UDO draft. Mr. Pietrowiak stated as an Oswego resident, he would like to see more open spaces and connected pedestrian/biking trails in the future.

Jason Dodd was sworn in  
Oswego, IL

Mr. Dodd asked how the new zoning districts would affect his property and Director Zenner provided him with information on the legal non-conforming use.

No additional audience members wished to speak at the public hearing.

Motion: Commissioner Bradshaw, second Commissioner McCallum to close the Public Hearing at 8:27 p.m.  
Ayes: Commissioners Bradshaw, Collins, Hillman, Kuhn, Marrone, McCallum, Pajor, Sather, Thomas  
Nays: None  
Absent: None  
Motion carried

The Commission discussed the Appeal process; responsibilities of the Planning and Zoning Commission that will change with the UDO; and landscaping requirements for parking lots. The Commission was of the opinion to keep the landscape requirements as proposed. The Commission expressed appreciation that the UDO is tethered to the Comprehensive Plan.

**Recommendation:**

Motion: Commissioner McCallum, second Commissioner Collins to recommend approval of the UDO and proposed zoning map.  
Ayes: Commissioners Bradshaw, Collins, Hillman, Kuhn, Marrone, McCallum, Pajor, Sather, Thomas  
Nays: None  
Absent: None  
Motion carried

**4. PUBLIC FORUM**

None.

**5. ROLL CALL – PLANNING & ZONING COMMISSION MEETING**

Present: Kim Bradshaw, Thomas Collins, Lisa Hillman, Rick Kuhn, Donald Marrone,  
Andrew McCallum, Charlie Pajor, Justin Sather, Brian Thomas  
Absent: None

There was a quorum.

**6. MINUTES**

Motion: Commissioner Kuhn, second Commissioner Collins to accept the minutes of the  
March 7, 2024 Planning & Zoning Commission Meeting.  
Ayes: Commissioners Bradshaw, Collins, Hillman, Kuhn, Marrone, McCallum, Pajor,  
Sather, Thomas  
Nays: None  
Absent: None  
Motion carried

**7. PUBLIC HEARINGS**

**Text Amendment**

Subdivision and Development Control Regulations  
Applicant: Village of Oswego  
Project #1215.24  
Project Manager: Rod Zenner

Motion: Commissioner Kuhn, second Commissioner Marrone to open the Public  
Hearing at 8:49 p.m.  
Ayes: Commissioners Bradshaw, Collins, Hillman, Kuhn, Marrone, McCallum, Pajor,  
Sather, Thomas  
Nays: None  
Absent: None  
Motion carried

Director Zenner stated the draft UDO contains processes and procedures that are currently contained in the Village’s Subdivision and Development Regulations. Director Zenner stated staff proposes a text amendment to the Subdivision and Development Regulations to remove elements that were incorporated into the UDO.

No audience members wished to speak at the public hearing.

Motion: Commissioner Kuhn, second Commissioner Bradshaw to close the Public  
Hearing at 8:51 p.m.  
Ayes: Commissioners Bradshaw, Collins, Hillman, Kuhn, Marrone, McCallum, Pajor,  
Sather, Thomas  
Nays: None  
Absent: None  
Motion carried

**Recommendation:**

Motion: Commissioner Kuhn, second Commissioner Bradshaw to recommend approval of the Subdivision and Development Control Regulations Text Amendment.  
Ayes: Commissioners Bradshaw, Collins, Hillman, Kuhn, Marrone, McCallum, Pajor, Sather, Thomas  
Nays: None  
Absent: None  
Motion carried

**Special Use Permit**

Youniverse Collective  
Applicant: Youniverse Inc.  
Project #1213.24  
Project Manager: Rachel Riemenschneider

Motion: Commissioner Collins, second Commissioner Hillman to open the Public Hearing at 8:58 p.m.  
Ayes: Commissioners Bradshaw, Collins, Hillman, Kuhn, Marrone, McCallum, Pajor, Sather, Thomas  
Nays: None  
Absent: None  
Motion carried

Chairman Pajor stated this application has been withdrawn.

Motion: Commissioner McCallum, second Commissioner Bradshaw to close the Public Hearing at 8:59 p.m.  
Ayes: Commissioners Bradshaw, Collins, Hillman, Kuhn, Marrone, McCallum, Pajor, Sather, Thomas  
Nays: None  
Absent: None  
Motion carried

**8. NEW BUSINESS**

None.

**9. OLD BUSINESS**

None.

**10. PUBLIC FORUM**

None.

**11. CHAIRMAN'S REPORT**

None.

**12. COMMISSIONERS REPORT**

None.

**13. HISTORIC PRESERVATION COMMISSIONER REPORT**

No report.

**14. ECO COMMISSION REPORT**

No report.

**15. DEVELOPMENT SERVICES DEPARTMENT REPORT**

None.

**16. OSWEGOLAND PARK DISTRICT REPORT**

No report.

**17. NEXT MEETING - May 9, 2024**

**18. ADJOURNMENT – PLANNING & ZONING COMMISSION MEETING**

Motion: Commissioner Bradshaw, second Commissioner Hillman to adjourn the Planning and Zoning Commission Meeting.

Ayes: Commissioners Bradshaw, Collins, Hillman, Kuhn, Marrone, McCallum, Pajor, Sather, Thomas

Nays: None

Absent: None

Motion carried

**19. ADJOURNMENT – AD HOC ZONING COMMISSION MEETING**

Motion: Commissioner Collins, second Commissioner McCallum to adjourn the Ad Hoc Zoning Commission Meeting.

Ayes: Commissioners Bradshaw, Collins, Hillman, Kuhn, Marrone, McCallum, Pajor, Sather, Thomas

Nays: None

Absent: None

Motion carried

Chairman Pajor adjourned the Planning & Zoning Commission Meeting and the Ad Hoc Zoning Commission Meeting at 9:01 p.m.