

Planning and Zoning Committee
Village Board Room
June 10th, 2025, 7:00 p.m.

Present: Al Fink, Trustee (Chairman)
Amy Avakian, Trustee
Heidi Rudolph, Village President
Ellen Baer, Village Manager
Heather Valone, Director of Community Development

Call to Order: Chairman Fink called the meeting to order at 7:33 p.m. Chairman Fink and Trustee Avakian were both in attendance.

Approval of Minutes: Chairman Fink made a motion to approve the meeting minutes for April 24, 2025. Trustee Avakian seconded the motion to approve. A voice vote was conducted, and the minutes were approved with both Trustees voting aye.

Public Comment: Chairman Fink asked if there were any members of the public in attendance that wanted to speak or provide comments. Director Valone advised that there were two parties in attendance to make public comments on two separate items on the agenda. She asked if the Chairman would like these members of the public to speak during discussion of these agenda items, or if they should speak during the public comments period. Chairman Fink said that they may speak during discussion of the items.

5600 Wolf Road - Heritage Crossing: Agreement with V3 Companies, Ltd. for Public Improvements Inspection and Permit Plan Review Services: Director Valone handed out items as specified in the agenda packet and gave a brief overview of the project. Earlier this year, the Village approved a redevelopment agreement and additional zoning relief for 5600 Wolf Road, also known as the Heritage Crossing property. McNaughton Development, LLC (the "Developer" and "Applicant") has proceeded into the permitting phase of the project.

The Developer has been issued a demolition permit and is currently performing demolition on the property, while additional site development work is being proposed (Site Development Permit application has been submitted for review). Work under the Site Development Permit consists of grading, installation of stormwater management facilities, installation of roads and sidewalks, and additional site preparation work to get the site ready for individual building construction.

The Village Code requires certain construction observations ("inspections") to be made during the site development process. Director Valone advised that because there are quite a few observations required for this specific project, and because of the high-paced schedule of the Developer, the Village is looking to contract with V3 Consulting to complete these construction observations and inspections on behalf of the Village during the site development phase. They would also be contracted to complete the individual lot reviews for the townhome buildings. V3 has performed observations/inspections/plan review on behalf of the Village for other projects, including Timber Trails subdivision.

Trustee Avakian asked what kind of reports/deliverables V3 provides. Director Valone, using Timber Trails as an example, said that V3 provides the Village with a weekly report of their reviews (construction silt fences, clean streets, inspections, plan review, etc.). Trustee Avakian also asked if V3 is available to communicate on a daily basis if there are issues, to which Director Valone responded that while a V3 representative is typically used as a daily point of contact, the Village's Engineering Services are also available if no one from V3 is on site.

Director Valone confirmed that the Developer is responsible for all third-party related costs, as indicated in the redevelopment agreement.

Chairman Fink made a motion to recommend this agenda item to the President and Board of Trustees for their meeting on June 16, 2025. Trustee Avakian seconded the motion to approve. A voice vote was conducted and the motion was approved with both Trustees voting aye.

Timber Trails Subdivision Supplemental Letter Agreement for Sale and Development of Eleven Finished Lots, Seller / Developer: Timber Trails Development Company, LLC, 1625 N Burling, LLC or Brian Taylor, Buyer / Developer: McNaughton Development, LLC: Director Valone provided a summary of the history related to the request. Timber Trails Development Company, LLC (TTDC, the "Seller") has submitted a letter to sell 11 lots within the Timber Trails subdivision to McNaughton Development, LLC (the "Buyer" and "Applicant"). TTDC is permitted to sell these unfinished lots if the buyer and the builder agree to abide by the annexation agreement for the planned development.

The Applicant, Paul McNaughton Jr., and a representative for Timber Trails HOA, Rob Zoromski, were present at the meeting and invited by Director Valone to ask any questions. Mr. McNaughton did not have questions.

Mr. Zoromski asked what the remedies regarding increasing security are, to bring the annexation agreement into compliance and up to Village Code.

Director Valone explained that under the agreement the Developer is required to provide security in the form of a letter of credit, bond, or escrow for any outstanding public improvements.

Mr. Zoromski also asked if the architectural plans from the original approval in 2021 were still being followed, and if square footage was mentioned anywhere in the approval.

Director Valone confirmed that these plans were still current, and that square footage information (following regulations of the original approval) is submitted during approval of the individual lots.

Mr. McNaughton was invited by Director Valone to respond to the question to confirm the proposed square footage for the new homes.

Mr. McNaughton stated that ranches (the most popular) are 2,400 square feet (1,200-1,600 square feet added with finished basement), and that two-story homes range from 3,200 to 4,000 square feet.

Mr. Zoromski then asked if an NPDES permit for erosion is required as part of the building plan review process.

Director Valone stated that the NPDES permit is an outside agency permit and she would need to confirm with the Village Engineer.

Trustee Fink asked Mr. Zoromski to follow up with these additional questions related to the permitting process with Village Staff at a later date/time.

Director Valone stated that the annexation agreement does allow for the sale of these lots if the Developer steps into the responsibilities of the agreement, conditional use permit, and planned development regulations. Director Valone stated that she recommends approval of the Supplemental Letter Agreement and that it goes to the Board for formal consideration.

Chairman Fink made a motion to recommend this agenda item to the President and Board of Trustees for their meeting on June 16, 2025. Trustee Avakian seconded the motion to approve. A voice vote was conducted and the motion was approved with both Trustees voting aye.

New Business: Director Valone confirmed that there was no new business to discuss.

Other Business: Director Valone confirmed that there was no other business to discuss, however did confirm that the date for the next meeting is July 8, 2025 with the time to be determined.

Adjournment: Chairman Fink made a motion to adjourn the meeting. Trustee Avakian seconded the motion. A voice vote was conducted with both Trustees voting aye. Meeting is adjourned at 8:04 p.m.