



## AGENDA

### PLANNING AND ZONING COMMITTEE

Planning and Zoning Committee: January 7, 2026 at 8:00 PM  
Village Hall 740 Hillgrove Avenue, Western Springs, IL 60558

- A. Call to Order**
- B. Approval of Minutes**
  - 1. November 18, 2025
- C. Public Comment**
- D. Considerations**
  - 1. Title 9 Building Code Update and Modifications to Fees
  - 2. Professional Services Agreement for the update of the Village Comprehensive Plan
- E. New Business**
- F. Other Business**
- G. Adjournment**

Individuals with disabilities who plan to attend / participate in this meeting and who require accommodations to allow them to observe and participate, or who have questions regarding accessibility of the meeting or facilities, are requested to contact Jill Izzo at 708-246-1800, extension 127.

Planning and Zoning Committee  
Village Board Room  
November 18, 2025, 7:30 p.m.

**Present:** Alan Fink, (Chairman)  
Member Amy Avakian  
Heidi Rudolph, Village President  
Ellen Baer, Village Manager  
Heather Valone, AICP, Community Development Director  
Kelsey Fawell, Senior Planner

**Electronic Attendance:** None.

**Call to Order:** Chairman Fink called the meeting to order at 7:30 pm. Member Avakian and Chairman Fink were in attendance.

**Approval of Minutes:** Chairman Fink made a motion to approve the meeting minutes from October 28, 2025. Member 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 called anyone from the public up to the dais to speak. There was no public comments.

**Considerations: 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 application and background information on the property.

Director Valone answered questions from the Committee members regarding the request and construction timeline of infrastructure and homes within Timber Trails. Chairman Fink stated he saw no issues with the request.

Chairman Fink made a motion to recommend the agreement to the Village Board. Member Avakian seconded the motion to approve. A voice vote was conducted, with both Trustees voting aye.

**Considerations: PC 2025-04 – Village of Western Springs Community Development Department – Text Amendments**

Senior Planner Fawell and Director Valone provided a summary of the application, background information on the property, summary of Plan Commission meeting and recommendation, and staff feedback and recommendations.

Director Valone and Senior Planner Fawell answered questions from the Committee members regarding the amendments.

Chairman Fink and Member Avakian were supportive of the proposed amendments related to accessory structures and uses, administrative variations, beekeeping, food trucks, planned development standards, and related amendments.

Chairman Fink expressed his initial thoughts about the proposed Downtown Pedestrian Overlay District and a conditional use permit requirement for certain uses. Director Valone provided more information on a conditional use permit process and the special impacts certain uses may have. Member Avakian and Village President Rudolph were in support of the overlay amendment.

Director Valone answered questions from the Committee regarding proposed medical cannabis conditional use amendments, buffer and separation requirements, and the recommendation for an overlay by the Plan Commission and staff's proposed amendment. Member Avakian inquired about increasing buffer requirements and expressed concerns for a medical cannabis use in some portions of the Village. Member Avakian expressed support of the recommendation for an overlay by the Plan Commission.

The Committee requested staff to bring the two proposed amendment options related to medical cannabis for discussion by the Village Board.

Chairman Fink made a motion to recommend the text amendments related to accessory structures and uses, administrative variations, beekeeping, food trucks, planned development standards, and related amendments as recommended by the Plan Commission, to the Village Board. Member Avakian seconded the motion to approve. A voice vote was conducted, with both Trustees voting aye.

Chairman Fink made a motion to request staff to bring the two proposed options amendments for medical cannabis to the Village Board for discussion. Member Avakian seconded the motion. A voice vote was conducted, with both Trustees voting aye.

### **New Business: 2026 Professional Services Agreement with V3 Companies for Construction Observation for the Timber Trails Subdivision**

Director Valone provided a summary of the agreement and background information on the property, requesting the agreement be extended to 2026.

Chairman Fink made a motion to recommend approval of the agreement to the Village Board. Member Avakian seconded the motion. A voice vote was conducted, with both Trustees voting aye.

Director Valone provided an update on some downtown construction activity and businesses.

**Adjournment:** Member Avakian made a motion to adjourn the meeting. Chairman Fink seconded the motion. A voice vote was conducted with both Trustees voting aye.

Meeting is adjourned at 9:04 p.m.



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Heather Valone, AICP, Director of Community Development

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## **AGENDA ITEM SUMMARY**

### **PLANNING AND ZONING COMMITTEE**

Planning and Zoning Committee: January 7, 2026

#### **AGENDA ITEM D.1.**

**To:** Planning and Zoning Committee

**From:** Heather Valone, AICP, Director of Community Development

**CC:** Ellen Baer, Village Manager, Casey Biernacki, Deputy Village Manager, Kelsey Fawell, Senior Planner, Jill Izzo, Deputy Village Clerk, Anne Skrodzki, Village Attorney

**RE:** Title 9 Building Code Update and Modifications to Fees

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#### **Recommendation**

This is a preliminary discussion related to the proposed updates. Based on the discussion at the meeting, staff will bring back draft ordinance(s) for review and recommendation from the Committee.

#### **Summary**

The Community Development staff has completed the review process and drafted updates to Title 9 Building Code of the Village Code. Currently, Title 9 adopts the following codes by reference with local amendments :

- International Building Code 2006 edition
- International Residential Code 2006 edition
- International Mechanical Code 2006 edition
- International Fuel and Gas Code 2006 edition
- International Fire Code 2018 edition
- International Property Maintenance Code 2006 edition
- International Energy Conservation Code 2012 edition
- 2014 Illinois State Plumbing Code
- 2018 Illinois State Accessibility Code
- National Electrical Code 2005 edition
- Local pool and spa code language

Recent changes to State Statute require that municipalities review their building codes on a more frequent basis. The State now requires that all non-home rule communities utilize the International Code Council (ICC) model codes and that the adopted code be within three versions of the current code edition. There are various state codes that are still required to be adopted. The Village already primarily uses the ICC products. However, the bulk of the Village's current adopted versions are not compliant with the requirement to be within three versions of the most recent published version (2024). As such, the Village staff has reviewed the existing

codes and is proposing updating the codes to adopt the following codes with local amendments (underlined items indicate changes):

- International Building Code 2018 edition
- International Residential Code 2018 edition
- International Mechanical Code 2018 edition
- International Fuel and Gas Code 2018 edition
- International Fire Code 2018 edition
- International Property Maintenance Code 2018 edition
- International Energy Conservation Code 2021 edition
- 2014 Illinois State Plumbing Code
- 2018 Illinois State Accessibility Code
- National Electrical Code 2017 edition
- International Pool and Spa Code 2018
- International Existing Building Code 2018

Local amendments to ensure that the building codes represent the expectations of the Western Springs community are proposed, however they are in keeping with the existing local amendments. The most significant items to note related to the code updates are clarification of administrative processes such as building permit application submittal requirements, inspection protocols, and issuance of certificates of occupancy. Although these are not changes to the Village's current policies, it will memorialize the requirements in code and reduce confusion for applicants, residents, and design professionals. The adoption of the International Pool and Spa Code and the International Existing Building Code would add two new codes that the Village had not previously adopted. The International Pool and Spa Code would replace the locally developed language with an ICC product that more easily integrates with the other ICC codes. The International Existing Building Code is being proposed for adoption to assist in administering these modern codes on historic structures and buildings. This provides the Village will more guidance for reasonably upgrading historic structures and building to comply with the Building Codes. Lastly, the update to the 2017 National Electrical Code is a significant jump between editions that will have noticeable impact on the minimum standards. Staff will bring the new draft Title 9 to the Planning and Zoning Committee for review .

The Community Development staff also reviewed all building, plan review, licensing, and other relevant Village fees related to the Community Development Department to ensure that they are compatible with the current costs to provide services related to the fee. Staff will bring the draft fee updates to the Planning and Zoning Committee review.

### **Financial Impact**

A detailed information for each proposed fee update will be brought to the meeting for preliminary discussion.

**Recommended Motion**

This is a preliminary discussion related to the proposed updates. No motion is required.

**Strategic Plan Alignment**

Community Planning and Economic Development.

**File Attachments**

None



## AGENDA ITEM SUMMARY

### PLANNING AND ZONING COMMITTEE

Planning and Zoning Committee: January 7, 2026

#### AGENDA ITEM D.2.

**To:** Planning and Zoning Committee

**From:** Kelsey Fawell, Senior Planner, Heather Valone, AICP, Director of Community Development

**CC:** Ellen Baer, Village Manager, Casey Biernacki, Deputy Village Manager, Jill Izzo, Deputy Village Clerk, Anne Skrodzki, Village Attorney

**RE:** Professional Services Agreement for the update of the Village Comprehensive Plan

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#### Recommendation

Consider a recommendation to approve the Professional Services Agreement for the update of the Village Comprehensive Plan.

#### Summary

Staff is recommending hiring a consulting firm to prepare an update to the Village Comprehensive Plan. A comprehensive plan is a community's long-term vision, guiding future growth and development. It serves as a policy guide and advisory land use planning tool, outlining community conditions, identifying goals and objectives, and providing guidance for implementation.

The Village's current Comprehensive Plan (Comprehensive Land Use Plan Update) was adopted on February 24, 2003. For the past five years, it has been a strategic goal to develop an updated comprehensive community development plan in order to better serve current and future community's needs and goals. Under the agreement, the selected firm will oversee public and stakeholder engagement, assessment of existing community conditions, perform market studies, transportation analyses, economic development strategies, a draft and final plan, and additional plan documents. The plan will provide analysis on the following key tasks: analysis of redevelopment potential of institutional and open space, commercial corridors or areas, subareas, residential neighborhoods, environmental sustainability, and more.

On October 3, 2025, the Village posted a request for proposals ('RFP') from consultants to prepare a comprehensive plan update, with a response deadline of November 3, 2025. Submissions were received from several qualified firms, four of which were interviewed. After deliberation, the finalist was selected in accordance with the evaluation criteria set forth in the RFP.

The anticipated project timeline is 12 to 14 months, beginning with kick-off meetings and an existing community conditions report. The selected firm will guide public engagement

throughout the project, from workshop meetings and online interactive resources to stakeholder outreach and distribution of materials. The selected firm will document progress of the comprehensive plan update as well as oversee a project website. A draft and final plan will be presented to the Plan Commission and Village Board for final approval. Section 13-3-6 of the Development Control Ordinance ('DCO') tasks the Plan Commission with preparing, recommending, and updating the comprehensive plan, as well as advising the Village Board on its implementation and completion of projects identified in the plan.

The draft resolution for the professional services agreement, including the contract, will be brought to the January 7, 2025, Planning and Zoning Committee.

**Financial Impact**

The proposal estimate is \$100,000. Funds have been budgeted for fiscal year 2026. The selected firm will comply with the fiscal year 2026 budgeted amount.

**Recommended Motion**

I move to recommend approval of the professional services agreement for the update of the Village of Western Springs Comprehensive Plan.

**Strategic Plan Alignment**

Community Planning and Economic Development.

**File Attachments**

None