

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.

A handwritten signature in cursive script that reads "Heather Valone". The signature is written in black ink and is positioned above a horizontal line.

Heather Valone, AICP, Director of Community Development