

Public participation is invited on each agenda item prior to the Board's deliberation. **When called upon, please approach the microphone and state your name. Kindly limit your remarks to three (3) minutes.**

**VILLAGE OF VILLA PARK**  
**Village Hall, Board Room Chambers**  
**20 S. Ardmore Avenue**  
**Villa Park, IL 60181**

**Planning And Zoning Commission**

**June 12, 2025**

**7:30 PM**

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Chairman Jason Jarrett

Commissioners: Larry Calvert, Alan Hasler, Edward Hofstra, Kenneth Jackson, Louis LeMieux,  
Eric Luedtke, Dominick Romano, Justin Shlensky

- 1. Call to Order - Roll Call**
- 2. Approval of Minutes**
  - a. Minutes of May 8, 2025 Planning and Zoning Commission
- 3. Public Hearing - New Business**
  - a. PZ-25-06 - 734 S Villa Avenue - Variation for Residential Accessory Structure  
Maximum Size
- 4. Discussion Items**
- 5. Public Comments on Non-Agenda Items**
- 6. Adjournment**

The Villa Park Village Hall is subject to the requirements of the Americans with Disabilities Act of 1990. An elevator is operational at the north side entrance to the Village Hall during normal work hours and also during evenings. Individuals with special needs are requested to contact the Village's Compliance Officer at (630) 834-8500 so that reasonable accommodations can be made for those persons.

VILLA PARK  
PLANNING AND ZONING COMMISSION  
Minutes of May 8, 2025 Meeting

**I. CALL TO ORDER BY THE CHAIRMAN**

Chairman Jarrett called the meeting of the Planning and Zoning Commission to order at 7:30 p.m.

**II. ROLL CALL AND DECLARATION OF A QUORUM**

**Commissioners Present:** LeMieux, Luedtke, Romano, Hofstra, Hasler, Calvert, Shlensky, Chairman Jarrett

**Commissioners Absent:** Jackson

**Staff/Liaison Present:** Community & Economic Development Director Marc McLaughlin, Community & Economic Deputy Director Michelle House

**III. APPROVAL OF MINUTES**

Commissioner Hofstra moved to approve the minutes from May 5, 2025, as presented.

The Motion was seconded by Commissioner Calvert.

On roll call:

AYES: Commissioners LeMieux, Luedtke, Romano, Hofstra, Calvert, Shlensky, Hasler, Chairman Jarrett (7)

NAYS: None (0)

The motion carried.

**IV. New Business – Board training Presented by Daniel Bolin and Megan Mack**

**PART ONE: LAND USE ROLES AND RESPONSIBILITIES**

**a. VILLAGE STAFF**

Importance of reviewing material before meetings

Open meetings act, speak to staff for answers

**b. PLANNING AND ZONING COMMISSION**

Made up of nine members

Subdivision plans, comprehensive plans, zoning approvals

Conducts hearings and does the preliminary work for recommendations for approval

**c. VILLAGE BOARD**

**PART TWO: JURISDICTION, PROCEDURES, AND PUBLIC HEARINGS**

**I. STATUTORY AUTHORITY**

Subdivision plans

Comprehensive plans

Zoning, Special Uses, Planned Unit Developments

**II. PUBLIC HEARINGS VS. PUBLIC MEETINGS**

- a. **Public Hearing**
  - Notice requirements
  - Public voice
  - Due Process
- b. **Order of Procedure**
  - Introduction by Chair
  - Village Staff Summary of Petition
  - Petitioner’s Presentation
  - Questions by Commissioners
  - Commission Discussion and Deliberation
  - Commission Act on Petition

**III. STANDARDS FOR REQUESTED RELIEF**

- a. **Due Process Rights (Fairness)**
  - Applicants
  - Right to submit an application
  - Members of the public
  - Rights to present relevant testimony
  - Make sure you close the meeting and have a date for reconvening

**IV. ACTIONS**

- a. **Testimony and Evidence Should be Relevant to Standards**
  - What is the hardship?**
    - Recommendations
    - Findings of Facts
    - Conditions of Approval
    - Final Decisions
    - Post-Approval

**PART THREE: COMPREHENSIVE PLAN – Roadmap of what community strives to be**

**I. ADVISORY/NON-BINDING — DISTINGUISHING PLANNING FROM ZONING**

- Land Use Aspirations
- Community Goals
- Demographic/Development Trends
- Land Use Patterns
- Leveraging Resources

**II. PLAN ELEMENTS**

**III. PROCESS — INITIAL ADOPTION/AMENDMENT**

**PART FOUR: MEETING RULES OF PROCEDURE**

**I. Robert’s Rules of Order**

- Motion and Second
- Multiple Motions

Discussion on a Motion  
Motion to Continue  
Motion to table  
Amendments

**PART FIVE: FOIA, OMA & ETHICS**

- I. **OPEN MEETINGS ACT — MEETINGS (OMA) (more than 2 people)**
  - Notices posted 48 hours prior
  - Agendas
  - Minutes
  - Recording
  - Open and Convenient
  
- II. **FREEDOM OF INFORMATION ACT — RECORDS (FOIA)**
  - FOIA Officer
  - Public Records
  - Time to Respond
  - Exemptions
  - Enforcement
  
- III. **ETHICS**
  - Gift Ban Act
  - Prohibited Political Activities
  - Disclosure Of Economic Interests
  - Conflicts Of Interests
  - Official Misconduct Statute
  - Village Ethics Code
  
- V. **ADJOURNMENT**
  - Motion**
  - Motion to Adjourn made by Commissioner Luedke.
  - Seconded by Commissioner Shlensky.
  - Voice vote:
  - AYES have it.
  - Meeting Adjourned at 8:47 p.m.



# Village of Villa Park

Community & Economic Development  
11 W Home Avenue, Villa Park, IL 60181

**TO:** Planning & Zoning Commission  
**FROM:** Community & Economic Development Department  
**DATE:** June 12, 2025  
**RE:** **Petition PZ-25-06 | 734 S Villa Avenue | Variation**

PETITIONER	OWNER
Basil Weaver 734 S. Villa Avenue Villa Park, IL 60181	Basil Weaver 734 S. Villa Avenue Villa Park, IL 60181

### Request Summary

The Petitioner is seeking a variation for the size of the gazebo on the property. Section 6.10.2 permits gazebos with a maximum size of 200 square feet. The Petitioner proposes a gazebo with a size of 248.2 sq ft.

### Background

The Petitioner received a permit for a patio in March 2022. After a rough inspection of the patio in April 2022, it was discovered that footings for a gazebo had been installed in the patio. The permit was then updated to reflect these changes to the patio, but no gazebo permit was applied for. A Stop Work violation was given at this time. In July of 2023 a gazebo permit still had not been obtained so a violation notice was sent. This continued until a citation was issued in January 2025. The Petitioner applied for a gazebo permit in February 2025. When this permit application was denied due to the size of the gazebo, the Petitioner applied for a Variation. The gazebo exceeds the maximum permitted gazebo size by 48.2 sq. ft., but is in compliance for setback distance and lot coverage.

### Site Information

Present Zoning: Residential Single Dwelling- RS-7.5  
Present Land Use: Residential  
Property Size: 17,037 sq. ft. / 0.391 acres  
PINs: 06-10-309-054

### Surrounding Zoning

North: Residential Single Dwelling- RS-7.5  
West: Residential Single Dwelling- RS-7.5  
East: Residential Single Dwelling- RS-7.5  
South: Residential Single Dwelling- RS-7.5

### Surrounding Land Use

Residential  
Residential  
Residential  
Residential

### Comprehensive Plan Designation – Residential

Single-dwelling residential areas are neighborhoods where each lot contains one dwelling unit, which can be a standalone house or attached units like townhomes and duplexes. These areas should encompass carefully planned subdivisions and older, established neighborhoods exhibiting classic neighborhood layouts. Single-dwelling homes are the most common form of residential property in the Village and most likely will remain so.

### Zoning Request

The Petitioner is requesting a Variation from Section 6.10.2, Table 6-2 for the maximum size of a gazebo to be expanded from 200 sq ft to 250 sq ft.

## Internal Staff Review

### Variation

The Zoning Ordinance specifically allows for Variation petitions in order to grant relief to a property owner from strict compliance with the regulations of the Zoning Ordinance. Variations are intended to help alleviate a practical difficulty or particular hardship that would be caused by the literal enforcement of the subject ordinance requirements and are site specific.

### Site Plan Review

1. Building and Structure Location - The following comments relate to the issue of building and structure location in regard to the proposed development plans:
  - a. The proposed gazebo is 20.4 ft. in length and 12.16 ft. in width for a total area of 248.2 sq. ft. The height is 10.16 ft., which is in compliance.
  - b. The setback requirements are 5.0 ft. away from all property lines, garage, and residence. The gazebo is in compliance with these regulations.
2. Building scale - The following comments relate to the issue of building scale in regard to the proposed development plans:
  - a. The proposed gazebo provides an appropriate building scale for the lot.
3. Lot Coverage - The following comments relate to the issue of lot coverage in regard to the proposed development plans:
  - a. As this area is currently paved, no additional lot coverage would be added. Currently the lot coverage is 25.3%. The maximum lot coverage is 60% which is 10,222.2 sq. ft. The homeowner would be permitted another 5,911.8 sq. ft. of lot coverage.
4. Completeness - If the Planning and Zoning Commission requires additional information to determine whether the applicant's development requests comply with the applicable standards of the Code, they may direct the Petitioner to furnish additional information and evidence that may provide clarity regarding their concerns.

## Findings

Per Sec. 11.5.6.8. The Planning and Zoning Commission's recommendation must be accompanied by specific findings of fact regarding whether practical difficulties or particular hardships would result if a Variation is not granted. *The Petitioner has submitted the following justification for a Variation from Article 6, Section 6.10.2, Table 6-2 of the Zoning Ordinance:*

- A. State the particular hardship and/or practical difficulty created for you in carrying out the strict letter of the zoning regulations to wit:**  
*The pergola [gazebo] cannot be easily modified to fit the code as it is a pre-cut and pre-drilled kit. If a variance is denied, the structure would need to be removed. The previously permitted and approved patio would then need to be modified for safe use, and the concrete footings would become obsolete due to their measurements.*
- B. A reasonable return or use of your property is not possible under the existing regulations because:**  
*The existing pergola [gazebo] is a pre-cut and pre-drilled kit, as outlined in the submitted permit. Our concrete footings are also set to the dimensions specified in the current structure specifications. We believe the only options are to apply for a variation to the code; otherwise, the pergola [gazebo] will need to be taken apart and removed from the patio, and no structure can be built on the previously approved footings since they will also exceed the code requirements.*
- C. Your situation is unique (not applicable in other properties in the area or zoning classification) in the following respect:**  
*The areas of special consideration are the size of the backyard (approx. 0.25 acres) and the distance*

from our pergola [gazebo] to any other neighboring structures. The pergola [gazebo] is at least 12 feet from the property line in any direction and is surrounded by significant open space, and the yard is enclosed on three sides by a 6-foot privacy fence. The closest neighbor's structure (home, shed or garage) is 65' to the South, 134' to the West, 90' to the East, and 300'+ to the North.

**D. The variation will not alter the essential character of the locality, impair an adequate supply of light and air to adjacent property; not increase hazard from fire; not impair property values in the neighborhood; not unduly increase congestion in the streets, or otherwise impair public safety; health and convenience because:**

*As stated in Section C of the Findings of Fact, the proposed variance will not alter the essential character of the locality because the structure is located at the rear of the property, most of which is shielded from public view by the position of the lot, existing fencing, and landscaping. The structure's position at the back of the property and its specific style do not block light, drainage or airflow to neighboring properties. It is comfortably placed within setback requirements, and its height does not create excessive shadows or hinder ventilation for nearby homes. The absence of complaints from our neighbors speaks to our property's alignment with neighborhood standards. Its private, fenced nature avoids public nuisance or safety hazards. It does not affect public utilities or produce noise that impacts the public.*

**Notification**

Legal Notice was published in the Daily Herald on May 22, 2025, a sign placed on the subject property, and notifications sent to property owners within a 250.0 foot radius of the subject property in advance of the Public Hearing.

**Staff Recommendation**

Village staff has reviewed the petition and has no recommendation for the request.

**Sample Motion**

*To recommend approval of PZ-25-06 for a Variation from Section 6.10.2, Table 6-2, for the maximum size of a gazebo to be expanded from 200 sq. ft. to 250 sq. ft. as depicted in Exhibit A for 734 S. Villa Avenue.*

**Exhibit List**

- A. Site Plan
- B. Patio Permit #PRPT202200246 Approved Plan

# Zoning Map - 734 S. Villa Ave.

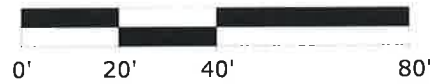
N



### BASIS OF BEARING

BEARINGS SHOWN HEREON ARE BASED ON ILLINOIS STATE PLANE, EAST ZONE, NAD83 (2011)

SCALE : 1" = 40'



11" X 17" PRINT IS THE FULL SCALE FORMAT OF THIS SURVEY. ANY OTHER SIZE IS AT AN ADJUSTED SCALE.

### LOCATION MAP

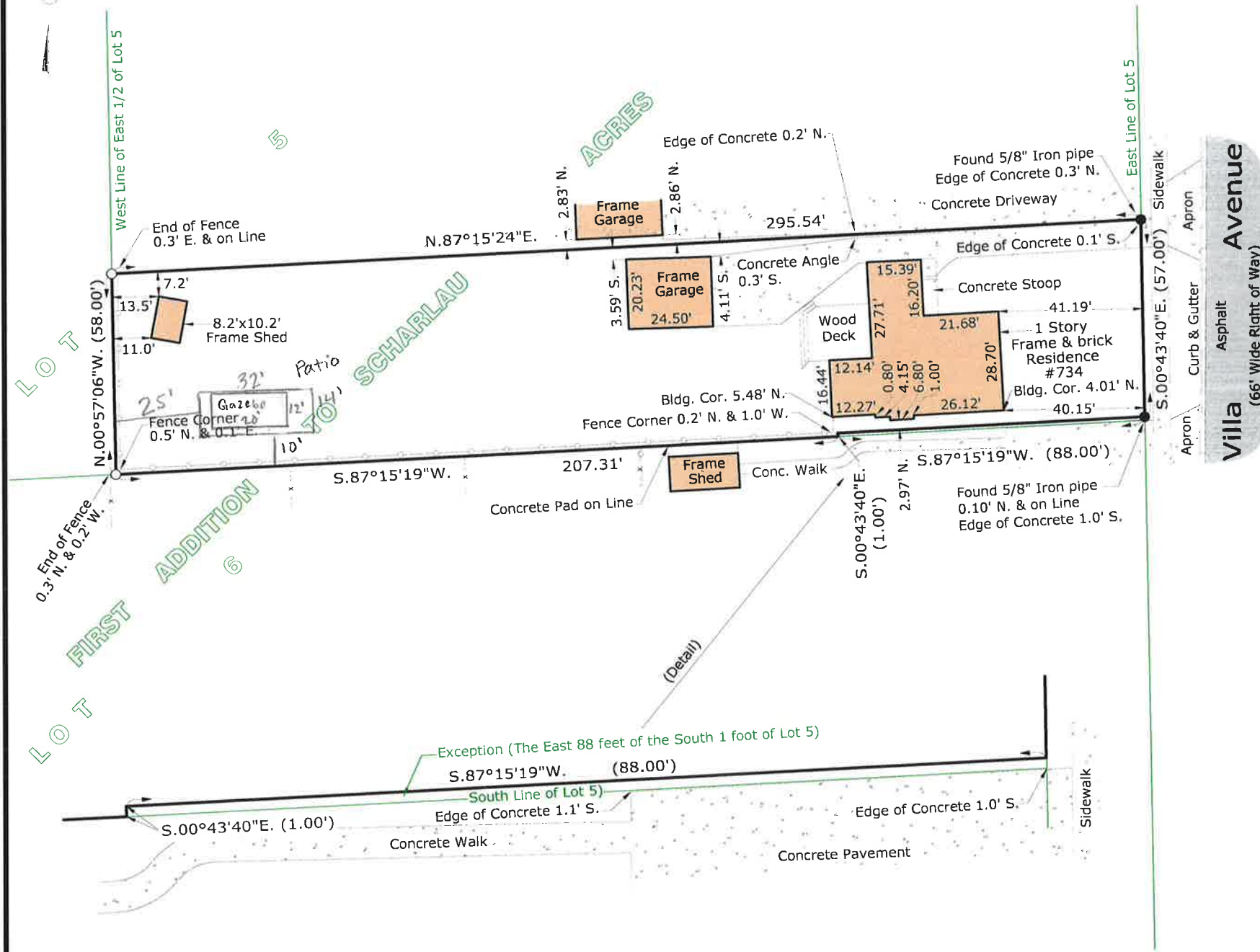


NOT TO SCALE

### LEGEND

- Found 5/8" Iron Pipe
- Set 5/8" Iron Rod
- XXX.XX' Measured
- (XXX.XX') Record
- Boundary Line
- Lot Line
- x-x Centerline of Chain Link Fence
- o-o Centerline of Wood Fence
- N. North
- S. South
- E. East
- W. West
- Conc. Concrete
- Bldg. Building
- Cor. Corner
- Concrete
- Asphalt
- Building

## PLAT OF SURVEY



### LEGAL DESCRIPTION

THE SOUTH 58 FEET OF THE EAST HALF OF LOT 5 (EXCEPT THE EAST 88 FEET OF THE SOUTH 1 FOOT THEREOF) IN FIRST ADDITION TO SCHARLAU ACRES, VILLA PARK, IN SECTION 10, TOWNSHIP 39 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DUPAGE COUNTY, ILLINOIS, ACCORDING TO THE PLAT THEREOF RECORDED JULY 9, 1921 AS DOCUMENT NUMBER 149424, IN VILLA PARK, DUPAGE COUNTY, ILLINOIS.

### SURVEY NOTES

THERE WAS SNOW PILED UP TO 24" IN SOME AREAS AT THE TIME OF THE FIELD SURVEY.

EASEMENTS AND SETBACKS SHOWN HEREON ARE BASED UPON THE RECORDED SUBDIVISION PLAT UNLESS NOTED OTHERWISE.

ALL BUILDING TIES ARE TO THE BRICK AND SIDING CORNERS.

THE PERMANENT PARCEL INDEX NUMBER FOR THE PROPERTY DESCRIBED HEREON IS 06-10-309-054.

THE PROPERTY DESCRIBED HEREON CONTAINS 17,037 SQ. FT. OR 0.391 ACRES, MORE OR LESS.

PROPERTY COMMONLY KNOWN AS:  
734 S. VILLA AVENUE  
VILLA PARK, IL 60181

### SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS }  
COUNTY OF KANE } SS

I, SHAWN R. VanKAMPEN, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PLAT SHOWN HEREON, BEING COMPLETED IN THE FIELD ON 03/05/2021 IS A CORRECT REPRESENTATION OF A SURVEY PERFORMED AT AND UNDER MY DIRECTION.

THIS SURVEY MEETS THE MINIMUM TECHNICAL STANDARDS FOR LAND BOUNDARY SURVEY SET FORTH BY ILLINOIS STATE LAW.

ALL DIMENSIONS ARE IN FEET AND DECIMAL PARTS THEREOF.

GIVEN UNDER MY HAND AND SEAL THIS 10TH DAY OF MARCH, A.D. 2021.



*Shawn R. VanKampen*  
SHAWN R. VanKAMPEN  
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 035-2710  
LICENSE EXPIRES 11/30/2022



PREPARED BY:

**ASM**  
ASM Consultants, Inc.  
16 E Wilson St, Batavia IL 60510  
Tel (630) 879-0200 Fax (630) 454-3774  
advanced@advct.com  
Professional Design Firm #184-006014 expires 4/30/2023

PREPARED FOR:

**BASIL WEAVER**  
734 S. Villa Avenue  
Villa Park, IL 60181

NO.	DATE	REVISION
1.	3/5/2021	FIELD SURVEY COMPLETED
2.	3/10/2021	FINAL SURVEY COMPLETED

SITE DESIGNATION INFORMATION:  
734 S. VILLA AVENUE  
VILLA PARK, IL 60181

PROJECT NO.  
794003

DRAWN BY: PS CHECKED BY: SVK

**L-1**  
Page 9 of 10

**BASIS OF BEARING**

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SCALE: 1" = 40'



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**LOCATION MAP**



NOT TO SCALE

**LEGEND**

- Found 5/8" Iron Pipe
- Set 5/8" Iron Rod
- XXX.XX' Measured
- (XXX.XX') Record
- Boundary Line
- Lot Line
- - - Centerline of Chain Link Fence
- - - Centerline of Wood Fence
- N. North
- S. South
- E. East
- W. West
- Conc. Concrete
- Bldg. Building
- Cor. Corner
- Concrete
- Asphalt
- Building

**PLAT OF SURVEY**

**APPROVED FOR PERMIT**

**BUILDING**

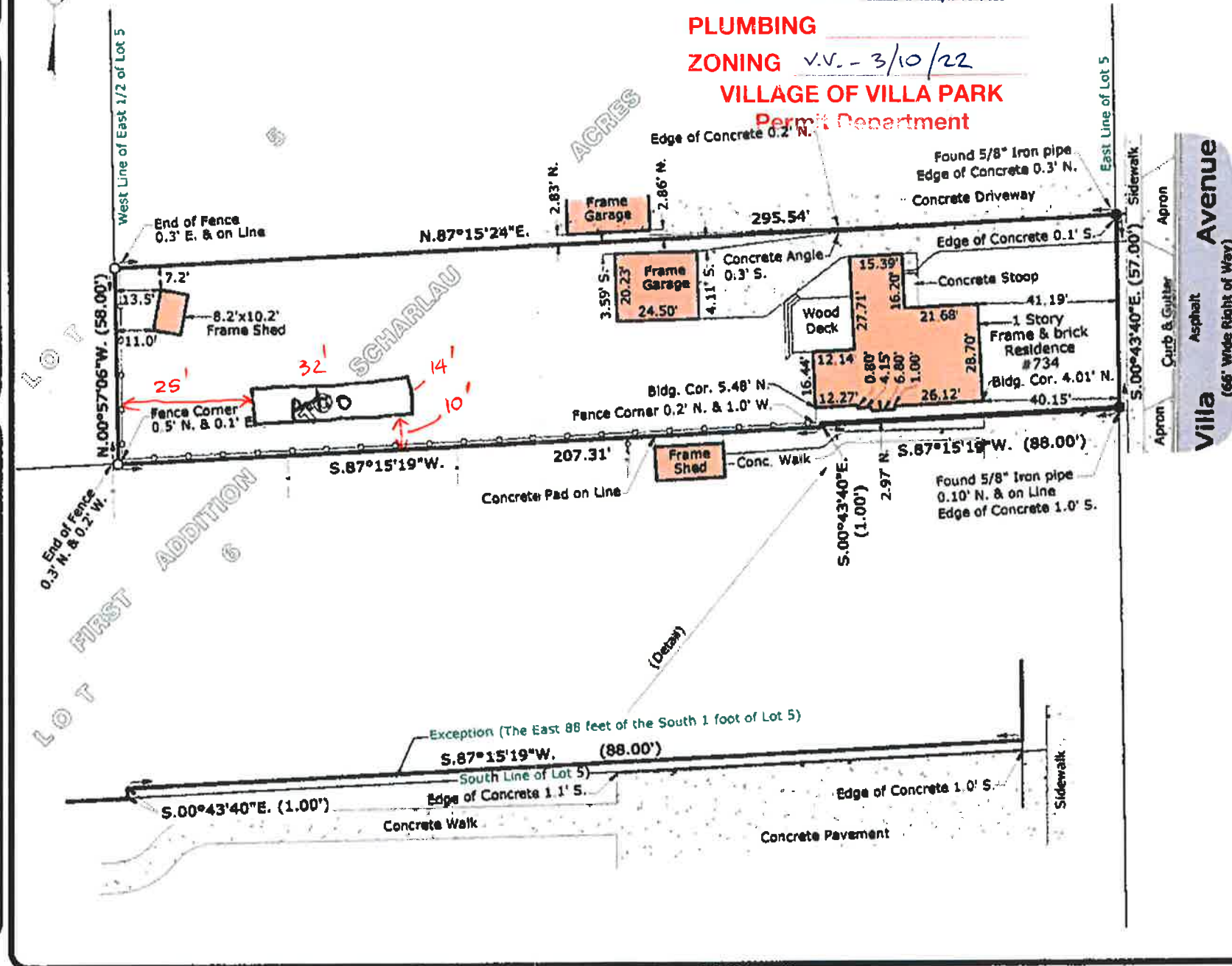
**ENGINEERING** v.v. - 3/10/22

**PLUMBING**

**ZONING** v.v. - 3/10/22

**VILLAGE OF VILLA PARK**

Permit Department



**LEGAL D**

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**SURVI**

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PROPERTY COMMONLY KNOWN AS 734 S. VILLA AVENUE VILLA PARK, IL 60181

**SURVEYOR**

STATE OF ILLINOIS } COUNTY OF KANE }

I, SHAWN R. VanKAMPEN LAND SURVEYOR, DO HEREBY SHOW HEREON, BEING 03/05/2021 IS A CORRECTLY PERFORMED AT AND UNDER

THIS SURVEY MEETS THE STANDARDS FOR LAND SURVEYING IN ILLINOIS STATE LAW.

ALL DIMENSIONS ARE IN DECIMAL PARTS THEREOF

GIVEN UNDER MY HAND AND SEAL THIS 10TH DAY OF MARCH, A.D. 2021.

*Shawn R. Van Kampen*  
SHAWN R. VanKAMPEN  
ILLINOIS PROFESSIONAL SURVEYOR  
LICENSE EXPIRES 11/30/2023

PREPARED BY:



ASM Consultants, Inc.  
16 E Wilson St, Batavia IL 60510  
Tel (630) 879-0200 Fax (630) 454-3774  
advanced@advct.com  
Professional Design Firm #184-006014 expires 4/30/2023

PREPARED FOR:

**BASIL WEAVER**

734 S. Villa Avenue  
Villa Park, IL 60181

NO.	DATE
1.	3/5/2021
2.	3/10/2021

SITE DESIGNATION INFORMATION  
734 S. VILLA AVENUE  
VILLA PARK, IL 60181

DRAWN BY: PS CHECKED BY:

