



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Zoning Board of Appeals
Wednesday, August 13, 2025
5:30 PM

CALL TO ORDER

Chairman Butera called the meeting to order at 5:34 pm.

ROLL CALL

PRESENT

Chairman Richard Butera
Member Laura Baluch
Member Melissa Smith
Member Teresa Skridla
Member Daniel Spinazzola
Member Ryan Swanson
Member Carla Jorgenson

Josef Kurlinkus Village Administrator

Hilary Rottmann Zoning Consultant

Jackie Mitch Zoning Consultant

Kimberly Garza Village Clerk

APPROVAL OF MINUTES

1. **Approval of the Minutes** for the meeting of the Zoning Board of Appeals from **June 11, 2025**.

Chairman Butera asked for a motion for an approval of the minutes for June 11, 2025.

Motion was made by ZBA Member Swanson, second by ZBA Member Skridla. Voting yes: ZBA Members Jorgenson, Smith, Baluch, Butera, Swanson, Skridla. Spinnazola stated that he was Abstain was not at the meeting 6-0-1.

NEW BUSINESS

2. Introduction of **Hilary Rottmann** from **Vandewalle & Associates, Inc.**

Hillary Rottmann - is a Zoning Consultant with Vandewalle and Associates. She is also a local resident with extensive experience in Illinois Municipal Planning. She has worked previously in Local Government for about 10 years. She has worked in the Villages of Antioch, Schiller Park, McHenry County, Boone County and lastly Hillary has been working for the City of Beloit for the last seven years. She emphasized her availability and commitment to helping members feel informed about zoning processes and upcoming changes.

3. ZBA 2025-015: **Public Hearing for a Variance** request to waive the requirement for perimeter landscaping and setback of a parking expansion located at **13548 Metric Road** (PIN: 04-16-351-008).
[Applicant: Austin Bunge representing Mark's Auto Service]

Jackie Mitch explains what a variance is to the ZBA Board.

She explains that a request for a property seeking relief from the 7-foot width landscaping requirements on the north side of the property, explaining that strict enforcement would prevent two-way traffic and access to the garage door.

Chairman Butera asked if there was a representative from Mark's Auto Services here.

Juan is here and he is part owner of the Business, he explains that it is really hard to do anything on the northside of the building due to the property next to them is right on the edge.

Chairman Butera asked if the Board had any questions for Juan.

ZBA Member Baluch asked if it was ok to look at potential variance in the future without any real plans.

Jackie Mitch stated that this is pretty close to a final plan.

ZBA Member Baluch asked Juan if he was planning on moving forward with the plan.

Juan stated that if it is allowed yes.

ZBA Member Smith asked if there will be landscaping at all.

Juan stated he believes that when the engineers came out and looked at the property, they factored it in the plans to have landscaping.

Jackie Stated that code requires that 7-foot perimeter landscaping on the east and the south side of the property. She also stated that the code also requires one landscape island. She has advised the applicant and engineer that would need to be added for final approval of the parking lot design.

Motion was made to move to the board by ZBA Member Baluch, second by ZBA Member Spinnazola. Voting yes: ZBA Members Jorgenson, Swanson, Baluch, Skridla, Spinnazola, Chairman Butera, Smith 7-0-0.

4. ZBA 2025-016: **Design Review** for Approval of an **Accessory Storage Structure and Signage** located at **5063 Edgemere Court** (PIN: 04-28-353-008).
[Applicant: Todd Henning, Rock Cut Ebikes]

Mr. Henning introduced Rock Cut Ebikes as a family-run business specializing in electric bicycles and rentals. He shared that the business was originally started for his autistic son and has grown into a community-focused operation involving his older son as store manager. The rental side of the business is gaining popularity, and the proposed container would serve as a functional extension of the store-not just for storage, but as an active rental hub to promote local engagement.

Mr. Henning emphasized the positive community impact of the rentals, noting that they encourage outdoor activity and support from nearby businesses. He's built partnerships with local restaurants and shops, aiming to create a destination experience. The container, dubbed the "Rock Cut Rental Hut," would increase visibility and attract trail users, helping to draw attraction to the area.

The proposed unit is a 20-ft container with a 16-ft overhead door. Henning plans to enhance its appearance by adding dark gray steel siding and a small, branded sign. He acknowledges the container has minor wear and intends to "fur it out to give it a nice appeal. He's open to painting the garage door to match the siding for uniformity and stated that if the color scheme doesn't work, he is open for suggestions to maintain a professional look.

The unit will be unmanned but actively used by store staff, located just steps away from the main storefront. Rentals will be stored inside and retrieved as needed. Mr. Henning clarified that it's not a standalone storefront but a "functional arm" of the business. If demand grows, he's open to staffing the unit in the future.

The container will be placed near the grassy area by the building, away from traffic and visual obstructions. Mr. Henning worked with the landlord to secure the spot and noted it was the only feasible location after the landlord declined a more prominent placement near the trail. the unit will sit on leveled pavers with no permanent foundation, making it easy to relocate if needed. He has assured the Board that the unit will only be used for rentals and not general storage, and he's willing to remove the bikes during off-season months. He has stated that he has a warehouse for storage in Rockford.

Jackie Mitch from Vandewalle stated this is a design review application she is recommending for an approval. She stated that it does meet all the requirements for the CG Zoning District. There are a few conditions of approval in the staff report and the ZBA is empowered to add additional conditions of approval.

ZBA Member Baluch made a motion to approve with staff conditions and garage door be a matching color or similar shade to the siding, second by ZBA Member Smith. Voting yes: ZBA Trustees Spinnazola, Skridla, Baluch, Butera, Swanson, Jorgenson, Smith 7-0-0.

5. ZBA 2025-017: **Public Hearing** for a **Map Amendment from the CR: Retail and Service Commercial District to the R1: Single Family Residential District** for properties commonly known as **12052 Joncey Drive** (PIN: 04-28-477-005) and **12126 Joncey Drive** (04-28-477-004).
[Applicant: Amy Silvestri representing McCurdy Family]

Jackie Mitch from Vandewalle stated that the applicant requested a zoning change for two vacant lots on Joncey Drive, originally platted as part of the Kinnikinnick Creekside Subdivision. The lots are currently zoned CR but have remained undeveloped. The proposed amendment would rezone them to R1 to allow for single-family residential development. Jackie noted that the change aligns with surrounding land use and reflects current market conditions, which favor residential over commercial development in this area.

Joe Kurlinkus Village Administrator presented a map showing the parcels in question and explained that the proposed R1 zoning patterns. He emphasized that the lots are currently vacant and that rezoning would not negatively impact neighboring properties. He stated that commercial demand in the area is low, and there are sufficient commercial parcels elsewhere in the Village. Based on these factors, staff recommended approval and include formal findings of fact in their projects.

Rob Baxter raised concerns about the potential for future multifamily development. He requested assurance that the lots would remain single-family.

Joe Kurlinkus clarified that R1 Zoning only permits single-family homes, and any future request to rezone to multifamily (RM) would require a separate public hearing and approval by both the ZBA and the Village Board. This addressed the concerns and reaffirmed the intent of the current amendment.

ZBA Members agreed that the CR zoning had not attracted commercial development and that R1 would be more appropriate given the residential character of the area. They discussed lot sizes, setbacks, and compatibility with existing subdivision covenants.

Motion was made by ZBA Member Smith to approve the zoning change from CR to R1, second by ZBA Member Skridla. Voting yes: ZBA Members Swanson, Smith, Butera, Skridla, Spinnazola, Baluch, Jorgenson 7-0-0.

6. ZBA 2025-018: **Review** of a **Replat** for the properties commonly known as **12052 Joncey Drive** (PIN: 04-28-477-005) and **12126 Joncey Drive** (04-28-477-004). - No action needed
[Applicant: Amy Silvestri representing McCurdy Family]

The Applicant proposed a replat of two vacant lots originally zoned CR and platted as part of the Kinnikinnick Creekside Subdivision. The lots have remained undeveloped for years, and the owner seeks to rezone them to R1 and divide them into six single-family residential parcels. This replat aligns with the surrounding neighborhood's residential character and responds to low commercial demand in the area.

The replat would create six residential lots, each meeting R1 zoning standards for frontage, setbacks, and lot size. Joe Kurlinkus noted that two of the proposed lots (78 and 79) contain a drainage easement, which may limit building placement. No specific home designs or builders were identified at this stage. The replat was presented for informational purposes only, with formal approval to the Committee of the Whole than to the Village Board.

No Action needed move to the Committee of the Whole.

7. **ZBA 2025-014: Public Hearing for a Text Amendment** revising the Village of Roscoe **Zoning Ordinance Sec. 15-175. Land divisions and Article III Residential District Regulations** of the Village Code of Ordinances.

Jackie Mitch from Vandewalle stated this is a zoning text amendment instead of changing the zoning map were changing the words in the zoning code. The proposed text amendment revises section 15-175 and related residential zoning articles to streamline minor land division procedures and introduce a new zoning district. The goal is to improve clarity, promote owner-occupied housing formats and ensure better control over residential development types.

Creation of RA District: A new "Residential Attached" zoning district specifically for townhomes, allowing the Village to distinguish townhome development from larger multifamily projects.

Design Standards: RA district includes architectural guidelines, bulk regulations, and outdoor space requirements tailored to townhomes.

Minor Land Division Streamlining: Developers creating four or fewer parcels can use a simplified approval process, reducing administrative burden.

5-year Cap on Minor Divisions: To prevent abuse of the streamlined process, a limit was added on how many minor divisions can occur within five years.

The ZBA Board wants to make sure all land divisions, even minor ones, must be approved by the Village Board.

Jackie stated the staff recommended approval of the proposed text amendments; she has included finding in the staff report.

Motion was made by ZBA Member Swanson to include the recommendation of the staff, second by ZBA Member Spinnazola. Voting yes: ZBA Members Skridla, Baluch, Swanson, Jorgenson, Smith, Spinnazola, Butera 7-0-0.

8. **ZBA 2025-019: Public Hearing for a Text Amendment** revising the Village of Roscoe **Zoning Ordinance Article VII of Chapter 155 relating to Accessory Structures and Accessory Buildings** of the Village Code of Ordinances.

Jackie Mitch from Vandewalle stated this amendment was introduced as a zoning code "cleanup" to clarify how accessory structures-specifically swimming pools-are regulated. The issue arose during permit reviews, where ambiguity in the code made it difficult to consistently apply setback requirements. The goal is to ensure that pools and similar structures are clearly defined and subjects to appropriate zoning standards.

Swimming pools are formally categorized as accessory structures. Pools must comply with the same setback rules as other accessory buildings (e.g., sheds, detached garages). The amendment ensures that zoning staff can uniformly apply rules during permit review, reducing confusion and potential disputes. The amendment does not alter where pools can be built-only how they are regulated within existing zoning districts.

Joe Kurlinkus Stated the amendment is a clarification rather than a policy shift. The change was promoted by inconsistencies in how pool permits were processed. By explicitly stating that pools are accessory structures, the Village can enforce setbacks and placement rules more effectively.

Motion was made to approve text amendment by ZBA Member Skridla, second by ZBA Member Jorgenson. Voting yes: ZBA Members Smith, Swanson, Baluch, Butera, Spinnazola, Jorgenson, Skridla 7-0-0.

9. ZBA 2025-020: Discussion of **Roscoe Main Street District Text Amendments.**

Jackie Mitch from Vandewalle introduced the amendment as part of a broader zoning modernization effort aimed at revitalizing Roscoe's Main Street corridor. The new provision allows commercial accessory structures- such as retail units or unmanned extensions of existing businesses-to be placed within the district. This pilot initiative is intended to test flexible retail formats that support small business growth and increase street-level engagement.

OLD BUSINESS

No Old Business.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Mr. Henning stated he has interest in potentially after his lease runs out. he has inquiries about building into the red zone, particularly the lot that is a commercial building in the front frontage property. He is questioning whether he would be required to build a two-story brick building. He stated that it would be a financial burden for him to build a second story building. He stated that he roughly needs 5000 square feet. He stated that he needed to know what kind of construction that he would need.

Jackie Mitch stated that now wouldn't be the time to discuss this because it's not on the agenda, but he would be required to have a two story.

ADJOURNMENT

Chairman Butera asked if anyone would like to make a motion to Adjourn the Meeting.

Motion was made by ZBA Member Skridla, second by Smith. Voting yes: ZBA Members Swanson, Skridla, Baluch, Chairman Butera, Spinnazola, Jorgenson, Smith 7-0-0.