

**Planning and Zoning Commission Meeting
Minutes**

June 3, 2026

CALL TO ORDER

The Regular Meeting of the Planning and Zoning Commission of the Village of Mundelein was held on June 3, 2026 at 300 Plaza Circle, Mundelein. Commission Chairman T. Roswick called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

Chairman T. Roswick led the Pledge of Allegiance.

ATTENDANCE

Chair Roswick took the roll call. It indicated as follows:

Board Attendance

PRESENT: K. Anderson, J. Holden, T. Roswick, S. Schneckloth

ABSENT: K. Garesche, S. Petti, K. Teehan

Village Attendance

PRESENT: I. Guadarrama, Senior Planner; and E. Swanson, Recording Secretary

*Commissioner K. Garesche arrived at 7:06 PM during staff presentation of item 7, Public Hearing for 240 Banbury Road.

MINUTES APPROVAL

Approve the Planning and Zoning Commission Regular meeting minutes from March 18, 2026.

K. Anderson moved, seconded by T. Wilson, a **Motion** to approve the Planning and Zoning Commission Meeting minutes from March 18, 2026. Motion passed 4-0.

RESULT:	Passed [Yes 4, No 0, Abstained 0]
MOVER:	Commissioner Kevin Anderson
SECONDER:	Commissioner Tim Wilson
AYES:	Terry Roswick, Kevin Anderson, Jennifer Holden, Tim Wilson
NAYS:	None
ABSTAIN:	None

PUBLIC COMMENTARY

T. Roswick opened the floor to general public commentary

There was no public commentary

T. Roswick closed the floor to general public commentary

OLD PZC BUSINESS

There was no old business

NEW PZC BUSINESS

Public Hearing - PZ2026-0004 - 240 Banbury Road - Variation

Open Public Hearing

J. Holden moved, seconded by K. Anderson, a **Motion** to open Public Hearing PZ2026-0004. Motion passed 4-0.

RESULT:	Passed [Yes 4, No 0, Abstained 0]
MOVER:	Commissioner Jennifer Holden
SECONDER:	Commissioner Kevin Anderson
AYES:	Terry Roswick, Kevin Anderson, Jennifer Holden, Tim Wilson
NAYS:	None
ABSTAIN:	None

Staff Presentation

I. Guadarrama gave a brief presentation regarding the background of the property and the request for zoning relief from the interior side yard encroachment requirements. The property was originally under the jurisdiction of Lake County. When it was incorporated into the Village, it did meet the setback requirements in place at that time. However, the setbacks changed with the update to the Zoning Ordinance and the property no longer meets the setback requirements.

Commissioner K. Garesche arrived at 7:06 PM.

Petitioner Presentation

Ron Wetterling of A.M. Woodland was sworn in. Mr. Wetterling shared the overall design of the project and the current issues with drainage on the property as well as

the plan to address these issues.

Shaun Capican, of 240 Banbury Road, was sworn in. Mr. Capican shared a more information on the drainage concerns and was open to the request to supply a landscaping plan.

Public Commentary

T. Roswick opened the floor to public commentary.

There was no public commentary.

T. Roswick closed the floor to public commentary.

Commission Discussion

The Commission discussed the flooding issues in the area and the benefits of adding drainage to the surrounding properties. The Commission also discussed the current setbacks and how any doorway improvements that would meet the building code, would encroach in the setbacks. The Commission felt this was a good case for needing zoning relief.

Request of a Variation from Section 20.52.060

J. Holden moved, seconded by K. Garesche, a **Motion** to recommend approval of a variation from section 20.52.060 for the property located at 240 Banbury Road, including the approval of the Findings of Fact as presented without amendment, subject to the following condition:

- A landscaping plan shall be submitted with the building permit.

Motion passed 5-0.

RESULT:	Passed [Yes 5, No 0, Abstained 0]
MOVER:	Commissioner Jennifer Holden
SECONDER:	Commissioner Kerry Garesche
AYES:	Terry Roswick, Kevin Anderson, Kerry Garesche, Jennifer Holden, Tim Wilson
NAYS:	None
ABSTAIN:	None

Close Public Hearing

K. Anderson moved, seconded by J. Holden a **Motion** to close Public Hearing PZ2026-0004. Motion passed 5-0.

RESULT:	Passed [Yes 5, No 0, Abstained 0]
MOVER:	Commissioner Kevin Anderson
SECONDER:	Commissioner Jennifer Holden
AYES:	Terry Roswick, Kevin Anderson, Kerry Garesche, Jennifer Holden, Tim Wilson
NAYS:	None
ABSTAIN:	None

QUESTIONS AND COMMENTS

K. Garesche requested the Commission receive updates on zoning cases as they make their way through Board meetings. The Commission agreed they would like to stay more informed on zoning cases after they move forward.

ADJOURNMENT

Adjourn the Planning and Zoning Commission Meeting

K. Garesche moved, seconded by J. Holden, a **Motion** to adjourn the Planning and Zoning Commission Meeting of June 3, 2026. Motion passed 5-0.

RESULT:	Passed [Yes 5, No 0, Abstained 0]
MOVER:	Commissioner Kerry Garesche
SECONDER:	Commissioner Jennifer Holden
AYES:	Terry Roswick, Kevin Anderson, Kerry Garesche, Jennifer Holden, Tim Wilson
NAYS:	None
ABSTAIN:	None

The meeting was adjourned at 7:47 PM



Erin Swanson, Recording Secretary



Sign-In Sheet

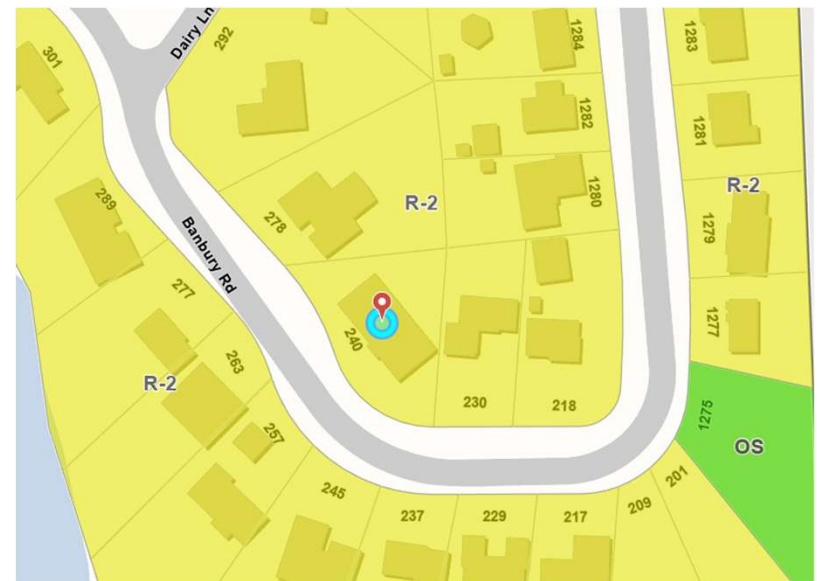
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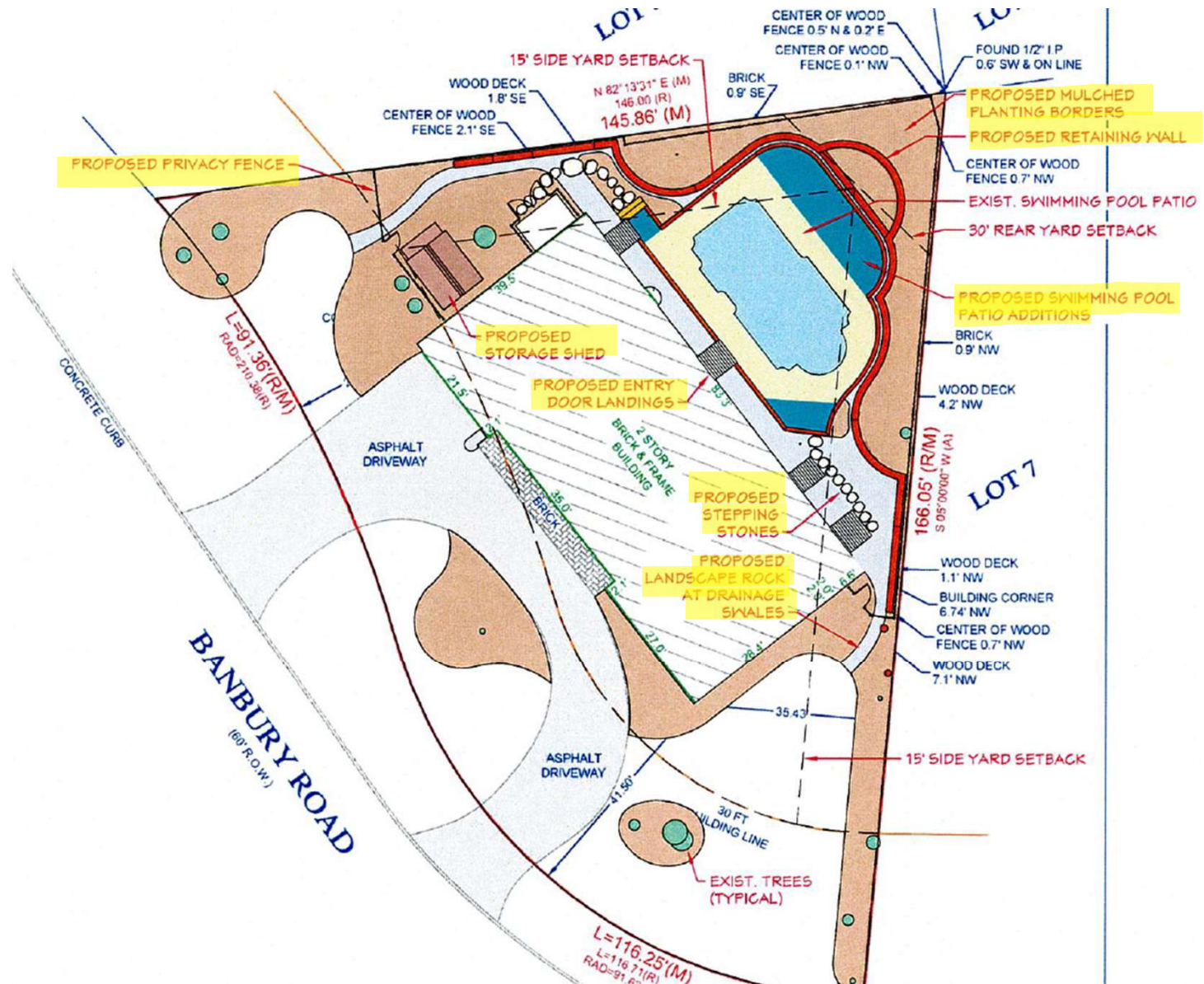
240 Banbury Road

PZ2026-0004 – Interior Side Yard Encroachments



240 Banbury Road





Permitted Yard Encroachments

Patio or Terrace – Rear

Deck – Rear

Walkways – Front, Side, Rear

Fence – Front, Side, Rear

Shed – Side, Rear

Pool – Rear

Permitted Yard Encroachments

Patio or Terrace – Rear

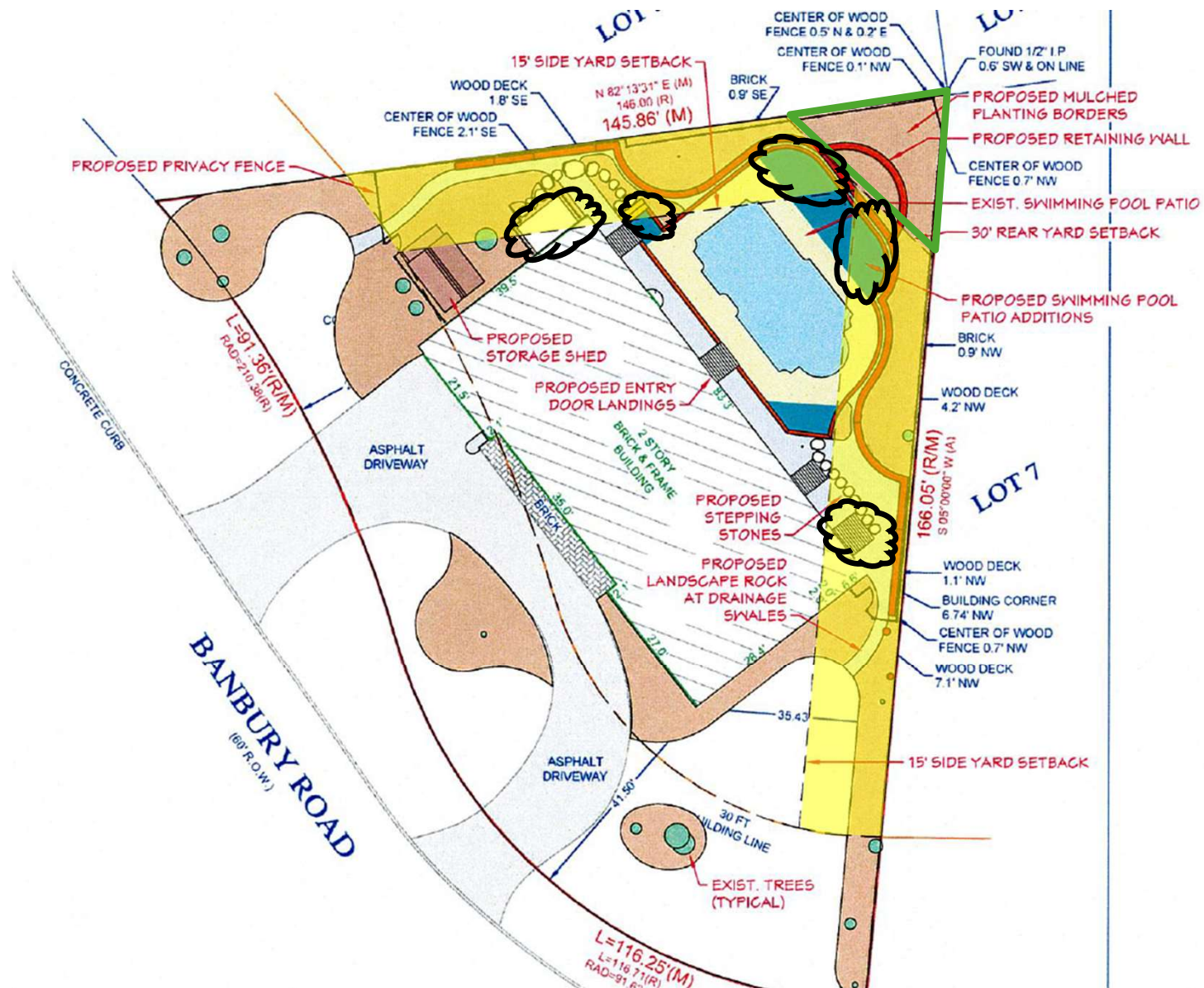
Deck – Rear

Walkways – Front, Side, Rear

Fence – Front, Side, Rear

Shed – Side, Rear

Pool – Rear



Description	Existing	Proposed	Notes
Total Lot	14813	14813	
Impervious			
House Footprint	3223	3223	No Change
Pool Patio	918	979	Partial Removal & Additions Proposed
Paver Patio	680	0	Removal Proposed
Southeast Deck	393	0	Already Removed
Northwest Deck	127	0	Already Removed
Pool Equipment Slab	57	57	Replacement Proposed
Porch	153	153	No Change
Driveway	1685	1685	No Change
Small Slab at Garage	16	16	No Change
Total Impervious	7252	6113	
% Impervious	49%	41%	
Pervious	7561	8700	
% Pervious	51%	59%	



FINDINGS OF FACT – 240 BANBURY ROAD

Variation – Setback Encroachment

CASE NUMBER	PZ2026-0004
PUBLIC HEARING DATE	June 3, 2026
VARIATION	A variation from Section 20.52.060 granting relief from the interior side yard encroachment requirements.
On June 3, 2026, the Planning and Zoning Commission voted 5 - 0 for approval of a variation from Section 20.52.060 granting relief from the interior side yard encroachment requirements in the R-2 Residential Zoning District at the property located at 240 Banbury Road, Mundelein, Illinois.	
<i>No variation from the provisions of this Ordinance shall be granted unless the Zoning Administrator, Planning & Zoning Commission, and Village Board makes specific written findings based on the standards imposed by this section. These standards are as follows:</i>	
1. The strict application of the terms of this Ordinance will result in undue hardship;	
The strict enforcement of this Ordinance would place an undue burden on the Petitioner, as the lot has a triangular configuration and the existing accessory structures are considered legal nonconforming, having been constructed prior to the current zoning code, when the minimum required interior side yard setback was smaller.	
2. The plight of the owner is due to unique circumstances;	
The property is subject to unique circumstances due to its triangular shape compared to most properties in the Village, as well as the presence of legally nonconforming accessory structures. The accessory structures were constructed prior to the current zoning code, when the minimum required interior side yard setback was less than 15 feet.	
3. The variation, if granted, will not alter the essential character of the locality;	
The variation will not alter the essential character of the locality, as other residences within Loch Lomond also contain nonconforming accessory structures within the required side yard setbacks due to older zoning codes having smaller setback requirements.	
<i>The Zoning Administrator, Planning & Zoning Commission, and Village Board, in making its findings, may inquire into the following evidentiary issues, as well as any others deemed appropriate.</i>	
1. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship or difficulty to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.	
The Commission finds that there is hardship attributable to the shape, surroundings, and topographical conditions of the property.	
2. The alleged difficulty or hardship has not been created by any person presently having a proprietary interest in the property in question.	
The Commission finds that the Petitioner has successfully demonstrated that the requested variation was not caused by any person currently holding a proprietary interest in the Subject Property.	
3. The granting of the variation will not be detrimental to the public welfare in the neighborhood in which the property is located.	
The Commission finds that the granting of the requested variation will not be detrimental to the public welfare in which the property is located.	
4. The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, endanger the public safety, or impair property values within the neighborhood.	
The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, endanger the public safety, or impair property values within the neighborhood.	
5. The proposed variation is consistent with the spirit and intent of this Ordinance and Village land use policies.	
The Commission finds that the proposed variation is consistent with the spirit and intent of this Ordinance and Village land use policies.	
6. The value of the property in question will be substantially reduced if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.	
The value of the property in question will be substantially reduced if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.	