

**WINNETKA ZONING BOARD OF APPEALS MEETING MINUTES  
AUGUST 11, 2025**

**Zoning Board Members Present:** Matt Bradley, Chairman  
Mark Haller  
Lynn Hanley  
Kathryn Leister  
Mike Nielsen  
Michael Ritter  
Todd Vender

**Zoning Board Members Absent:** None

**Village Attorney:** Courtney Trefil

**Village Staff:** Ann Klaassen, Assistant Director of Community Development

**Call to Order & Roll Call:**

Chairman Bradley called the meeting to order at 7:02 p.m. Roll call was taken of the Board Members present.

**Approval of July 14, 2025, Meeting Minutes.**

Chairman Bradley asked for a motion to approve the July 14, 2025, meeting minutes. A motion to approve the July 14, 2025, meeting minutes was made by Ms. Hanley and seconded by Mr. Nielsen. A vote was taken and the motion unanimously passed, 7 to 0:

AYES: Bradley, Haller, Hanley, Leister, Nielsen, Ritter, Vender

NAYS: None

**Community Development Report.**

Ms. Klaassen informed the Board Members that the 826 Humboldt case that was considered by the Board in July was approved by the Village Council on August 5.

Chairman Bradley took the agenda out of order and noted that the applicant for Case No. 25-14-V2 175 DeWindt Road has a requested a continuance.

**New Cases:**

a. **Case No. 25-14-V2: 175 DeWindt Road:** An application seeking approval of zoning variations to allow construction of a second-floor addition to the existing residence at 175 DeWindt Road. The requested variations would permit the proposed improvements to (i) exceed the maximum permitted gross floor area; and (ii) provide less than the minimum required front yard setback from the west property line. The Village Council has final jurisdiction on this request. *On August 7, 2025, the Applicant submitted a request that the Zoning Board of Appeals continue this item to the September 8, 2025 Zoning Board of Appeals meeting.*

Emily Thomas, the applicant, explained that they recently received comments from their neighbors and would like time to address their concerns. She noted that their architect and general contractor are not available for the September 8 ZBA meeting, so they would like to request a continuance to the October 13 ZBA meeting. The Board members discussed their availability for the October meeting.

1 Chairman Bradley then asked for a motion to continue the matter to the October 13, 2025, meeting. A  
2 motion was made by Mr. Nielsen and seconded by Ms. Hanley. A vote was taken and the motion  
3 unanimously passed:

4 AYES: Bradley, Haller, Hanley, Leister, Nielsen, Ritter, Vender

5 NAYS: None

6  
7 **Recommendations and Determinations:**

8 a. **Case No. 25-09-APL: 314 Walnut Street: Consideration of approval of written findings and**  
9 **determination to affirm the Zoning Administrator's determination that 314 Walnut Street has a front**  
10 **yard along Wilson Street. This item was continued from the July 14, 2025, Zoning Board of Appeals**  
11 **meeting.**

12 Chairman Bradley asked for either public comment to be taken or the Board to call the matter in for  
13 discussion. Nicole Steel, the appellant, provided public comment noting that the Board needs to consider  
14 the facts and zoning analysis provided in the appeal. Village Attorney Courtney Trefil stated for the record  
15 the ZBA received the document entitled "Public Comment 314 Walnut Street August 11, 2025 ZBA  
16 Meeting" which will also be entered into the record.

17  
18 Chairman Bradley called the matter in for discussion and advised the Board of their role in this matter. He  
19 referred to Attachment A2, which consists of the written findings and determination, and asked if there  
20 were any questions. Mr. Nielsen asked if the question is do we disagree with the facts. Chairman Bradley  
21 explained the question is whether or not you are submitting a vote in favor of the findings and  
22 determination, namely the facts that are included starting on page 9 of 107, which mainly concludes that  
23 based on the evidence at the hearing and the entirety of the record, the ZBA finds that the Zoning  
24 Administrator correctly determined that the property contains a front lot line on Wilson Street. He asked  
25 if anyone had any questions or concerns about any of the facts or findings that are included in that  
26 document.

27  
28 Chairman Bradley stated the purpose of tonight is not to re-litigate whether or not this Board at the time  
29 voted 5 to 0 to affirm that the Board did not believe the Zoning Administrator at the time had committed  
30 an error in his interpretation of the zoning ordinance as applied to 314 Walnut Street. He stated the  
31 document is meant to be a summarization, as the Board directed staff and the Village Attorney to prepare,  
32 of that finding based on all of the evidence that was provided over the course of the hearing on June 9,  
33 posed by the Village staff, as well as the appellant, as a document the Board can review and approve as  
34 the final findings. He noted that at the June meeting the Board directed staff and the Village Attorney to  
35 prepare the document that is being considered by the Board this evening, so if anyone has any questions  
36 or concerns the Board can discuss as a group. Chairman Bradley reiterated that they are not to re-litigate  
37 all of the evidence that has been provided but if anyone has any questions about the written findings and  
38 determination it's time to discuss it. He stated it's a clear review of the relevant code sections, steps that  
39 were taken, historical evidence provided as to what the Zoning Administrator has in the past found this  
40 property to have a front yard on Wilson Street, and then the decision to ultimately determine that he did  
41 not act in error when he made that determination.

42  
43 Mr. Haller stated he is comfortable with the document and the decision reached by the Zoning  
44 Administrator and summarized his position in detail and referenced the use of Section 17.30.050.C.3. He  
45 referred to the other lots to the south of this property with frontage on Walnut and Wilson and stated  
46 this makes a consistent front line for the others on the block all the way down the street where everybody  
47 on the front and the back has to have a front yard setback, and a number of those properties have sought  
48 relief through a variance and that would be what in his view the appellant was first pursuing is what others

1 have done. Mr. Haller also stated the history of this interpretation on this particular property is on file.  
2 Mr. Vender noted properties have front yards along Wilson and that he didn't have a problem with the  
3 original request. He stated that he would be in favor of approving the findings of fact. Ms. Hanley stated  
4 although she was not in attendance at the June 9, 2025, meeting, her questions were addressed and she  
5 would vote in favor. Ms. Leister stated she is also comfortable with the facts and findings. Mr. Ritter stated  
6 the code supported the Zoning Administrator's determination and although he sympathized with the  
7 homeowners, it would have to be something that the Village Council would have to change. He also  
8 referred to the appellant's attorney's code interpretation and stated he would support the findings of the  
9 Zoning Administrator. Mr. Nielsen stated he would also be in support of the Zoning Administrator's  
10 decision. Chairman Bradley also agreed with the facts and findings prepared for the Board. He  
11 commented that he agrees and understands the frustration with homeowners who don't appreciate how  
12 the Village has zoned their properties perhaps at the time that they purchased those properties the record  
13 was complete with information that would have let the appellant know that there are and have been since  
14 at least 1998 as far as the record shows two front lot lines identified on this property, as well as all the  
15 through lots in the neighborhood to the north and to the south. Chairman Bradley also referred to 2005  
16 when the Village adopted the ordinance granting the variation for the existing garage on the property,  
17 which was an intrusion into the front yard setback required at the time. He noted that wasn't the current  
18 homeowner but that has been part of the record for over two decades. Chairman Bradley also referred  
19 to the language in Section 17.30.050.C.3. and that the entirety of that clause is to determine buildable  
20 area not to define what the lot is. He noted that it is not a definition it is used when trying to work through  
21 an unusual set of properties that have three street frontages to determine the buildable area. Chairman  
22 Bradley then referred to the previous discussion relating to having a study session in order to tighten up  
23 the code language to erase any ambiguity that might be there, either in the general public's better interest  
24 or to help the Zoning Administrator going forward.

25  
26 Mr. Haller stated the Board is discussing the appeal that was brought before us. He referred to the  
27 variation the applicant previously brought before the Board and noted that there are other properties on  
28 the street that have gotten variances given the nature of the street. Mr. Haller noted that doesn't mean  
29 the Board isn't sympathetic to that as they were when they were before the Board for a variance, as it  
30 appears prior ZBA Boards have been for others with through lots on Wilson. He said the Board is here to  
31 make a decision on whether or not the zoning regulations by the Zoning Administrator were properly  
32 formed.

33  
34 Chairman Bradley asked for a motion to approve the findings and determination included in the agenda  
35 packet beginning on page 9. A motion as stated by Chairman Bradley was made by Ms. Hanley and  
36 seconded by Mr. Nielsen. A vote was taken and the motion unanimously passed, 7 to 0:

37 AYES: Bradley, Haller, Hanley, Leister, Nielsen, Ritter, Vender

38 NAYS: None

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40 **New Business:**

- 41 a. September 8, 2025, Meeting - Quorum Check.

42 The Board Members discussed their availability.

43  
44 **Public Comment:**

45 No comments were made at this time.

46  
47 **Adjournment:**

1 Chairman Bradley asked for a motion to adjourn. A motion to adjourn was made by Ms. Hanley and  
2 seconded by Mr. Nielsen. A vote was taken and the motion unanimously passed, 7 to 0:

3 AYES: Bradley, Haller, Hanley, Leister, Nielsen, Ritter, Vender

4 NAYS: None

5

6 The meeting adjourned at 7:25 p.m.

7

8 Respectfully submitted,

9

10 Antionette Johnson

11 Recording Secretary