

**MINUTES  
CITY OF ST. CHARLES, IL  
PLAN COMMISSION  
TUESDAY, JULY 8, 2025**

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Members Present:           Jeffrey Funke  
                                  Zachary Ewoldt  
                                  Dave Rosenberg  
                                  Gary Gruber  
                                  John Fitzgerald

Members Absent:           Peter Vargulich  
                                  Gina Lawson  
                                  Colleen Wiese

Also Present:               Ellen Johnson, Planner  
                                  Bruce Sylvester, Assistant Director CD-Planning & Engineering  
                                  Court Reporter

**1.     Call to order**

Vice Chair Funke called the meeting to order at 7:01 p.m.

**2.     Roll Call**

Vice Chair Funke called the roll. A quorum was present.

**3.     Pledge of Allegiance**

**4.     Presentation of minutes of the April 8, 2025 meeting of the Plan Commission**

**Motion was made by Mr. Fitzgerald, seconded by Mr. Ewoldt and unanimously passed by voice vote to approve the minutes of the April 8, 2025 Plan Commission meeting.**

**5.     Election of Officers**

**Motion was made by Mr. Gruber to table the item until the next meeting, second by Mr. Fitzgerald and unanimously approved by voice vote.**

**6.     St. Charles Heights Subdivision (Geneva Heights, LLC)  
        Application for Preliminary/Final Plat of Subdivision**

The attached transcript prepared by Planet Depos Court Reporting is by reference hereby made a part of these minutes.

**Motion was made by Mr. Ewoldt, second by Mr. Fitzgerald, to recommend approval of an Application for Preliminary/Final Plat of Subdivision for St. Charles Heights Subdivision (Geneva Heights, LLC).**

**Roll call vote:**

**Ayes: Ewoldt, Rosenberg, Gruber, Fitzgerald, Funke**

**Nays: None**

**Absent: Vargulich, Lawson, Wiese**

**Motion carried: 5-0**

- 7. Public Comment - None**
- 8. Additional Business from Plan Commission Members or Staff - None**
- 9. Weekly Development Report**
- 10. Meeting Announcements**
  - a. Plan Commission
    - Tuesday, April 22, 2025 at 7:00pm Council Chambers
    - Tuesday, May 6, 2025 at 7:00pm Council Chambers
    - Tuesday, May 20, 2025 at 7:00pm Council Chambers
  - b. Planning & Development Committee
    - Monday, April 14, 2025 at 7:00pm Council Chambers
    - Monday, May 12, 2025 at 7:00pm Council Chambers
- 11. Adjournment at 7:09 p.m.**



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# Transcript of Meeting - St. Charles Heights, Subdivision

**Date:** July 8, 2025

**Case:** St. Charles Plan Commission

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ST. CHARLES PLAN COMMISSION

-----x  
In re: Meeting, St. Charles Heights:  
Subdivision :  
-----x

MEETING  
St. Charles , Illinois  
Tuesday, July 8, 2025  
7:00 p.m.

Job No.: 564174  
Pages: 1 - 14  
Recorded By: Lawrence Wallace

Transcript of Meeting - St. Charles Heights, Subdivision  
Conducted on July 8, 2025

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1 MEETING, held at the offices of:

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6 CITY OF ST. CHARLES

7 2 East Main Street

8 St. Charles , Illinois 60174

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13 Pursuant to agreement, before Lawrence Wallace,

14 Notary Public in and for the State of Illinois.

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Transcript of Meeting - St. Charles Heights, Subdivision  
Conducted on July 8, 2025

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1 A P P E A R A N C E S

2 Jeffrey Funke

3 Gary Gruber

4 Zachary Ewoldt

5 Ellen Johnson

6 David Rosenberg

7 John Fitzgerald

8 Bruce Sylvester

9 Bob Rasmussen

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Transcript of Meeting - St. Charles Heights, Subdivision  
Conducted on July 8, 2025

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P R O C E E D I N G S

MR. FUNKE: Want to start? Okay.

This meeting of the St. Charles Plan Commission is  
called to order July 8th, 2025, and the time is  
7:01 p.m. For roll call? Chair, Peter Vargulich.

Jeffrey Funke, here.

Dave Rosenberg?

MR. ROSENBERG: Here.

MR. FUNKE: (indiscernible).

Colleen Wiese?

Gary Gruber?

MR. GRUBER: Here.

MR. FUNKE: Gina Lawson?

Zachary Ewoldt?

MR. EWOLDT: Here.

MR. FUNKE: John Fitzgerald?

MR. FITZGERALD: Here.

MR. FUNKE: Item Number 3, Pledge  
of Allegiance. Please join me in saying the  
Pledge of Allegiance.

GROUP: I pledge allegiance to the Flag  
of the United States of America and to the  
Republic for which it stands, one nation under  
God, indivisible, with liberty and justice for all.



Transcript of Meeting - St. Charles Heights, Subdivision  
Conducted on July 8, 2025

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1 MR. FUNKE: Item Number 4, the  
2 presentation of the minutes of April 8th, 2025  
3 meeting of the Plan Commission. Is there a motion  
4 to approve?

5 MR. FITZGERALD: A motion to approve.

6 MR. EWOLDT: Second.

7 MR. FUNKE: All in favor?

8 GROUP: Aye.

9 MR. FUNKE: Okay, the motion  
10 passes. Item Number 5, the election of officers.  
11 So Item Number 5 is the election of officers of  
12 the Plan Commission chair, vice chair elected at  
13 the beginning of each fiscal year. We're talking  
14 about tabling that until -- do we need to vote on  
15 that?

16 MR. GRUBER: Do you need a motion?

17 MS. JOHNSON: Motion taken to  
18 continue.

19 MR. FUNKE: Okay.

20 MS. JOHNSON: Motion to table.

21 MR. FUNKE: So --

22 MR. GRUBER: Motion to continue.

23 MR. FITZGERALD: Second.

24 MR. FUNKE: All in favor?

Transcript of Meeting - St. Charles Heights, Subdivision  
Conducted on July 8, 2025

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1                   GROUP: Aye.

2                   MR. FUNKE: Okay, that motion is  
3                   tabled until the next Plan Commission. Item  
4                   Number 6, St. Charles Heights Subdivision. Item 6  
5                   is an application for preliminary final plat  
6                   subdivision submitted by Geneva Heights, LLC.  
7                   Public hearing is not required for this item. We  
8                   will begin with a summary from the staff.

9                   MS. JOHNSON: Okay. Here's an  
10                  aerial photo of the subdivision location at Geneva  
11                  Road, just north of Keller Place. The subject  
12                  property is 837 Geneva Road. It contains a single  
13                  family home. Geneva Heights, LLC, represented by  
14                  Bob Rassmussen is requesting approval to split the  
15                  lot in two, to create two buildable lots for  
16                  single family homes. The zoning is RT1 and the  
17                  proposed lots meet all of the lot area width, and  
18                  has the ability to meet all -- all the  
19                  requirements for the RT1 District. Access to the  
20                  two lots will be shared from Geneva Road. There  
21                  will be a shared driveway between the two lots,  
22                  straddling the inner lot line.

23                  There is required public storm sewer  
24                  that will be provided for the two lots and

1 extended south to Keller Place, through the  
2 property to the south. A final plat --  
3 preliminary final plat review has been requested  
4 and engineering review has been ongoing with staff  
5 review. All staff comments are addressed other  
6 than a couple minor kind of bookkeeping issues.

7 The applicant Bob, is here if you'd  
8 like to present at all.

9 MR. RASSMUSSEN: I'm here for questions  
10 actually, if you have any questions.

11 MR. FUNKE: (indiscernible)?

12 I've got a couple  
13 questions. The -- so there's going to be an  
14 easement for the driveway. That's the -- the rear  
15 -- rear lot's going to be utilized, correct?

16 MS. JOHNSON: So there's just the  
17 two lots there and there's an easement off of  
18 Geneva Road at this dash line here.

19 MR. FUNKE: Oh, okay. Okay. So you --  
20 you're splitting the lots?

21 MS. JOHNSON: Yes.

22 MR. FUNKE: Down the surface, okay.  
23 What's the new width of each lot?

24 MS. JOHNSON: Each lot will be 66

1 feet. Minimum lot width in this district is 60  
2 feet.

3 MR. FUNKE: Okay. Okay, that's all I  
4 have.

5 MR. EWOLDT: It's -- it's a pretty  
6 straightforward general division of property, so  
7 you know, I think it makes sense.

8 MR. FUNKE: No questions? Okay.

9 MR. GRUBER: I have one. Oh, on that  
10 the shared drive how was that? Is that in the  
11 deed of one of the properties?

12 MS. JOHNSON: There would be a  
13 maintenance and use agreement that has been drawn  
14 up and we've reviewed it. Basically, it gives the  
15 rights over each -- over the driveway, the rights  
16 to each lot owner to use the driveway, and then  
17 dictates that maintenance responsibility shall be  
18 between the two lots. They shall maintain  
19 together.

20 MR. GRUBER: Thank you.

21 MR. FITZGERALD: You know, I might jump  
22 in on that shared driveway. We did this exact  
23 same subdivision on Riverside about five years  
24 ago. It's actually not a (indiscernible)

1 requirement. So you -- you can't have a  
2 subdivision enter on a state road with more than  
3 one entrance. So even if it's a two lot  
4 subdivision, you can only one driveway. That's  
5 how we understood it back then, and I believe  
6 that's the case today. So that's why we have a  
7 shared driveway. Lots of agreements between the  
8 two lots so that in perpetuity, they will always  
9 share any expenses involved in that portion of the  
10 driveway.

11 MR. FUNKE: Any other questions  
12 from the Plan Commission?

13 MR. ROSENBERG: I don't, no.

14 MR. FUNKE: That being said, is  
15 there a motion?

16 MR. EWOLDT: Yeah, I would make a  
17 motion to recommend for the application for a  
18 preliminary final plat subdivision for St. Charles  
19 Heights subdivision.

20 MR. FITZGERALD: Second.

21 MR. FUNKE: And you second, okay.  
22 The motion is seconded. So the motion is for Item  
23 Number 6 and the application for a preliminary  
24 final plat subdivision submitted by Geneva

Transcript of Meeting - St. Charles Heights, Subdivision  
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1 Heights, LLC. And there is a second and then so  
2 we will do a roll call vote.

3 All right, Dave Rosenberg?

4 MR. ROSENBERG: Yes.

5 MR. FUNKE: Gary Gruber?

6 MR. GRUBER: Yes.

7 MR. FUNKE: John Fitzgerald?

8 MR. FITZGERALD: Yes.

9 MR. FUNKE: Is that agreeable?

10 MR. FITZGERALD: Yes.

11 MR. FUNKE: And Jeffrey Funke is  
12 yes.

13 Thank you.

14 That motion passes.

15 That concludes Item Number 6. Item Number 7,  
16 public comment. Any public comment? Item Number  
17 8, additional business for the Plan Commission  
18 members and staff. Okay, Item Number 9, the  
19 Weekly Development Report?

20 MS. JOHNSON: That's been provided.

21 And then for the next meeting date, we'll be  
22 planning to cancel the second meeting in July, but  
23 we will have the meeting on August 5th.

24 MR. FUNKE: Okay, thank you. And

Transcript of Meeting - St. Charles Heights, Subdivision  
Conducted on July 8, 2025

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1 Number 10, meeting announcements. Our next  
2 meeting is yes, you said it's July the 22nd.

3 MS. JOHNSON: Yeah, we'll be  
4 canceling that one, but we'll have the one on  
5 August 5th.

6 MR. FUNKE: Okay. On August 5th,  
7 will be the next Plan Commission. Okay, anything  
8 else from Plan Commissioners? No? Item Number 11  
9 would be adjourning. Is there a motion to adjourn?

10 MR. GRUBER: Motion to adjourn.

11 MR. FUNKE: All right. I got a  
12 second?

13 MR. ROSENBERG: Second.

14 MR. FUNKE: All in favor?

15 GROUP: Aye.

16 MR. FUNKE: All right. Plan -- St.  
17 Charles Plan Commission adjourns at 7:09 p.m.  
18 Thank you.

19 (Off the record at 7:09 p.m.)  
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CERTIFICATE OF COURT REPORTER - NOTARY PUBLIC

I, Lawrence Wallace, the officer  
before whom the foregoing proceedings were  
taken, do hereby certify that any witness(es) in  
the foregoing proceedings were fully sworn;  
that the proceedings were recorded by me and  
thereafter reduced to typewriting by a  
qualified transcriptionist; that said digital  
audio recording of said proceedings are a  
true and accurate record to the best of my  
knowledge, skills, and ability; and that I am  
neither counsel for, related to, nor employed  
by any of the parties to this case and have  
no interest, financial or otherwise, in its  
outcome.



LAWRENCE WALLACE, NOTARY PUBLIC,  
FOR THE STATE OF ILLINOIS  
JULY 14, 2025



CERTIFICATE OF TRANSCRIBER

I, Julia Klimek, do hereby certify  
that this transcript was prepared from the digital  
audio recording of the foregoing proceeding; that  
said proceedings were reduced to typewriting under  
my supervision; that said transcript is a true and  
accurate record of the proceedings to the best of  
my knowledge, skills, and ability; and that I am  
neither counsel for, related to, nor employed by  
any of the parties to the case and have no  
interest, financial or otherwise, in its outcome.

*Julia Klimek*

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JULIA KLIMEK

PLANET DEPOS, LLC

JULY 14, 2025