

PLANNING AND ZONING COMMISSION MINUTES

Thursday, May 6, 2021 at 7:00 p.m.

Village Hall Chambers

1937 North Municipal Way

Round Lake Beach, Illinois 60073

- I. **Opening Protocol** – Commissioner Davis opened the meeting at 7:01 a.m. Commissioner Parker called the roll.

A. **Roll Call**

Table with 3 columns: Name, Present, Excused. Rows include Audrie Parker, Lee Benedict, George Steinberg, Pat Vargo, Hal Davis, and Nanci Radford.

Also in attendance:

Chris Heinen, Economic Development Director, Kate Portillo, Staff Planner, and Megan Mack, Ancel Glink, Village Attorney.

B. **Approval of Agenda**

Motion to approve the agenda by Lee Benedict, second by George Steinberg – Roll call vote 4 Aye, 0 Nay and 1 absent. Motion approved.

C. **Approval of Minutes – January 7, 2021.**

Motion to approve the minutes by Lee Benedict, second by George Steinberg – Roll call vote 4 Aye, 0 Nay and 1 absent. Motion approved.

II. **Public Hearing**

Motion to open the Public Hearing by Audrie Parker, second by Lee Benedict – Roll call vote 4 Aye, 0 Nay and 1 absent. Motion approved.

- A. Petition request from Conyers Enterprises to vary certain bulk restrictions in the C-3 zoning regulations as it relates to the construction of a new parking lot located at 817 W. Rollins Road.

Presentation:

Bennie Conyers presented the above petition regarding the need for additional parking for her business, Snap Fitness, located directly to the west of the subject site. Ms. Conyers is the owner of the subject site. She explained the subject site is presently a vacant lot, and the current zoning allows for a parking lot. The proposal is for 12 parking spaces, and the intention to is terminate access from Rollins Road and instead have access from Woodridge Drive. Ms. Conyers also explained that unsuccessful attempts had been made to contact the owner of the lot to the south of the subject site.

An audience member interjected that they were the owner of the lot to the south of the subject site. Commissioner Davis invited the individual to the microphone to be sworn in. The individual identified herself as Judith Tamez of 24671 W Clinton Avenue, Round Lake, Illinois, 60073. Ms. Tamez explained her purpose in attending the meeting was to represent her parents, Juan and Leonarda Salas, owner of 1630 Woodridge Drive, over concern that the parking lot was being constructed on their vacant lot. Ms. Tamez mentioned that the address for the subject site on the letter she received did not match her parents' property address.

Ms. Conyers requested clarification as to which lot they were concerned about and Ms. Tamez clarified it was the 1630 Woodridge lot.

Economic Development Director Heinen explained the State Statue regarding noticing for Public Hearings and the reason that Mr. and Mrs. Salas received notification. Ms. Tamez requested to be dismissed as she now understood the purpose of the public hearing and had no further comment.

Staff Planner Portillo presented the staff report, highlighting that Snap Fitness received a SUP in 2019 where a recommendation for additional parking was made. Staff Planner Portillo highlighted the zoning departures that the applicant was requesting, and the potential future benefit the lot may provide to the surrounding business community.

Commissioner Steinberg asked questions regarding access off of Woodridge Drive related to traffic safety and the restaurant on the east side of Woodridge Drive. Ms. Conyers provided information regarding the work she has done with her Engineer and Lake County DOT to provide the safest access possible to the future parking lot.

Commissioner Steinberg asked about access between the parking lot and the Snap Fitness facility related to the 4-foot grade change. Ms. Conyers indicated this has been assessed, and a staircase will be installed from the parking lot up to the Snap Fitness site.

Commissioner Steinberg asked about Fire Department access to the site. Staff Planner Portillo indicated that an Engineering review has been completed. Economic Development Director Heinen explained that traffic conflicts have been considered.

Commissioner Steinberg expressed support for the development of the lot and indicated his comments stem from public safety concerns based on personal experience. Director Heinen affirmed that traffic congestion and public safety have been considered.

Commissioner Benedict asked for clarification about the curb surrounding the parking lot related to drainage. Director Heinen indicated that the project will be required to comply with the Lake County Stormwater ordinance.

Commissioner Davis inquired if the reduced setbacks would be sufficient related to snow removal. Director Heinen responded that this will be considered and explained that this potential development will be a solution to the parking variance previously granted for Snap Fitness.

Commissioner Radford asked for clarification on the current entrance to Snap Fitness and how many parking spaces are currently available. Ms. Conyers clarified where members and employees currently park and explained that because of the 24 hour operations of the business parking has not been an issue. The need for additional parking comes from the drop off and pick up of students in the youth boxing program.

Commissioner Parker asked a question related to the youth boxing classes and if a special use permit was required for this type of class.

Director Heinen explained that the youth classes are covered under the existing SUP for Snap Fitness.

Ms. Conyers provided documentation regarding the required mailing to adjacent property owners and the posting of the sign on the property with information for tonight's Public Hearing.

#### Public Comments:

Commissioner Davis asked if there was anyone from the public that wanted to speak on this matter and no one came forward online or in person.

#### Planning and Zoning Commission Review and Recommendation:

Based on the review of the standards for a Special Use by the Planning and Zoning Commission (PZC), a Motion was made by Lee Benedict and seconded by George Steinberg to recommend the approval of the proposal as presented. The Chairman called for a Roll call vote: 4 Aye, 0 Nay, and 1 absent. Commissioner Davis announced the Motion approved.

Findings of Fact: Commissioner Davis reviewed the Findings of Fact with the Commission. Related to point F “proposed variation not impairing an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood”, Economic Development Director Heinen mentioned that the petitioner will be required to submit a photometric plan for the parking lot lights to the ED Department for approval and assurance of no light run-off to neighboring residential. Ms. Conyers also indicated they would not be installing any on-site signage and the parking lot would not specifically be restricted to Snap Fitness clientele.

Commissioner Davis asked for a motion to close the Public Hearing. Motion to close the Public Hearing by Lee Benedict, second by Nanci Radford – Roll call vote 4 Aye, 0 Nay and 1 absent. Motion approved.

### **III. Other Business/Discussion**

Economic Development Director Heinen formally introduced Commissioner Radford as the newest Commissioner on the Planning and Zoning Commission. Nanci Radford was appointed earlier in 2021. Economic Development Director Heinen noted that the PZC still has one vacancy to fill.

Economic Development Director Heinen announced that this meeting would be his last with the Round Lake Beach Planning and Zoning Commission. He has accepted a position outside the Village and outside Rolf Campbell Associates planning consultancy. He thanked the Commission for the work they have done together over the last four years.

### **IV. Audience Participation**

None

### **V. Adjournment**

Lee Benedict motioned to adjourn. Seconded by Nanci Radford.  
Meeting was adjourned at 7:34 pm.

Minutes approved by the Planning & Zoning Committee on **September 2, 2021**.

- With No Corrections
- With Corrections

(See minutes of meeting for corrections)