

PLANNING AND ZONING COMMISSION MINUTES

Thursday, September 2, 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 7:02 p.m. Commissioner Radford called the roll.

A. **Roll Call**

	Present	Excused
Audrie Parker	x	
Lee Benedict	x	
Pat Vargo	x (arrived 7:15pm)	
Hal Davis	x	
Nancy Radford	x	

Also in attendance:

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 Nancy Radford – Roll call vote 4 Aye, 0 Nay and 1 not yet arrived. Motion approved.

C. **Approval of Minutes – May 6, 2021.**

Motion to approve the minutes by Lee Benedict, second by Nancy Radford – Roll call vote 4 Aye, 0 Nay and 1 not yet arrived. Motion approved.

II. **Public Hearing**

Motion to open the Public Hearing by Nancy Radford, second by Lee Benedict – Roll call vote 4 Aye, 0 Nay and 1 not yet arrived. Motion approved.

- A. Petition request from Hong Shi for a zoning map amendment and special use permit to allow for a unified development strip shopping center with certain variances and departures related to 1614 N. Channel Drive.

Presentation:

Jin Zhao and Linda Shi presented their petition for a map amendment and Special Use permit related to the proposal for a commercial strip center with parking. The petitioner has started the lot consolidation process with Lake County. The commercial strip center is proposed as 5,500 square feet, and Ms. Shi has an interest in utilizing 2,000 square feet for a Cajun Seafood restaurant and leasing the remaining commercial space.

Staff Planner Portillo presented the staff report, highlighting the requested rezoning, setback variances and landscaping variances. The proposed parking appears to be sufficient for the future uses as presently understood, and the existing fencing meets code. The concept plan does not include the addition of sidewalks and therefore a fee in lieu of contribution to the sidewalks fund is recommended.

Staff Planner Portillo presented the Round Lake Area Fire Protection District and Village Engineer's reviews. Comments included recommendations to assure fire apparatus access and that sprinklers are required in all new construction, that Lake County must also provide approvals, and requesting an auto turn analysis. Further analysis of drainage would occur when a building permit is applied for but additional criteria would not need to be met at this time.

Staff Planner Portillo confirmed that the requests of this petitioner align with existing development patterns and previous rezoning recommendations made by the Planning and Zoning Commission. Ms. Portillo also noted that this proposal supports the general interest of the Village and County in eliminating access points along Rollins Road.

Commissioner Davis inquired about similar setbacks along Rollins Road. Staff Planner Portillo explained that the setbacks are varied, and the proposal under consideration does meet the objectives of lot consolidation and unified development.

Commissioner Benedict clarified the matter of legal noticing requirements and verified that Staff Planner Portillo had provided documentation that the requirements had been met.

Commissioner Benedict asked about signage since a pylon sign was indicated but no rendering provided. Staff Planner Portillo indicated that all shopping center pylon signs must be authorized by SUP and petitioner would need to seek the proper approvals and meet the sign code criteria prior to being permitted for a pylon sign.

Commissioner Benedict asked about parking lot lighting. The petitioner responded that the submitted concept plan is a basic draft, and with approval the applicant intends to submit for parking lot lighting that meets Village code.

Commissioner Davis interjected that he failed to swear in the applicants and asked to do so at this time related to all testimony given thus far and moving forward. Mr. Zhao and Ms. Shi were sworn in.

Commissioner Benedict asked about sidewalks and Staff Planner Portillo clarified that it is a snow shelf that is shown on the plan and due to the proposed location of parking, it is not possible to install sidewalks set back from the right of way in accordance with the Village code.

Commissioner Vargo commented that further information on and analysis of lighting should be sought to assure no spillover in the abutting residential areas. Staff Planner Portillo responded that the general development standards do provide photometric standards and the Commission could issue conditions related to the petitioner needing to adjust lighting at the request of the neighboring residences. Mr. Zhao commented that it is their intention to comply with the standards and work with the neighbors.

Commissioner Radford requested confirmation that all curb cuts along Rollins would be eliminated, and this was confirmed by Staff Planner Portillo.

Public Comments:

Commissioner Davis asked if there was anyone from the public that wanted to speak on this matter and an individual who identified herself as Heather Hogan came forward. Ms. Hogan explained she is a tenant at 403 W Rollins, an existing residential building on said parcel. Ms. Hogan has lived at this property for almost 10 years and as a person with a disability she is against the development based on the disruption it would cause to her personal circumstances.

Planning and Zoning Commission Review and Recommendations:

Based on the review of the standards for a Map Amendment for PIN 0617307028 by the Planning and Zoning Commission (PZC), a Motion was made by Patrick Vargo and seconded by Audrie Parker to recommend the approval of the map amendment as presented.

Findings of Fact: Commissioner Vargo reviewed the Findings of Fact for a Map Amendment with the Commission. A Motion was made by Nanci Radford and seconded by Audrie Parker to recommend the approval of the map amendment as presented.

Commissioner Davis called for a Roll call vote: 5 Ayes and 0 Nays. Commissioner Davis announced the Motion carries

Findings of Fact: Commissioner Vargo reviewed the Findings of Fact for a Special Use Permit.

Based on the review of the standards for a Special Use Permit by the Planning and Zoning Commission (PZC), a Motion was made by Audrie Parker and seconded by Hal Davis to recommend the Special Use Permit with modifications.

Commissioner Vargo called for a Roll call vote: 5 Aye and 0 Nay. Commissioner Vargo announced the Motion carries.

Commissioner Davis asked for a motion to close the Public Hearing. Motion to close the Public Hearing by Nanci Radford, second by Patrick Vargo– Roll call vote 5 Aye, 0 Nay. Motion approved.

III. Other Business/Discussion

IV. Audience Participation

None

V. Adjournment

Audrie Parker motioned to adjourn. Seconded by Nanci Radford.

Meeting was adjourned at 8:12 pm.

Minutes approved by the Planning & Zoning Committee on October 7, 2021.

🕒 With No Corrections X

🕒 With Corrections

(See minutes of meeting for corrections)