

**City of Rolling Meadows  
Planning and Zoning Commission  
7:00 PM  
April 5, 2023  
UNAPPROVED**

**Call to Order**

**Chairman Buckingham** called the April 5, 2023 regular meeting of the Planning and Zoning Commission to order at 7:00 pm.

Roll call:

**Presiding:** Chairman Buckingham

**Present:** Burchert, Gercken, Leone, Sheehan, Sipple

**Absent:** NONE

**Also Present:** Glen Cole, Assistant City Manager/Community Development Director; Elizabeth Kwandras, Deputy Community Development Director

**Chairman Buckingham** declared a quorum.

**Approval of Minutes**

**Chairman Buckingham** asked for a motion to approve the minutes from the March 7, 2023 Planning and Zoning Commission meeting. Commissioner Gercken moved to approve the minutes as written and Commissioner Sheehan seconded.

Motion carried by unanimous voice vote. Minutes approved as written.

**Pending Business:** NONE

**New Business:**

**1. Public Hearing and Consideration for amendments to Section 122-42, Section 122-86(d), Section 122-362, Section 122-567, and Section 122-606(d)(3) of the Zoning Code of Ordinances to modify all references to “Public Works Director” to “Community Development Director”/“Zoning Administrator”**

**Chairman Buckingham** asked for a motion to open the public hearing and enter the staff report into evidence. Commissioner Gercken moved, Commissioner Sheehan seconded. Motion carried by unanimous voice vote.

**ACM/CDD Cole** stated that Community Development had been part of the Public Works Department for several years. As of January 1 of this year, it had been separated and become its own department. The requested changes were to allow the Community Development Director to enforce and interpret the code, instead of relying on being the Public Works Director’s designee. This had come up due to recent enforcement cases and code interpretations.

**QUESTIONS AND COMMENTS FROM THE BOARD:**

**Chairman Buckingham** opened the meeting to Commissioners' questions and comments.

**Commissioner Sheehan** asked how a decision would be appealed if the applicant disagreed with a decision. ACM/CDD Cole replied that such appeals were written into the code, as well as state law.

**Chairman Buckingham** asked if the requested modifications were only to shift the Zoning Administrator from the Public Works Director to the Community Development Director. ACM/CDD Cole agreed, noting that the Zoning Administrator should be located in Community Development.

**Chairman Buckingham** asked why Community Development had been broken off from Public Works. Staff stated that the split had come because it was difficult to manage all the staff in both different locations. The staff in both Public Works and Community Development needed direct support.

**QUESTIONS AND COMMENTS FROM THE AUDIENCE:**

**Chairman Buckingham** opened the meeting for comments from the public. With no members of the public wishing to comment, the public comment portion was closed.

**Commissioner Gercken** made a motion to close the public hearing. Commissioner Sheehan seconded. With a unanimous voice vote, the public hearing was closed.

**Commissioner Gercken** moved that, based on the submitted petition and testimony presented, the Rolling Meadows Planning and Zoning Commission adopt the proposed findings for the text amendment listed in the staff report prepared for the April 5, 2023, Planning and Zoning Commission meeting, and recommend that the City Council **approve** the text amendment provided in Exhibit 1 of that staff report.

Commissioner Sheehan seconded.

**Roll call:**

**Commissioner Burchert:** Yes

**Commissioner Sheehan:** Yes

**Commissioner Sipple:** Yes

**Commissioner Gercken:** Yes

**Chairman Buckingham:** Yes

Yeas – (5) – Buckingham, Burchert, Gercken, Sheehan, Sipple

Nays – (0) – NONE

Absent – (1) – Leone

Abstain – (0) – NONE

**Motion Approved.**

**Chairman Buckingham** noted that this item will appear on the April 11, 2023 City Council agenda for first reading.

**2. Public Hearing and Consideration of an amendment to Section 122-87 of the Zoning Code of Ordinances to clarify and/or repeal provisions of the Code regarding religious uses, City of Rolling Meadows, petitioner.**

**Chairman Buckingham** asked for a motion to open the public hearing and enter the staff report into evidence. Commissioner Gercken moved, Commissioner Sipple seconded. Motion carried by unanimous voice vote.

**Chairman Buckingham** asked if the file was in order. Staff confirmed that was the case.

**ACM/CDD Cole** stated that this text amendment was part of a routine code review with the City Attorney. Some parts of this section were in conflict with federal law. The proposed amendments clarify how religious uses are treated by the code. This will provide good legal footing, should there be any appeals or conflicts.

**QUESTIONS AND COMMENTS FROM THE BOARD:**

**Chairman Buckingham** opened the meeting to Commissioners' questions and comments.

**Commissioner Gercken** asked if there was a chart showing the allowed uses included. ACM/CDD Cole replied that it was not necessary here – it was already listed in the use chart.

**Commissioner Gercken** asked if section c would be eliminated. ACM/CDD Cole replied that it would. Otherwise, a user would need to either be in compliance or seek a variance.

**Chairman Buckingham** asked if the stricken section was extraneous. ACM/CDD Cole confirmed that to be the case.

**Chairman Buckingham** asked the history of the section. Staff noted that there had been several back and forth text amendments allowing or disallowing such uses in the Manufacturing districts, ending on permitting them as special uses. They were inadvertently left off in the code update, and the code was appropriately amended.

**Chairman Buckingham** asked why the review was prompted. ACM/CDD Cole indicated that it was presented by the City Manager, and staff was not aware of any potential new uses. This change would bring the City into compliance with federal law.

**QUESTIONS AND COMMENTS FROM THE AUDIENCE:**

**Chairman Buckingham** opened the meeting for comments from the public. With no members of the public wishing to comment, the public comment portion was closed.

**Commissioner Gercken** made a motion to close the public hearing. Commissioner Sheehan seconded. With a unanimous voice vote, the public hearing was closed.

**Commissioner Gercken** moved that, based on the submitted petition and testimony presented, the Rolling Meadows Planning and Zoning Commission adopt the proposed findings for the text amendment listed in the staff report prepared for the April 4, 2023, Planning and Zoning Commission meeting, and recommend that the City Council approve the text amendment provided in Exhibit 1 of that staff report.

Commissioner Sheehan seconded.

**Roll call:**

**Commissioner Burchert:** Yes

**Commissioner Sheehan:** Yes

**Commissioner Sipple:** Yes

**Commissioner Gercken:** Yes

**Chairman Buckingham:** Yes

Yeas – (5) – Buckingham, Burchert, Gercken, Sheehan, Sipple

Nays – (0) – NONE

Absent – (1) – Leone

Abstain – (0) – NONE

**Motion Approved.**

**Chairman Buckingham** noted that this item will appear on the April 11, 2023 City Council agenda for first reading.

**Reports: Update of on-going projects and cases**

**ACM/CDD Cole** reported that that the May meeting would likely have additional administrative matters, including expanding the allowance of temporary certificates of occupancy and a sign variance for the school district.

Other projects pending for future meetings included the Sam’s Club redevelopment and updates to the Comprehensive Plan, along with corridor planning for Kirchoff Road and the Northwest Industrial Park.

**Chairman Buckingham** asked about the status of the Loeber Farms development in Schaumburg. ACM/CDD Cole reported that it was still in process, though residents had expressed concerns. Part of the development would require Rolling Meadows participation, and negotiations were ongoing.

**Adjournment**

A motion to adjourn was made by Commissioner Gercken and seconded by Commissioner Sheehan. Motion carried by unanimous voice vote. The regular meeting of the April 5, 2023 Planning and Zoning Commission was adjourned at 7:40 pm.

Respectfully Submitted,



Elizabeth Kwandras  
Deputy Community Development Director  
Community Development Department