

**City of Rolling Meadows
Planning and Zoning Commission
Remote Meeting - Zoom
7:30 PM
June 2, 2020
APPROVED**

Motion to Open the Meeting

Chairman Rataiczky asked for a motion to open the June 2 Planning and Zoning Commission meeting. Mr. Rataiczky moved to open the meeting and Mr. Fink seconded. Motion carried.

Roll call:

Presiding: Chairman Rataiczky

Present: Buckingham, Duvall, Fink, L. Morrison, S. Morrison, Sheehan, Sipple

Absent: None

Also Present: Rob Horne, Director Public Works; Jo Ellen Charlton, Assistant Director Public Works
Elizabeth Payne, Administrative Services Coordinator

Call to Order

Chairman Rataiczky called the meeting to order at 7:40 pm and declared a quorum.

Approval of Minutes

Chairman Rataiczky asked for a motion to approve the minutes from the May 5, 2020 Planning and Zoning Commission. Mr. Fink moved to approve the minutes as written and Mr. Sipple seconded.

Roll call:

Mr. Duvall: Yes

Mr. Fink: Yes

Ms. L. Morrison: Yes

Ms. S. Morrison: Yes

Ms. Sheehan: Yes

Mr. Sipple: Yes

Mr. Buckingham: Yes

Chairman Rataiczky: Abstain

Yeas – (8) – Buckingham, Duvall, Fink, L. Morrison, S. Morrison, Rataiczky, Sheehan, Sipple

Nays – (0) - NONE

Absent – (0) – NONE

Abstain – (0) – NONE

Motion carried. Minutes approved as written.

Upcoming Public Hearings: NONE

Pending Business:

Chairman Rataiczuk noted that three items had been continued from a previous meeting. The third item listed on the agenda was related to a text amendment for craft growers of adult-use cannabis, and staff was recommending a continuance to a date to be determined later in the meeting.

Chairman Rataiczuk stated that there was only one item of new business, which was the extending of City Hall's special use to a newly purchased property on Owl Drive. It would be discussed after the pending business.

Chairman Rataiczuk reviewed the guidelines of the Zoom meeting.

1. Special Use to allow outdoor storage and variations to required setbacks at 4000 Industrial Avenue, M-1 Manufacturing, Michael DeCarlo, DiCarlo Construction, Petitioner

Chairman Rataiczuk asked if proper notice was given, and if the file was in order. Staff indicated that was the case.

Chairman Rataiczuk asked for a motion to open the public hearing and enter all relevant materials into the public record. Ms. S. Morrison moved, and Mr. Buckingham seconded.

Roll call:

Mr. Duvall: Yes

Mr. Fink: Yes

Ms. L. Morrison: Yes

Ms. S. Morrison: Yes

Ms. Sheehan: Yes

Mr. Sipple: Yes

Mr. Buckingham: Yes

Chairman Rataiczuk: Yes

With a unanimous voice vote, the public hearing was opened.

Mr. Fink moved that, due to technical issues and desire to meet in person, the petition be continued to the June 17, 2020 meeting in the City Council Chambers. Chairman Rataiczuk seconded. Discussion ensued regarding the suggestion.

Mr. Duvall asked for a definition of a flat-bed truck for the next meeting from the petitioner.

Mr. Fink and Mr. Sipple asked if the petitioner had any issue with staff comments.

Mr. Buckingham asked for photos and maps of the property as existing.

Roll call:

Mr. Duvall: Yes

Mr. Fink: Yes

Ms. L. Morrison: No

Ms. S. Morrison: Yes

Ms. Sheehan: Yes

Mr. Sipple: Yes

Mr. Buckingham: Yes

Chairman Rataiczuk: Yes

Motion Approved.

The petition was continued to June 17, 2020 at 7:30 pm in the City Council Chambers.

2. Amendment to the Ramlin Rose Planned Development to allow additional 65 parking spaces at the Preserves of Woodfield, 4700 Arbor Drive, R-3 General Residence District, David Foos, Redwood Construction, Petitioner

Chairman Rataiczky asked if proper notice was given, and if the file was in order. Staff indicated that was the case. Staff also noted that the application and submittals from the petitioner indicated different numbers of parking spaces, and requested that the petitioner clarify.

Chairman Rataiczky asked for a motion to open the public hearing and enter all relevant materials into the public record. Ms. S. Morrison moved, and Ms. L. Morrison seconded.

Roll call:

Mr. Duvall: Yes
Mr. Fink: Yes
Ms. L. Morrison: Yes
Ms. S. Morrison: Yes
Ms. Sheehan: Yes
Mr. Sipple: Yes
Mr. Buckingham: Yes
Chairman Rataiczky: Yes

With a unanimous voice vote, the public hearing was opened.

Mr. Fink moved that the petition be continued to the June 17, 2020 meeting in the City Council Chambers. Mr. Sipple seconded.

Roll call:

Mr. Duvall: Yes
Mr. Fink: Yes
Ms. L. Morrison: Yes
Ms. S. Morrison: Yes
Ms. Sheehan: Yes
Mr. Sipple: Yes
Mr. Buckingham: Yes
Chairman Rataiczky: Yes

Motion Approved.

The petition was continued to June 17, 2020 at 7:30 pm in the City Council Chambers.

3. Text Amendment to allow Craft Growers and Infuser Organizations of Adult-Use Recreational Cannabis as Special Uses in the M-1 and M-2 Manufacturing Districts, City of Rolling Meadows, Petitioner

Chairman Rataiczky noted that staff was requesting a continuance to June 17, 2020.

Mr. Fink moved that the petition be continued to the June 17, 2020 meeting in the City Council Chambers. Mr. Sipple seconded.

Roll call:

Mr. Duvall: Yes

Mr. Fink: Yes

Ms. L. Morrison: Yes

Ms. S. Morrison: Yes

Ms. Sheehan: Yes

Mr. Sipple: Yes

Mr. Buckingham: Yes

Chairman Rataiczky: Yes

Motion Approved.

The petition was continued to June 17, 2020 at 7:30 pm in the City Council Chambers.

New Business – Public Hearings:

- 1. Amendment to the existing special use granted for the “City Hall” property commonly known as 3600 Kirchoff Road to authorize the additional property at 2809 Owl Lane as a Municipal Use, and a Plat of Subdivision to authorize the consolidation of multiple lots into one lot, City of Rolling Meadows, Petitioner.**

Chairman Rataiczky asked if proper notice was given, and if the file was in order. Staff indicated that was the case.

Chairman Rataiczky asked for a motion to open the public hearing and enter all relevant materials into the public record. Mr. Buckingham moved, and Mr. Duvall seconded.

Roll call:

Mr. Duvall: Yes

Mr. Fink: Yes

Ms. L. Morrison: Yes

Ms. S. Morrison: Yes

Ms. Sheehan: Yes

Mr. Sipple: Yes

Mr. Buckingham: Yes

Chairman Rataiczky: Yes

With a unanimous voice vote, the public hearing was opened and the staff report and agenda materials were entered into the record.

Jo Ellen Charlton, Assistant Director of Public Works, 3900 Berdnick St., Rolling Meadows, IL was sworn in.

Ms. Charlton noted that the City Council had approved purchase of the property at 2809 Owl Lane, immediately north of the City Hall property, both of which are zoned R-1. Single family homes are a permitted use in the district, which is what is located on the Owl Lane property. City Hall is permitted through a special use that was granted in 1986. The petition is requesting a lot consolidation for all City Hall properties, and extend the special use to include the Owl Lane property. A proposed site plan was included in the Commission packet. The largest improvement is planned to extend the driveway on the north side of the Owl property to connect to the existing Police parking lot on the City Hall property. Drainage improvements are also proposed for the area, both to run out to Sigwalt Street, and behind three properties to the north on Owl. An evergreen hedge that provides screening between the new Owl Lane property and its neighbor is proposed to remain, and be extended by a six-foot tall wooden fence. The house itself on the Owl property is proposed to remain, to be used by City staff as additional storage, with limited access. This request is for a preliminary and final Plat of Subdivision for consolidation, and for the extension of the special use for the new lot.

Ms. Charlton reviewed the 3 standards outlined in the zoning ordinance for special uses and how the proposed project met each standard, as outlined on Pages 3 and 4 of the staff report. She further

indicated that the petition also included a plat of subdivision, prepared by the City Engineering consultants from Christopher B. Burke Engineering, Ltd.

Ms. Charlton went over some neighbor comments that had been received, and how they had been addressed by staff. Comments and staff responses to comments from Nancy Wilbersheid of 2807 Owl Lane were discussed in detail. This neighbor is immediately north of the 2809 Owl property owned by the City. Additional exhibits addressing draining improvements requested by neighbors to the north on Owl were also discussed, with an indication from Ms. Charlton that plans had been revised in response to more recent conversations with these neighbors, and that revised documents would be available at the June 17, 2020 special meeting.

Mr. Buckingham asked if any repairs were needed for the structures on the Owl property, or any other future improvements were planned. Ms. Charlton noted that there was a shed in poor condition that was planned to be removed. The remaining structures are in sound condition for the uses proposed by the City.

Mr. Buckingham noted that normally consideration would be given to extend on-street parking. He asked where the on-street parking would be located if it were expanded. Ms. Charlton indicated on a map where the existing on-street parallel parking were located. In other circumstances, that parking would be expanded, but would not be done in this case to respond to resident comments.

Mr. Buckingham asked if, when requests and comments are received, they are included in the written record. Ms. Charlton noted that any comments received by the time the packets are sent out are included. Additional written responses received after are read into the record by the Chairman. Additional verbal comments are written into the minutes, and all comments are provided to the Council. Mr. Rataiczuk noted additional comments would be accepted on June 17.

Mr. Fink asked if the drainage piping would be 6 inch or 8 inch. Ms. Charlton noted that the print in the staff report were 10 or 12 inch properties. The referenced 6 inch pipes would be installed behind the residential properties on Owl. Drainage proposals had been reviewed by the City Engineer. The updated information provided on June 17 would include this information.

Mr. Sipple asked why the driveway was meant to be exit only. Ms. Charlton noted that the front of existing Police parking lot is where personal cars are placed, and squad cars are near the back of the lot. Traffic flow problems can occur when access to the building is needed at the side. The additional driveway is to ensure that officers can still exit the lot quickly and smoothly in case of a call. The driveway is proposed to be exit only, as it is too narrow for two way traffic, and the headlights of incoming vehicles are considered to be more bothersome than vehicles leaving the lot. Mr. Sipple indicated concerns about the ability to safely exit at a high rate of speed, given the nature of the proposed use of the driveway. Ms. Charlton noted that she could not speak to Police operations, but stated that residents requested that this drive only be used in the event of an emergency. Police would be requested to follow this request, but would use the driveway as needed to address a call. Ms. Charlton noted that additional information about operations could be provided at the June 17 meeting.

Ms. Sheehan asked about the existing on-street parking, and if removing it to create a better line of sight had been considered. Ms. Charlton indicated that she did not know, but would find the information. She would also request the engineers do a study for line of sight. Ms. Sheehan asked if consideration had been given to disallowing on-street parking on the other side of Owl Lane. Ms. Charlton made note of the suggestion.

Mr. Buckingham asked if a Police vehicle would turn on lights and sirens in the driveway, and if so, requesting that the officers not use such until they are on Owl Lane. Ms. Charlton noted that she would confirm with the Police Department for a response, and that staff would request that officers use their best judgment for when to use the lights and sirens, but that safety comes first. She noted that the previous owner of the Owl property, whose bedroom was on the same side of the house as the parking lot, had no previous complaints regarding lights or noise. She noted that the impacts and courtesy would apply in this situation.

Chairman Rataiczky noted concerns about traffic flow into and out of the lot. He stated that staff had been thoughtful about traffic flow and screening, but there are still some concerns. Screening can also provide a visual obstruction. He asked how much traffic the proposed driveway might see in a day. Ms. Charlton indicated that additional information could be provided at the June 17 meeting, and that the message to the Police Department would be to act with compassion and respect for the neighbors, and to utilize the original exits as much as possible.

Mr. Fink asked if there were any plans of street striping or signage to keep others from using the drive. He also asked if parking across the street would be disallowed. Chairman Rataiczky noted that Ms. Sheehan had previously asked about the on-street parking. Ms. Charlton noted that there were no plans for street striping currently, but two "Do Not Enter" signs had already been installed as of the City taking possession. The immediate neighbor does object to the signs, but the signs are sized per regulations, and other departments are using similar signs. They are helpful in court cases where unauthorized people come on to the Police property and incite issues, and there is no fault to the inciter unless they are violating a directional sign. These signs are also recommended by the City's insurance carrier.

Mr. Buckingham asked if the fence would be solid, and how far the fence would extend toward the street. Ms. Charlton noted that the fence would be solid, and stop at the front of the house to be compliant with the zoning ordinance.

Chairman Rataiczky read written comments received from Roger Fox of 2803 Owl Lane, which included comments on storm water drainage, the parkway be maintained as is, screening be maintained between the new City parcel and its neighbor, and residents be allowed to comment if any future changes to the property are considered. Ms. Charlton noted the comments had been responded to in her presentation. Mr. Fox was present and was sworn in. He thanked staff and the board for addressing his comments, and had nothing further.

Chairman Rataiczky read written comments received from Nancy Wilbersheid of 2807 Owl Lane, regarding the "Do Not Enter" signs be removed as they make it hard to mow and are not residential in nature, the fence to be installed should be at least 8 feet in height, no exterior lighting should be installed, the drive should not be used to exit after 10:00 pm, calls requiring lights and sirens should

not use this driveway, landscaping should be maintained, residents should be notified of proposed changes to the property in future. She objected to the expansion of City Hall. Ms. Charlton noted that the comments had been previously addressed in her presentation, but ran through responses to the comments. Bob and Nancy Wilbersheid were present and were sworn in. Ms. Wilbersheid asked if it was necessary to have two "Do Not Enter" signs. Ms. Charlton noted that the City Manager did require both. Ms. Wilbersheid noted that the signs were not residential, and indicated City property. Ms. Charlton indicated that insurance requirements indicated both were needed. Ms. Wilbersheid noted that there was also a "No Parking" sign in the area, which, between that sign and one of the "Do Not Enter" signs, made mowing difficult. She requested that the signs be relocated. Ms. Charlton indicated she would look into it and report back on June 17. Ms. Charlton indicated that a visit or phone call would be welcomed if she had any concerns. Ms. Wilbersheid questioned snow removal. Ms. Charlton showed where snow would likely be moved to, and that the City had multiple sizes of trucks available for snow removal. Ms. Wilbersheid also noted that she preferred the driveway be located on the south side of the Owl property, but only used in emergencies if it remained as proposed.

Stan Paluch, 2805 Owl Lane, Rolling Meadows, IL was sworn in. He shared concerns about the size, number, and placement of the "Do Not Enter" signs. He suggested reducing the height and size of the signs. He also questioned whether the six inch pipe proposed behind the additional Owl Lane properties would be enough to handle the storm water drainage that was needed. Ms. Charlton noted that staff indicated that pipe would provide relief to the property owners, and that they would be responsible for additional improvements and connections to the City improvements.

Jack Wooten, 3508 Sigwalt Street, Rolling Meadows, IL and Constantine Tiu, 3510 Sigwalt Street, Rolling Meadows, IL were sworn in. They indicated that the drainage pipe should be 8 inches, instead of 6. Ms. Charlton noted that a 12 inch pipe was to be installed from behind the Owl property out to Sigwalt Street. She indicated that updated plans would be available at the June 17 meeting. They also noted that expanding the existing parking lot would likely save money.

Mr. Buckingham asked if a photograph of the two "Do Not Enter" signs could be provided. Ms. Charlton replied that the photo would be provided. Mr. Buckingham asked if the signs were on either side of the driveway. Mr. Charlton indicated that was the case. Mr. Buckingham suggested that one sign would get the job done, if accepted by legal. Ms. Charlton indicated it would be considered.

Mr. Fink moved that the petition be continued to the June 17, 2020 meeting in the City Council Chambers. Mr. Sipple seconded.

Roll call:

Mr. Duvall: Yes

Mr. Fink: Yes

Ms. L. Morrison: Yes

Ms. S. Morrison: Yes

Ms. Sheehan: Yes

Mr. Sipple: Yes

Mr. Buckingham: Yes

Chairman Rataiczky: Yes

Motion Approved.

The petition was continued to June 17, 2020 at 7:30 pm in the City Council Chambers.

Discussion Items: NONE

Reports: Update of on-going projects and cases: NONE

Adjournment

A motion to adjourn was made by Ms. L. Morrison and seconded by Mr. Fink. Motion carried by unanimous voice vote. The regular meeting of the June 2, 2020 Planning and Zoning Commission was adjourned at 9:49 pm.

Respectfully Submitted,



Elizabeth Payne
Administrative Services Coordinator
Community Development Division

Distribution:

Mayor
City Manager
Planning and Zoning Commissioners
Community Development Department
Clerk's Office

Minutes approved at the July 7, 2020 Planning and Zoning Commission meeting as written.