

**City of Rolling Meadows  
Planning and Zoning Commission  
City Council Chambers  
7:30 PM  
August 7, 2019**

**APPROVED**

**Motion to Open the Meeting**

Chairman Whitney asked for a motion to open the August 7th Planning and Zoning Commission meeting. Mr. Rataiczuk moved to open the meeting and Mr. Rybarczyk seconded. Motion carried. Roll call:

**Presiding:** Chairman Whitney

**Present:** Fink, Lynch, Rataiczuk, Rybarczyk, Stefaniuk

**Absent:** 0

**Also Present:** Rob Horne, Public Works Director; JoEllen Charlton, Assistant Public Works Director; Barry Krumstok, City Manager; Judy Brose, Deputy City Clerk (Recording Secretary)

**Call to Order**

**Chairman Whitney** called the meeting to order at 7:30pm and declared a quorum.

**Approval of Minutes**

**Chairman Whitney** asked for a motion to approve the minutes from the July 2, 2019 Planning and Zoning Commission. Mr. Rybarczyk moved to approve the minutes as written and Mr. Rataiczuk seconded.

**Roll call:**

**Mr. Fink:** Yes

**Mr. Lynch:** Yes

**Mr. Rataiczuk:** Yes

**Mr. Rybarczyk:** Yes

**Mr. Stefaniuk:** Abstain

**Chairman Whitney:** Yes

Motion carried. Minutes approved as written.

**Upcoming Public Hearings: NONE**

**Pending Business:**

- 1. Variance request to the side yard setback for a building addition at 3737-3837 Industrial Avenue, M-1 Manufacturing District, Nancy Lee Carlson, Lehman Peterson Corporation, Petitioner (continued from July 2, 2019)**

**Mr. Horne** stated that Staff has been in contact with the Petitioner several times to inform them of the deadline to have additional information in for the Commission. They did not meet the deadline. No communication was received regarding the requested information. Staff is requesting that this petition be postponed, as a significant amount of information had been requested, but not received.

**Mr. Lynch** made a motion to postpone the petition for the variance to the City's Comprehensive Zoning Code Section 122-227(c) to allow an addition to be installed across property lines where the side yard setback is 15 feet, 3737-3837 Industrial Avenue, M-1 Manufacturing, Nancy Lee Carlson, Lehman Peterson Corp., Petitioner, to a future Planning and Zoning Commission Meeting on September 3, 2019 at 7:30 pm in the City Council Chambers.

**Mr. Stefaniuk seconded.**

**Roll Call:**

**Mr. Fink:** Yes

**Mr. Lynch:** Yes

**Mr. Rataiczky:** Yes

**Mr. Rybarczyk:** Yes

**Mr. Stefaniuk:** Yes

**Chairman Whitney:** Yes

Yeas – (6) – Fink, Lynch, Rataiczky, Rybarczyk, Stefaniuk, Whitney

Nays – (0) – NONE

Absent – (0) – NONE

Abstain – (0) – NONE

**Motion Approved.**

**QUESTIONS AND COMMENTS FROM THE BOARD:**

**Chairman Whitney** opened the meeting to commissioners' questions and comments. With there being no comment, the hearing was closed.

**QUESTIONS AND COMMENTS FROM THE AUDIENCE:**

**Chairman Whitney** opened the meeting for comments from the public. With there being no public comment, the public hearing was closed.

**New Business:**           None

**Miscellaneous Business:**

1. Discussion/workshop on pending Zoning Code update
  - a. Article I: Title, Purpose and Intent
  - b. Article II: Definitions (land use only)
  - c. Article V: Planned Developments
  - d. Article VII: Regulations for Zoning Districts
  - e. Land Use Table

**Mr. Horne** stated that Staff's intention was to provide these first Zoning Ordinance changes to the Commission to review and to gain some initial feedback. City staff with assistance from the consultant, Teska Associates, is rebuilding the Zoning Code, beginning with the provided articles. In addition, Teska provided a cover memo that gives high-level information regarding some of the more significant changes from the existing code. The presentation of these sections of the Code to the Commission is engineered at this time to gain feedback regarding the style of the updated code.

**The Planning and Zoning Commission** discussed the initial sections that were provided for review.

There was concern about the planned development procedure that could add 2-4 months to the process specifically 30 days for preliminary plan approval and then another 60 days for the final plan approval.

Additionally, there was discussion regarding: the definition of a *Standard. Emergency Shelter* definition is too restrictive, and should include displaced individuals. *Greenhouse* should include personal use. *Hospitals* should include Minute Clinics. *Homeowners Association* should be added. *Manufacturing, Light* should include Industrial. *Recycling Center* should properly reflect what actually happens in these facilities. *Transfer Station* should be included. The word *Minimum* should be used consistently throughout the document.

The Commission agreed that the updates seem acceptable, pending a few changes and additions, and thanked Staff for all their hard work.

**Mr. Horne** stated that comments regarding content can be provided at the next meeting. He asked if a less formal discussion format was acceptable, or if the Commission would like a more organized conversation, possibly article by article. Staff wants discussions to be productive.

**Mr. Rataiczky** stated that because of the dense nature of the update, it would be sensible to go through it in a more systematic way.

**Chairman Whitney** agreed with Mr. Rataiczky but also stated that if the materials were provided far enough in advance, the Commission would have more time to review and have comments at the meeting.

**Mr. Horne** stated that if comments or questions are sent via email to direct them to Ms. Payne.

## 2. Discussion/workshop on billboards

**Mr. Horne** stated that Billboards have been a recent discussion item in the City. Currently, they are considered off-premise advertising signs, and are largely not permitted. The most recent request was discussed before the Commission in January of this year. The request is for a billboard facing Interstate 90. The billboard would be 1,200 square feet and rise 60 feet above I-90. This property is not in located in the existing sign overlay district, and would require variances for size, height, and 24 hour illumination.

This discussion is currently scheduled for the August Committee-of-the-Whole meeting. Staff requested feedback from the Commission regarding this matter and what kind of message the Commission wants to send to the City Council at the August meeting.

### QUESTIONS AND COMMENTS FROM THE BOARD:

**Chairman Whitney** opened the meeting to commissioners' questions and comments.

**Mr. Rataiczuk** is opposed to billboards generally because of public safety issues. He does not think they should be expanded and the City probably has too many already.

**Mr. Fink** stated that it is a safety issue, especially at interchanges. If billboards are allowed, there needs to be a list of well-defined parameters, including lane limitations.

**Mr. Stefaniuk** asked how many billboards there are currently in the City.

**Mr. Horne** stated that there are at least 10 in the overlay district, and all but 2 are in the overlay district.

**Mr. Krumstok** stated that the overlay district was created to restrict the placement of billboards.

**Mr. Rataiczuk** is staunchly opposed to expanding the overlay or creating an additional overlay.

**Mr. Rybarczyk** stated the City should have a limit of 10 billboards.

**Mr. Stefaniuk** agreed with Mr. Rataiczuk and Mr. Fink regarding the safety issues. He believes they are an eyesore for the City.

**Mr. Lynch** stated that he does not disagree with the comments that have been made. However, additional billboards should not be allowed. He would like to see the I-90 corridor used to introduce and educate people about Rolling Meadows, not for commercial advertisement.

**Chairman Whitney** summarized that the Commission is not leaning towards expanding the use of billboards. The overlay district has reached its limit, and should not be expanded any further. 10 (or the number of existing billboards) should be the maximum of the number of billboards allowed, and the Commission does not want to allow larger billboards, especially outside the overlay district. Additionally, the Commission agrees that billboards should be no larger than 200 sq. ft. outside the overlay district.

**Mr. Horne** stated that the City makes no revenue except for the initial permit fee and perhaps \$100 for the annual renewal. Staff may propose increasing the annual renewal fee. Depending on City Council direction, billboards may be removed from the sign code, and an elimination schedule put in place for any existing ones.

**Matters Not on the Agenda: None**

**Reports: None**

**Adjournment**

A motion to adjourn was made by Mr. Rataiczuk, seconded by Mr. Lynch. Motion carried by unanimous voice vote. The regular meeting of the August 7, 2019 Planning and Zoning Commission was adjourned at 9:04 pm.

Respectfully Submitted,

*Judy Brose*

Judy Brose

Deputy City Clerk

Distribution:

Mayor

City Manager

Planning and Zoning Commissioners

Community Development Department

Clerk's Office

Minutes approved at the September 3, 2019 Planning and Zoning Commission meeting as written.