

MINUTES OF THE PLAN COMMISSION
July 24, 2023

The regular meeting of the Plan Commission was called to order by Chairman Eric Steffe at 7:01 p.m. at the Village Hall.

Members present: Chairman Eric Steffe, Amy Flores, Walter Oakley, Richard Pyter, Thomas Rankin, Gregory Wheeler, and Aaron Zych.

Members absent: None.

A quorum was established.

Village Staff present: David Smith, Senior Planner; and Jeff Cooper, Village Engineer.

Others present: Brooke Lenneman, Village Attorney.

Commissioner Pyter moved, seconded by Commissioner Wheeler, to approve the June 26, 2023, Plan Commission meeting minutes.

Motion carried 7 - 0.

OLD BUSINESS: None.

NEW BUSINESS:

**PC 23-09 Denise Craig, Applicant
1793 Northwind Boulevard**

Request is for a Special Use Permit for a Tattoo Studio for property located in a C-3 General Commercial District.

Ms. Denise Craig introduced her proposed tattoo studio to the Plan Commission. She stated that she is requesting a Special Use Permit so that she can be located in the tenant space at 1793 Northwind Boulevard. She stated that her tattoo service will serve one customer at a time and that she is not requesting approval for any exterior signage.

Commissioner Oakley asked for clarification of her certification and license. Ms. Craig stated that she is certified by OSHA and the State of Illinois.

Commissioner Pyter asked if the applicant's clientele receives tattoo service by appointment only. Ms. Craig stated that she provides tattoo service by appointment only and does not accept walk-ins.

Commissioner Pyter asked how her business stands apart from other tattoo establishments. Ms. Craig stated that it will be small, not loud, and in a calm atmosphere.

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Chairman Steffe asked how this is different from a nail salon. Mr. David Smith, Senior Planner, stated that nail salons are listed as a Permitted Use in the C-3 District, but Tattoo Establishments are listed as a Special Permitted Use.

Chairman Steffe asked the applicant if she is ready for the Plan Commission to render their recommendation. Ms. Craig stated that she is ready for the Plan Commission to vote for her request.

In the matter of PC 23-09, Commissioner Wheeler moved, seconded by Commissioner Flores, to recommend the Village Board of Trustees approve a Special Use Permit for a Tattoo Studio for property located in a C-3 General Commercial District, in accordance with the plans submitted.

Motion carried 7 - 0.

Ayes: Steffe, Flores, Oakley, Pyter, Rankin, Wheeler, Zych
Nays: None
Absent: None

PC 23-10 Terrance Webb, Applicant
1140 Lake Street

Request is for a Preliminary and Final Plat of Subdivision for property located in an R-3 Single Family Residential District.

In the matter of PC 23-10, Commissioner Wheeler moved, seconded by Commissioner Pyter, to continue this item to the August 14, 2023, Plan Commission meeting.

Motion carried 7 - 0.

Ayes: Steffe, Flores, Oakley, Pyter, Rankin, Wheeler, Zych
Nays: None
Absent: None

PC 23-11 Commonwealth Edison Company, Applicant
1500 Franklin Boulevard

Request is for an Amendment to the Planned Development Final Plan in order to develop an outdoor training component located at ComEd's Libertyville Business Office and Utility Yard for property located in the I-1 Limited Industrial District.

Mr. Darren Boundy, ComEd representative, introduced the proposed site plan changes to the ComEd campus and the programming activities that will incorporate the outdoor training component and overhead line worker classroom programs. He stated that the current employee parking lot is underutilized so much of the parking lot area will be repurposed for the outdoor overhead line training and the much of the parking will be relocated to the west on the parcel. He stated that the primary goal is to create a training base in the Libertyville area.

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Mr. Scott Saef, attorney representing ComEd, stated that there is a need to increase the number of overhead line workers and the proposed outdoor training area for the experiential training component in association with the classroom training is proposed for the ComEd Libertyville campus. He stated that the existing training facilities are currently located in Chicago, Joliet, and Rockford.

Mr. Mike Meathe, Director of Utility Training for ComEd, explained the need for this training facility. He stated that their current group of repair technicians are aging and in order to address a decreasing number of technicians is to establish another outdoor training facility in Libertyville in order to support the North Region workforce.

Mr. Saef stated that the training activities will support the efforts to keep the existing workers in the Libertyville area and support the local economy. Mr. Saef reviewed the proposed site plan improvements with the Plan Commission.

Mr. John Lucas, architect from Shive-Hattery and representing ComEd, reviewed the proposed lighting plan with the Plan Commission.

Mr. Doug Gotham, Landscape Architect from Christopher B Burke Engineering and representing ComEd, reviewed the proposed landscape plan with the Plan Commission.

Mr. Meathe described the utility pole placement and configuration for the outdoor training area. He stated that the pole heights will range from 34 feet to 57 feet in height.

Mr. Saef stated that the parking space number will be 250 spaces total, but they anticipate not more than 216 spaces will be utilized during any peak parking usage.

Commissioner Pyter asked for clarification as to the training time period. Mr. Meathe stated that it will take up to 2.5 years from beginning to end and a certain time period of on-the-job training is incorporated into that time period.

Commissioner Rankin asked if this outdoor training facility could be made available for other industries for their employee training such as the Fire Department or other rescue personnel. Mr. Meathe stated that the ComEd facility will only be used for ComEd employees.

Commissioner Zych stated that he is concerned about the new fence extension matching the existing fence on the campus. Mr. Saef stated that the new fence extension will match the existing fence.

Commissioner Oakley asked the petitioner how they will recruit new employees. Mr. Meathe stated that they will utilize their HR recruitment programs.

Commissioner Wheeler if they will outreach to attract high school graduates. Mr. Meathe stated that they have a successful workforce development program. He stated that they send instructors out to the schools to give presentations and they often work with community groups.

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Mr. Saef stated that they will not seek deviations from the Zoning Code regarding the minimum required interior parking lot landscaping or the required screening for outdoor storage. He stated that they will work with Village Staff prior to the Village Board meeting in order to resolve those two issues with the appropriate site plan revisions.

Chairman Steffe asked the petitioner if they are ready for the Plan Commission to make a recommendation. Mr. Saef stated that they are ready for the Plan Commission to vote on their request.

In the matter of PC 23-11, Commissioner Oakley moved, seconded by Commissioner Rankin, to recommend the Village Board of Trustees approve an Amendment to the Planned Development Final Plan in order to develop an outdoor training component located at ComEd's Libertyville Business Office and Utility Yard for property located in the I-1 Limited Industrial District, subject to the following condition:

- 1. That the deviations from the Zoning Code listed as numbers four (4) regarding the required screening of outdoor storage, and five (5) regarding the minimum required parking lot interior landscaping on page eight (8) of the Development Review Committee Report dated July 20, 2023 be brought into compliance prior the Village Board adopting the ordinance approving the Amendment to the Planned Development Final Plan.*

Motion carried 7 - 0.

Ayes: Steffe, Flores, Oakley, Pyter, Rankin, Wheeler, Zych
Nays: None
Absent: None

STAFF COMMUNICATIONS AND DISCUSSION: None.

Commissioner Oakley moved, seconded by Commissioner Rankin, to adjourn the Plan Commission meeting.

Motion carried 7 - 0.

Meeting adjourned at 8:00 p.m.