

**MINUTES OF THE PLAN COMMISSION**  
**March 19, 2012**

The regular meeting of the Plan Commission was called to order by Chairman Mark Moore at 7:18 p.m. at the Village Hall.

Members present: Chairman Mark Moore, Scott Adams, William Cotey, Walter Oakley, and David Semmelman.

Members absent: Dan Donahue and Kurt Schultz.

A quorum was established.

Village Staff present: John Spoden, Director of Community Development; and David Smith, Senior Planner.

Commissioner Cotey moved, seconded by Commissioner Oakley, to approve the February 27, 2012, Plan Commission meeting minutes, as amended.

Motion carried 5 - 0.

**NEW BUSINESS:**

**PC 12-02      Glenkirk, Applicant  
                  903 Bedford Lane**

**Request is for a Special Use Permit for Congregate Housing in order to increase the maximum permitted number of residents in a single family home in an R-5 Single Family Residential District.**

**PC 12-03      Glenkirk, Applicant  
                  1717 Nathan Lane**

**Request is for a Special Use Permit for Congregate Housing in order to increase the maximum permitted number of residents in a single family home in an R-5 Single Family Residential District.**

**PC 12-04      Glenkirk, Applicant  
                  1332 Trinity Place**

**Request is for a Special Use Permit for Congregate Housing in order to increase the maximum permitted number of residents in a single family home in an R-5 Single Family Residential District.**

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Mr. David Smith, Senior Planner, introduced the requested Special Use Permits. Mr. Smith stated that the petitioner, Glenkirk, is requesting a Special Use Permit for Congregate Housing in order to increase the maximum permitted number of residents in three single family homes, all located in R-5, Single Family Residential Districts located at 903 Bedford Lane, 1717 Nathan Lane, and 1332 Trinity Place. Mr. Smith stated that Glenkirk is a not-for-profit agency serving adults with developmental disabilities and that they have been providing residential services to 5 individuals at each of the three homes since 1996. He stated that the petitioner would like the option to increase the number of individuals served in these locations up to 8.

Mr. Mark Ingram, Glenkirk, 3504 North Commercial Avenue, Northbrook, Illinois, stated that they have reviewed the questions and concerns expressed by Village Staff and the residents and have identified three areas that they would like to respond to. He stated that these three areas include concerns about traffic, parking, and deliveries.

Mr. Ingram stated that there will not be an increase in traffic through the neighborhoods. He stated that by adding 1 or 2 individuals to each home will not change the way that they currently schedule their employees. He stated that on an average day there will be two staff working in the afternoons, one staff working during the overnight shift. He stated that the weekend will have one to two staff working between the hours of 7:00 a.m. and 10:00 p.m.

Mr. Ingram stated that the people living in the homes will be leaving for work in vans between 8:00 a.m. and 9:00 a.m. and will return home somewhere around 3:30 p.m. or 4:00 p.m. He stated that the people living in homes may attend evening or weekend activities, as well as enjoy going to the movies, shopping, and going out to eat. He stated that these activities are not always planned on a weekly schedule.

Mr. Ingram stated that the people living in the Glenkirk homes come from traditional families. He stated that the difference is that the people moving into the Glenkirk programs are usually moving in because their parent's health is failing, or the parents have passed away, or the person can't live at home due to special circumstances within the family. He stated that there will be little, if any, change in the number of families coming to visit their children or siblings. He stated that people without families are the priority for placement in this state. He stated that other than the holidays, the homes should not have an increased number of people coming and going.

Mr. Ingram stated that parking in most neighborhoods is difficult, but that Glenkirk makes every effort to keep cars on the driveways. He stated that they try to do what they can to keep their vehicles off of the streets. He stated that there are times when staff meetings are held at the homes or there may be some type of celebration that may bring more vehicles. He stated that these activities may make an impact that would be no different than when any of the other neighbors have visitors. He stated that Glenkirk will do what they can to minimize the frequency of staff meetings and to keep celebrations to birthdays and holidays.

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Mr. Ingram stated one of the Glenkirk homes has meals delivered by a catering service Monday through Friday between the hours of 9:00 a.m. and 3:00 p.m. He stated that there are personal hygiene items to two of the homes once a month.

Mr. Ingram stated that emergency vehicles are called only for emergencies that are life threatening.

Mr. Ingram stated that approximately three years ago there was a change in the oversight of maintenance and grounds. He stated that when that change occurred, landscapers were hired to maintain the Glenkirk properties. He stated that he realizes that there was a tree issue with one of the homes, but that there have been no recent complaints regarding landscaping. He stated that if an issue is identified that Glenkirk should be notified so that they can work with their landscapers to correct the problem.

Mr. Ingram stated that the Glenkirk staff go through a thorough background check. He stated that they check the sex offender's registry and the nursing registry and if staff names show up on either of these registry sites, they are not hired. He stated that staff are fingerprinted to search for criminal background checks and he stated that 90% of the people with criminal hits are not hired. He stated that this site notifies Glenkirk if they are convicted of criminal activity while they are employed with them. He stated that once staff is hired, they undergo 120 hours of training before starting their job assignment.

Mr. Ingram stated that 55% of the staff working for Glenkirk have been with the agency 10 years or more. He stated that the Executive Director Kori Larson who became the director three years ago has been with Glenkirk for 20 years.

Mr. Ingram stated that he is aware that Glenkirk is an unconventional neighbor, but they are neighbors that can be asked to change something or correct a situation and will do their best to meet expectations.

Mr. Gerald Winter, 905 Bedford Lane, stated that there have been a number of unresolved issues in the last 15 years. He stated that Glenkirk agreed to not exceed 5 residents when they first took occupancy of the homes in 1996. He stated that the traffic has increased after they took occupancy. He stated that the increase in the number of residents is not consistent with the neighborhood. He stated that if the Village approves of the Special Use Permit that there be a condition that the number does not exceed eight (8) residents. He stated that another condition for approval should include the installation of a driveway barrier curb along the Glenkirk driveway in order to prohibit vehicles accessing the Glenkirk site from driving upon his driveway.

Mr. Wes Thompson, 817 Bedford Lane, stated that he is concerned about the high speed traffic and its danger towards small children. He stated that he is supportive of the Glenkirk program, but is concerned with the issues relative to their staff. He stated that he is concerned about increasing the occupants in the homes.

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Mr. Greg Franz, 912 Bedford Lane, stated that he is concerned about the increase in traffic in the residential streets. He stated that he is concerned about the change in the number of occupants in the Glenkirk homes. He stated that he does care about the services provided to the residents of the Glenkirk homes and understands the importance of the services provided as he is an adoptive parent himself.

Ms. Kathy Schneider Runstrom, 813 Bedford Lane, stated that she is out of town a lot and cannot speak first hand to the traffic issues, but has no reason to not believe that her neighbors have valid concern about the dangerous traffic issues.

Ms. Arlynn Liberty, 1313 Trinity Place, stated that she is concerned about the appearance of the Glenkirk home property. She stated that the request for Special Use Permit should be denied.

Mr. Al Montag, 1326 Trinity Place, stated that he is concerned about the falling trees. He stated that during the past six or seven months he has written approximately 10 letters to Glenkirk to complain. He stated that after writing a certified letter, a truck came to cut down one of the trees. He stated that one of the trees fell on his garden shed, but Glenkirk helped to repair the damaged shed. He stated that when he calls or approaches the Glenkirk home caretakers, they typically refer his inquiries to the Glenkirk head office. He stated that Glenkirk transports their residents in a van, but the van they use is too long to fit inside their garage. He stated that he does not have a problem with the residents of Glenkirk. He stated that Glenkirk is not a good neighbor and wait to be threatened before responding.

Mr. Robert Anderson, 1308 Trinity Place, stated that he is concerned about the safety of the children because of the speeding van.

Mr. Jeremy Cachola, 1341 Trinity Place, stated that he works in healthcare. He stated that background checks of the Glenkirk staff are not enough. He stated that juvenile crime can be more serious, but those records can be expunged. He stated that the Glenkirk staff always park on the street. He stated that he is concerned about not knowing who the Glenkirk caretakers are and that he is worried about his kids. He stated that eight residents with staff will make for a crowded house and potential friction.

Commissioner Semmelman stated that he is concerned about the neighbor's complaints and the recklessness of the caregivers driving the van.

Commissioner Cotey asked the petitioner if they explored other alternatives.

Mr. Ingram stated that it would be cost prohibitive to purchase another house. He stated that Glenkirk will not increase to 8 residents initially, but will increase only 1 or 2 in the beginning.

Commissioner Cotey asked what safeguards are utilized inside the Glenkirk homes. Mr. Ingram stated that the State guidelines require a staff to resident ratio not exceed 1 to 4.

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Commissioner Cotey asked what safeguards are utilized outside of the homes. Mr. Ingram stated that they will address the neighbor's complaints as able and will train the staff accordingly.

Commissioner Cotey asked what policies will be implemented due to the increase in the resident occupancies. Mr. Ingram stated that policies are currently in place to address the residents' needs.

Commissioner Cotey asked Village Staff what Glenkirk can do to be a better neighbor. Mr. John Spoden, Director of Community Development, stated that the Village has a property maintenance code that can be administered if given notice of any violations. He stated that the Village can help to mediate meetings between the neighbors and the Glenkirk staff to help address issues and to help to facilitate communication. He stated that it is possible to use the Human Relations Commission as a venue to help address some of the issues.

Commissioner Cotey stated that he would like the petitioner to address the complaints regarding the speeding of the van through the residential streets, that the petitioner implement a better safety plan, that the petitioner address the parking concerns, and that there be a proactive approach to the landscaping issues and the maintenance of the Glenkirk properties.

Mr. Ingram stated that Glenkirk is currently seeking quotes to repair their driveways.

Commissioner Adams asked how the Glenkirk residents are selected. Mr. Ingram stated that referral packets are issued referral agencies and Glenkirk staff reviews and makes a determination that the new resident will make a good fit into the residential program.

Commissioner Adams stated that 8 residents are too many.

Commissioner Oakley stated that it appears that Glenkirk is struggling with 5 residents. He stated that Glenkirk should prove itself first with their current number of residents.

Chairman Moore asked if Glenkirk has other homes with 8 residents. Mr. Ingram stated that they have seven other homes with 8 residents.

Chairman Moore asked why they are seeking approval to have up to 8 residents in the Libertyville Glenkirk homes now. Mr. Ingram stated that it is a revenue issue for Glenkirk.

Chairman Moore asked for clarification of the Glenkirk staff training program. Mr. Ingram stated that Staff go through training that includes CPR, Crises Intervention, and Defensive Driving among others.

Chairman Moore stated that the caregivers working at the Glenkirk homes do not own the homes and may feel differently than a typical homeowner in the neighborhood may feel about the importance of repair and maintenance of their own home.

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Chairman Moore asked what other programs in the Village of Libertyville went through a similar process for the Special Use Permit.

Mr. Spoden stated that Lambs Farm requested and received a Special Use Permit for Congregate Housing in 2009. He stated that their home is located on Appley Avenue.

Chairman Moore stated that the petitioner did not address the Standards for Special Use Permits adequately. He stated that the petitioner should make a better effort to mitigate the adverse impacts. He stated that the petitioner should consider reducing their request to less than 8 residents. He stated that he does appreciate the services that Glenkirk provides, but that he is recommending a continuance of the request for the Special Use Permits in order to provide the petitioner an opportunity to address the stated concerns by both the public and the Plan Commission.

Mr. Thompson stated that he is concerned about the lack of communication.

Chairman Moore stated that the petitioner must meet the Standards of the Special Use Permit.

Connie Riggs, 1334 Trinity Place, asked for clarification as to the location of the Lambs Farm house on Appley. Mr. Spoden stated that the Lambs Farm residential home is located at 135 Appley Road near the commercial properties along Milwaukee Avenue.

*In the matter of PC 12-02, Commissioner Cotey moved, seconded by Commissioner Adams, to continue this item to the April 23, 2012, Plan Commission meeting.*

*Motion carried 5 - 0.*

*Ayes: Moore, Adams, Cotey, Oakley, Semmelman  
Nays: None  
Absent: Donahue, Schultz*

*In the matter of PC 12-03, Commissioner Cotey moved, seconded by Commissioner Adams, to continue this item to the April 23, 2012, Plan Commission meeting.*

*Motion carried 5 - 0.*

*Ayes: Moore, Adams, Cotey, Oakley, Semmelman  
Nays: None  
Absent: Donahue, Schultz*

*In the matter of PC 12-04, Commissioner Cotey moved, seconded by Commissioner Semmelman, to continue this item to the April 23, 2012, Plan Commission meeting.*

*Motion carried 5 - 0.*

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*Ayes:* Moore, Adams, Cotey, Oakley, Semmelman  
*Nays:* None  
*Absent:* Donahue, Schultz

**OLD BUSINESS:**

**PC 12-01 Village of Libertyville, Applicant**

**Request is for an amendment to Section 11 of the Libertyville Zoning Code relating to sign regulations.**

Mr. John Spoden, Director of Community Development, presented the proposed changes to the Sign Code relative to the C-2, C-3 and C-4 zoning districts. He stated that most of the changes in the C-2 District will enable it to mirror many of the same regulations proposed for the C-1 District.

Mr. Spoden presented a table/chart showing sign regulation comparisons between the Village of Libertyville and other communities. He stated that Staff is proposing to reduce the maximum permitted sign area for both wall and freestanding signs to allow blade signs under the canopy or behind the cantilever front facade to benefit sidewalk pedestrians along store fronts. He stated that Staff is proposing to reduce the maximum permitted height of freestanding signs to not exceed 20 feet.

Chairman Moore stated that further consideration should be given to including additional sign regulations that would be unique to gas stations. He stated that a review of how other communities address sign regulations for gas station should be considered.

Commissioner Adams stated that the older gas stations seem to have more signs than the newer gas stations.

Chairman Moore stated that there should be a way to eliminate auto dealer signs for those vehicle brands that have gone away.

Mr. Spoden asked the Plan Commission what their opinion is regarding the proposed 20 foot height for freestanding signs. Chairman Moore stated that the maximum height for freestanding signs should be shorter than 20 feet.

Commissioner Cotey asked Staff how they determined that the number of the multi-tenant panels should be allowed to go up to 10. Mr. Spoden stated that part of the multi-tenant sign proposal is to remove the background requirement thus enabling more space to increase the panel area. He stated that the Cambridge Plaza multi-tenant sign is a good example.

Mr. Spoden stated that utilizing design guidelines are being considered by Staff as well. He stated that Staff is also proposing that all internally lit signs have an opaque background in order to reduce light pollution and improve readability of signs at night time.

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Commissioner Cotey stated that consideration should be given to placing a maximum limit on the illumination emanated from them.

Mr. Spoden stated that Staff will study how to implement an illumination regulation.

Commissioner Cotey stated that he would like to have stricter regulations on temporary real estate signs. He stated that consideration should be given to requiring a renewal fee for temporary real estate signs if they are posted for extended periods of time.

*In the matter of PC 12-01, Commissioner Adams moved, seconded by Commissioner Cotey, to continue this item to the April 23, 2012, Plan Commission meeting.*

*Motion carried 7 - 0.*

*Ayes: Moore, Adams, Cotey, Oakley, Semmelman*

*Nays: None*

*Absent: Donahue, Schultz*

**COMMUNICATIONS AND DISCUSSION:**

Mr. John Spoden, Director of Community Development, stated that the Committee of the Whole meeting scheduled for the Trimm property proposal has been rescheduled for April 10, 2012.

Commissioner Oakley moved and Commissioner Semmelman seconded a motion to adjourn.

Motion carried 5 - 0.

Meeting adjourned at 8:47 p.m.