

**MINUTES OF THE PLAN COMMISSION**  
**September 13, 2021**

The regular meeting of the Plan Commission was called to order by Chairman Mark Moore at 7:04 p.m. at the Village Hall.

Members present: Chairman Mark Moore, Amy Flores, Richard Pyter, Thomas Rankin, and Gregory Wheeler.

Members absent: Walter Oakley and Eric Steffe.

A quorum was established.

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

Others present: Brooke Lenneman, Village Attorney.

Commissioner Flores moved, seconded by Commissioner Pyter, to approve the June 28, 2021, Plan Commission meeting minutes.

Motion carried 5 - 0.

**OLD BUSINESS:**

**PC 21-14      Riva Ridge Umbrella Association, Applicant  
Riva Ridge Subdivision Phases 1, 2, 3, and 4**

**Request is for an Amendment to Exhibit C, Special Conditions, under Ordinance No. 84-O-22, An Ordinance Approving Riva Ridge Phase I, in order to remove the requirement for Wood Cedar Shake Shingle Roofs located in the R-7 Single Family Attached Residential within the Riva Ridge Subdivision Phase I.**

**PC 21-15      Riva Ridge Umbrella Association, Applicant  
Riva Ridge Subdivision Phases 1, 2, 3, and 4**

**Request is for an Amendment to Exhibit C, Special Conditions, under Ordinance No. 84-O-33, An Ordinance Approving Riva Ridge Phase II, in order to remove the requirement for Wood Cedar Shake Shingle Roofs located in the R-7 Single Family Attached Residential within the Riva Ridge Subdivision Phase II.**

**PC 21-16      Riva Ridge Umbrella Association, Applicant  
Riva Ridge Subdivision Phases 1, 2, 3, and 4**

**Request is for an Amendment to Exhibit C, Special Conditions, under Ordinance No. 87-O-01, An Ordinance Approving Riva Ridge Phases III and IV, in order to remove**

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**the requirement for Wood Cedar Shake Shingle Roofs located in the R-7 Single Family Attached Residential within the Riva Ridge Subdivision Phases III and IV.**

Mr. Les Scott, stated that they have been in front of the Appearance Review Commission as requested by the Plan Commission. Mr. Scott stated that the Appearance Review Commission approved their request to amend the ordinances approving their Special Use Permit for the Planned Development that required the wood cedar shake roof material for their townhomes to allow a synthetic cedar shake material. He stated that it is important that the amendment is not tied to any one particular synthetic shake manufacturer.

Commissioner Rankin stated that he has no questions.

Commissioner Flores stated that she has no questions.

Commissioner Wheeler stated that he has no questions.

Commissioner Pyter stated that the proposal makes sense and has no further questions.

Chairman Moore stated that he has no additional questions. He asked the petitioner if he is ready for the Plan Commission to make their recommendation. Mr. Scott stated that he is ready for the Plan Commission to make their recommendation regarding their requests.

*In the matter of PC 21-14, Commissioner Flores moved, seconded by Commissioner Wheeler, to recommend that the Village Board of Trustees approve an Amendment to Exhibit C, Special Conditions, under Ordinance No. 84-O-22, An Ordinance Approving Riva Ridge Phase I, in order to remove the requirement for Wood Cedar Shake Shingle Roofs and replace this requirement with a synthetic shake roofing material manufactured by DaVinci Roofscapes, LLC or similar manufacturer in the "Mountain" color a.k.a. grayed brown hue or matching color located in the R-7 Single Family Attached Residential within the Riva Ridge Subdivision Phase I, in accordance with the plans submitted.*

*Motion carried 5 - 0.*

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

*In the matter of PC 21-15, Commissioner Wheeler moved, seconded by Commissioner Flores, to recommend that the Village Board of Trustees approve an Amendment to Exhibit C, Special Conditions, under Ordinance No. 84-O-33, An Ordinance Approving Riva Ridge Phase II, in order to remove the requirement for Wood Cedar Shake Shingle Roofs and replace this requirement with a synthetic shake roofing material manufactured by DaVinci Roofscapes, LLC or similar manufacturer in the "Mountain" color a.k.a. grayed brown hue or matching color located in the*

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*R-7 Single Family Attached Residential within the Riva Ridge Subdivision Phase II, in accordance with the plans submitted.*

*Motion carried 5 - 0.*

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

*In the matter of PC 21-16, Commissioner Flores moved, seconded by Commissioner Pyter, to recommend that the Village Board of Trustees approve an Amendment to Exhibit C, Special Conditions, under Ordinance No. 87-O-01, An Ordinance Approving Riva Ridge Phases III and IV, in order to remove the requirement for Wood Cedar Shake Shingle Roofs and replace this requirement with a synthetic shake roofing material manufactured by DaVinci Roofscapes, LLC or similar manufacturer in the "Mountain" color a.k.a. grayed brown hue or matching color located in the R-7 Single Family Attached Residential within the Riva Ridge Subdivision Phases III and IV, in accordance with the plans submitted.*

*Motion carried 5 - 0.*

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

**NEW BUSINESS:**

**PC 21-22 Holladay Properties, Applicant**  
**1980 Kelley Court**

**Request is for a Special Use Permit for an Electronic Message Board Sign for property located in an O-2 Office, Manufacturing and Distribution Park District.**

Mr. Steve Laird, Holladay Properties, introduced the request for the Special Use Permit for an Electronic Message Board sign and additional sign variations for the proposed Woodspring Suites Hotel for property located in an O-2 Office, Manufacturing and Distribution Park District at 1980 Kelley Court. Mr. Laird stated that the requested sign variations are in line with other local hotel signage. He stated that the subject site is located within the Village's overlay district that permits EMB signs as a special permitted use. He stated that the hotel is willing to display a variety of messages on the EMB that would serve other Village purposes. He stated that the Appearance Review Commission supported their sign variations and proposed EMB. He stated that they already amended the design of their proposed freestanding sign which incorporates the EMB cabinet once in response to Village Staff's suggestion.

Mr. Laird stated that the proposed wall signs are small relative to the size of the building facade elevations for which they are proposed to be located. He stated that they considered proposing the

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leaf logo only in lieu of the complete Woodspring Suites Hotel sign lettering on the south facing building façade, but were then informed that the leaf logo without the lettering is not corporate brand image and would not be approved by the corporate authority.

Commissioner Pyter asked for clarification regarding the question on reducing the wall sign size. Mr. Laird stated that further reduction of the wall sign area would be too small especially when compared to other local hotel signage.

Commissioner Wheeler asked what other messages would be included on the EMB. Mr. Laird stated that other messages could include special events, promotions, open for business, holiday messages, etc.

Chairman Moore asked for clarification of the EMB overlay zone regulations. Mr. John Spoden, Director of Community Development, described the EMB sign regulation parameters for the EMB overlay zone per the Zoning Code.

Commissioner Flores stated that there seems to be some justification for both wall signs as this lot is bounded on three sides with a street.

Chairman Moore stated that although the applicant did a nice job on the freestanding sign design, he is typically not supportive of EMB signage. Chairman Moore asked the petitioner if they are ready for the Plan Commission and Zoning Board of Appeals to make a recommendation to the Village Board this evening.

*In the matter of PC 21-22, Commissioner Pyter moved, seconded by Commissioner Wheeler, to recommend that the Village Board of Trustees approve a Special Use Permit for an Electronic Message Board Sign for property located in an O-2 Office, Manufacturing and Distribution Park District, in accordance with the plans submitted.*

*Motion carried 4 - 1.*

*Ayes: Flores, Pyter, Rankin, Wheeler*

*Nays: Moore*

*Absent: Oakley, Steffe*

**PC 21-24      Community High School District 128, Applicant**  
**1125 S. Milwaukee Avenue**

**Request is for a Text Amendment to the Libertyville Zoning Code in order to add Vocational Rehabilitation Services (624310) as a Special Permit Use in the C-4 Shopping Center Commercial District.**

**PC 21-25      Community High School District 128, Applicant**  
**1125 S. Milwaukee Avenue**

**Request is for a Special Use Permit for a Vocational Rehabilitation Service facility for property located in the C-4 Shopping Center Commercial District.**

Ms. Kelly Hartweg, Community High School District 128, 50 Lakeview Parkway, Vernon Hills, IL., introduced the requested Zoning Code text amendment to include Vocational Rehab Services in the C-4 Shopping Center Commercial District and Special Use Permit for a Vocational Rehabilitation Service facility to locate in the Green Tree Plaza Shopping Center in the 1125 South Milwaukee Avenue commercial tenant space to the Plan Commission. She stated that CHSD 128 operates a transitional program that serves recent high school graduates with disabilities between the ages of 18 to 22 years old that require vocational training and daily living training. She stated that the Green Tree Plaza location is a prime location for the proposed facility as it is near access to public transportation and the commercial tenant space can provide natural growth for their services and enrollment in the program.

Commissioner Pyter asked how the students come to the site for services. Ms. Hartweg stated the students in the program continue to live with their parents. She stated that the school district will provide bus transportation to the students.

Commissioner Pyter asked for clarification regarding the traffic movement on the subject site. Ms. Hartweg stated that there will be three busses in the morning and three busses in the afternoon.

Mr. Mark Koopman, CHSD 128 representative, stated that any northbound traffic on Milwaukee Avenue will turn onto Green Tree Parkway at the intersection and then turn into the shopping center from the south end.

Commissioner Wheeler asked the petitioner if they looked at other sites. Ms. Hartweg stated that they looked at two other sites including the Red Top Plaza Shopping Center and one other located in Vernon Hills. She stated that Green Tree Plaza is not as busy as the Red Top Plaza which is more conducive for the transition program. She stated that other zoning districts in which this type of program is a permitted use are not conducive for their operation of the program. She stated that Green Tree Plaza is more centralized and better for the students.

Commissioner Wheeler asked how many students will this commercial tenants space serve. Ms. Hartweg stated that this space at Green Tree Plaza can easily accommodate up to 42 students.

Commissioner Flores stated that this site is a good space for the proposed use.

Commissioner Rankin stated that this is a great program. He asked if this program is year-round. Ms. Hartweg stated the transition program follows the academic school year, but there are some extended school services during the summer as well.

Chairman Moore asked if there are any linkages to the College of Lake County. Ms. Hartweg stated that there are some special programs or classes that their students could transition into.

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Chairman Moore asked the petitioners if they are ready for the Plan Commission to make a recommendation to the Village Board. Ms. Hartweg stated that they are ready for the Plan Commission to vote on their requests and make a recommendation to the Village Board.

*In the matter of PC 21-24, Commissioner Wheeler moved, seconded by Commissioner Rankin, to recommend that the Village Board of Trustees approve a Text Amendment to the Libertyville Zoning Code in order to add Vocational Rehabilitation Services (624310) as a Special Permit Use in the C-4 Shopping Center Commercial District.*

*Motion carried 5 - 0.*

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

*In the matter of PC 21-25, Commissioner Flores moved, seconded by Commissioner Rankin, to recommend that the Village Board of Trustees approve a Special Use Permit for a Vocational Rehabilitation Service facility for property located in the C-4 Shopping Center Commercial District 1125 South Milwaukee Avenue, in accordance with the plans submitted.*

*Motion carried 5 - 0.*

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

**STAFF COMMUNICATIONS AND DISCUSSION:**

Mr. John Spoden, Director of Community Development, stated that the townhome proposal for the Young property is scheduled for the Plan Commission to take place at the Libertyville Civic Center on September 27, 2021. Mr. Spoden announced that the Libertyville 2030 Comprehensive Plan won an award from the American Planning Association.

Commissioner Pyter moved, seconded by Commissioner Wheeler, to adjourn the Plan Commission meeting.

Motion carried 5 - 0.

Meeting adjourned at 8:37 p.m.