

**Minutes of the Regular Meeting  
of the Planning and Zoning Commission  
May 20, 2020**

**A. CALL TO ORDER**

The Regular Meeting of the Planning and Zoning Commission was held on Wednesday, May 20, 2020 at the Public Services Facility, 1000 Bowes Road, South Elgin, IL. The meeting was called to order at 7:00 p.m. by Chairman Brian Carlson.

Chairman Carlson stated the role of the Planning and Zoning Commission and the procedures for the meeting.

**B. ROLL CALL**

Commissioners present were: Chairman Brian Carlson; Leo Metz; Jason Micklevitz; Cynthia Tarka; and Rich Watson.

Members absent were: Vice-Chairman Jennifer McClure and Tom Kusswurm.

Staff present at the meeting were: Director of Community Development, Nancy Hill; and Planner, Lauren Blayney.

The applicant, public, and press attended by video conference.

Chairman Carlson read the following statement:

Due to the ongoing Coronavirus (COVID-19) pandemic and, the Governor's statewide stay-at-home order and order suspending certain Open Meetings Act requirements, this Planning and Zoning Commission meeting is being conducted remotely. The Commissioners and staff participating in tonight's meeting are located at the Village's Public Service building at 1000 Bowes Road and complying with all social distancing guidelines. The applicant and interested members of the public are located elsewhere and participating remotely.

It is important that the petition scheduled tonight be heard to continue critical Village business which will enable ongoing construction, development, protection of property values, and the promotion of the Village's economic vitality. This item does not require a public hearing and that is why this item is able to move forward at this time.

This meeting may be viewed on Zoom. In addition, any individual desiring to listen and/or participate in the meeting by telephone, or through the electronic meeting platform, has also been provided that opportunity through the Village Clerk's Office in advance of the meeting. Finally, members of the public had the opportunity to submit written comments in advance of the meeting.

These methods of public participation have been publicized on the Village's website, through any notices required for the case, and on the Agenda for tonight's meeting.

Since we are using an electronic meeting platform for the meeting, we expect there will be some bumps as we move through the agenda. Thank you for your patience.

When it is time for speakers, either petitioners or members of the public, you will be unmuted. Speakers will be called by name. Speakers will be asked to raise their hand to help us facilitate unmuting. After you speak, you will be muted once again.

Please note that there may be a slight delay between becoming unmuted and being able to begin speaking.

Just a reminder that all speakers are asked to present their comments in a respectful and courteous manner. If inappropriate language or comments are expressed during this meeting, we will mute the speaker and end their participation.

### **C. APPROVAL OF MINUTES**

1. Minutes of the February 19, 2020 Regular Planning and Zoning Commission Meeting. A motion was made by Member Tarka to approve the minutes of the February 19, 2020 Regular Meeting of the Planning and Zoning Commission, which was seconded by Member Watson. There was no further discussion of the motion. The vote was as follows:

Ayes: Carlson, Metz, Micklevitz, Tarka, Watson  
Nays: None  
Abstain: None  
Absent: Kusswurm, McClure

The motion CARRIED (5-0-0-2).

Chairman Carlson then read the statement before opening the first case on the agenda:

As indicated earlier, interested parties have been provided the opportunity to comment on the case tonight in a variety of ways, including the submittal of written comments prior to tonight's meeting for inclusion in the meeting packet. In addition, the Village posted an online speaker sign-up with the following options:

- Speaker indication of support or opposition on each case, which will be read into the record by staff;
- Speaker submittal of written comments to be read into the record by Village staff; or

- Request to speak during the meeting. For those who signed up to speak, staff will call each speaker in the order that they signed up. Speakers will be muted until their name is called. Prior to speaking, we will ask the speaker to state their name and then be sworn in.

Finally, before adjourning the public comment portion of the petition, I will ask if anyone who is participating in the meeting by phone or through the electronic meeting platform, but did not specifically sign up to speak through the Village Clerk, would like to provide comment or testimony.

To ensure that we have an opportunity to hear from each person wishing to speak, please keep your comments specific to the request under consideration and try to avoid repetitive comments. Anyone participating in the meeting will also be able to ask questions of any speaker that provided comment or testimony.

#### **D. DISCUSSION**

1. CD 20-05: Angelo Caputo's Fresh Market Building Addition – Request for Aesthetic Design Review approval located at 622 Randall Road in B-2 Community Business District – Douglas S. Hammen applicant.

Lauren Blayney explained the applicant is seeking a recommendation of approval for an Aesthetic Design Review to construct a building addition to the existing Angelo Caputo's Fresh Market building on the property commonly known as 622 Randall Road located in the B-2 Community Business District. She summarized the request and noted that the Commission is the decision-making body, per the Unified Development Ordinance (UDO). She also noted this review is not a public hearing and no public notice outside of the normal Open Meeting Act requirements is required.

Chairman Carlson asked if the applicant had any additional comments. To which Mr. Hammen said no, that Planner Blayney provided a good description of the project.

Member Watson asked if they are changing the building footprint. Mr. Hammen explained that the building footprint would be increasing slightly due to the construction of the new proposed vestibule. Also the drive aisle located at the front of the building will move slightly because the sidewalk is moving out to compensate for the new proposed vestibule. The project is mostly to re-face the front facade building and to construct a new vestibule. Member Watson asked if they would be losing parking with the adjusted drive aisle. Mr. Hammen said no parking would be lost.

Member Tarka felt the new façade looks nice and asked if this change would impact the existing ingress/egress. Mr. Hammen said no, there will be the same number of exits and entrances.

Member Tarka asked if there will be smoking receptacles or a designated space for smokers. Mr. Hammen explained that they will comply with state law for distance from entrances for smoking.

Chairman Carlson asked if they will be any change to the building height. Mr. Hammen explained that there is a parapet to hide the mechanical elements on the roof. He added that it is changing slightly and will comply with the Unified Development Ordinance (UDO) regulations.

Chairman Carlson stated at this time he would like to open it up to any public comments or questions.

Gary Collins, 721 Reserve Court, South Elgin, IL, stated he supports the application. He thinks it will be a great improvement to South Elgin.

Member Metz asked about the timeline for construction. Mr. Hammen said he hoped to get the permit in June and start the work in July. He anticipated construction to be complete by early November, in time for the holiday shopping season.

Member Tarka made a motion that the Planning and Zoning Commission approve petition CD 20-05, an Aesthetic Design Review for the Angelo Caputo's Fresh Market Building Addition located at 622 Randall Road located in the B-2 Community Business District. The motion was seconded by Member Micklevitz. There was no further discussion of the motion. The vote was as follows:

Ayes:	Carlson, Metz, Micklevitz, Tarka, Watson
Nays:	None
Abstain:	None
Absent:	Kusswurm, McClure

The motion CARRIED (5-0-0-2).

**E. NEW BUSINESS**

There was no new business discussed.

**F. PUBLIC COMMENT**

There was no one present for public comment.

**G. ADJOURNMENT**

A motion was made by Member Micklevitz to adjourn the regular meeting of the Planning and Zoning Commission, which was seconded by Member Watson. With a voice vote of all ayes and no nays, the motion CARRIED. Chairman Carlson adjourned the meeting at 7:19 p.m.

Page 5

**Respectfully submitted,**

A handwritten signature in black ink that reads "Nancy Hill". The signature is written in a cursive style with a large initial "N" and a long, sweeping underline.

**Nancy Hill**  
**Community Development Director**