



MINUTES
Planning & Zoning Commission
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

November 20, 2024

Council Chambers

6:30 PM

1. CALL TO ORDER/ROLL CALL

Chairperson Combs called the meeting to order at 06:30 PM.

Commissioners Present: Eva Combs, Adam Bauske, Lon Harner, Daniel Lee, Minerva Milford, Nancy Trieb, John Wise, Rajkumari Chhatwani

Commissioners Absent: Excused: Denise Wilson Unexcused: Lenard Henderson

A quorum was present.

Administrative Personnel Present: Kevin Anderson, Associate Planner; Daisy Dose-Adamzadeh, Assistant Planner

2. APPROVAL OF MINUTES

A. Planning & Zoning Commission 10-16-2024

Motion by Commissioner Harner, seconded by Commissioner Trieb, to approve October 16, 2024, regular meeting minutes. Voice vote taken. Ayes - 6, Nays - 0, (Abstain: Eva Combs, Rajkumari Chhatwani). Motion Passed.

3. CHAIRPERSON'S REPORT

Vice Chairperson Bauske stated the master sign plan for Hoffman Estates Community Bank was approved by the Village Board on October 21, 2024.

4. NEW BUSINESS

A. Public Hearings

1. Site Plan Amendment and a Special Use to Clearbrook for a social service agency at 1260 W. Higgins Road

Motion by Commissioner Harner, seconded by Commissioner Trieb, to Open Public Hearing. Voice vote taken. Ayes - 8, Nays - 0, (Abstain: None). Motion Passed.

Chairperson Combs swore in the petitioners.

Hollis Gorrie (2414 E Kensington Road, Arlington Heights)

Don Frick (334 S Jefferson, Woodstock)

Ms. Gorrie and Mr. Frick presented an overview of the project.

Kevin Anderson presented an overview of the staff report.

Commissioner Lee asked staff if there would be any additional fencing for security and/or safety in addition to the landscaped buffer/border. Mr. Anderson responded that from Village code perspective, the solid board on board fence that is there currently suffices. Landscape plan shows three additional trees on the north lot line to provide adequate screening. Mr. Frick commented about fencing concerns with regard to security purposes that the individuals being served at this facility are highly functioning individuals who live in and actively participate in their communities. This location is not one where individuals with behavioral concerns would be participating, therefore it is not planned to add additional fencing at this time. Commissioner Lee clarified that he was referring to safety of their clients and did not want to infer that he was asking about keeping people in.

Commissioner Wise asked the petitioners about the area they cover and how they are funded. Mr. Frick stated all services are provided within Illinois, predominantly the northern region, and Ms. Gorrie stated that 83% is funded through Federal and State dollars.

Commissioner Milford asked whether there would be adequate lighting around the site for evening events. Mr. Frick stated that evening events are smaller. However, they are proposing substantial upgrades to the lighting of the facility, including the parking lot and security lighting.

Commissioner Harner voiced concern about high school kids hiding around the property. Mr. Frick stated that lighting is adequate and security cameras are installed inside and outside the facility. Commissioner Harner praised the program in general. Ms. Gorrie expanded on the programs' relationship with Hoffman Estates High School and are looking to partner with them on their transition program and, therefore, proximity to the high school is an added bonus.

Commissioner Trieb asked for clarification about the new patio area and how it was listed as being planned to be used for "passive outdoor use"; would it be mainly for afternoon events, such as cookouts, or other events that could produce a lot of noise in the evening? Ms. Gorrie stated most evening events would be held indoors, and she did not foresee it being a loud music or party area. She stated the use might be more likely as an area to gather prior to going out into/coming back from activities the community.

Commissioner Chhatwani first expressed gratitude to Clearbrook for hosting 30 full-time staff members and offering the opportunity for volunteerism in the community, especially to high school students. She then expressed concerns about available parking on site, stating there are currently 72 parking spaces, with several spots planned to be converted into accessible parking spaces, and 30 spots needed for staff, thus leaving only 26 spots for the residents/volunteers stopping by the facility, and no local on-street parking available in the area. She asked whether there is any plan to expand parking for operations or did they feel this was sufficient for the program? Mr. Frick responded stating this location is ideal for their program with regard to the number of parking spaces. Many of the program attendees will be dropped off at the site by Clearbrook vans from the residential group home. None of the individual program attendees will be driving themselves to the site and there are some OT, PT and volunteer staff calculated within the 30 staff spaces.

Vice Chairperson Bauske asked the petitioner if they agreed with the conditions of approval in the staff report. Mr. Frick stated yes.

Chairperson Combs asked staff about Finding #4, stating the answer doesn't refer to anything regarding the access roads; should we include something to respond to this? Mr. Anderson responded that he is happy to amend anything the Commission would like, but that item #5 states that Higgins Road is the primary point of access and that there are two existing curb cuts that will continue to be utilized. Mr. Anderson also stated there is a cross access easement available between all the properties allowing travel from the property east of this site all the way over to Glen Lake Road. Chairperson Combs asked if the easement is recorded and follows the property. Mr. Anderson stated the easement is recorded against this property, the property to the east, the property to the west, the dental office and Abby Automotive.

Chairperson Combs asked staff about off-property overnight parking. Mr. Anderson clarified that parking of approximately 4 to 8 Clearbrook vehicles will be on-site in the southeastern rear lot parking spaces overnight. Mr. Frick stated they prefer to keep the buses as close to the building as they are able from a security camera standpoint.

Chairperson Combs asked if there were any members of the audience that would like to comment on the request. There were no public comments.

Motion by Commissioner Harner, seconded by Commissioner Trieb, to Close Public Hearing. Voice vote taken. Ayes - 8, Nays - 0, (Abstain: None). Motion Passed.

Motion by Vice Chairperson Bauske, seconded by Commissioner Harner, to adopt the Findings of Fact for Site Plan and Special Use, as noted in the Findings & Recommendations Summary.

Roll call vote:

Aye: Eva Combs, Adam Bauske, Lon Harner, Daniel Lee, Minerva Milford, Nancy Trieb, John Wise, Rajkumari Chhatwani

Nay: None

Absent: Lenard Henderson Denise Wilson

Motion Passed.

Motion by Vice Chairperson Bauske, seconded by Commissioner Harner, to recommend to the Village Board approval of Site Plan Amendment and Special Use to Clearbrook for a social service agency at 1260 W. Higgins Road, subject to the following conditions as of the November 20, 2024 Staff Report.

Roll call vote:

Aye: Eva Combs, Adam Bauske, Lon Harner, Daniel Lee, Minerva Milford, Nancy Trieb, John Wise, Rajkumari Chhatwani

Nay: None

Absent: Lenard Henderson Denise Wilson

Motion Passed.

Chairperson Combs stated this recommendation would be presented to the Village Board at the next regular meeting on December 2, 2024, at 7:00 p.m.

5. STAFF DISCUSSION

Ms. Dose-Adamzadeh stated there will be one item on the December 4, 2024, meeting, and four items for the December 18, 2024, meeting and asked that any Commisioners having conflicts for these meetings reach out as soon as possible.

6. PUBLIC COMMENT

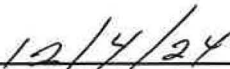
None.

7. ADJOURNMENT

Motion by Commissioner Chhatwani, seconded by Commissioner Harner, to adjourn at 07:06 PM. Voice vote taken. Ayes - 8 | Nays - 0 (None) | Abstain - 0 (None). Motion Passed.

Minutes prepared by Marquelle Cnota, Administrative Assistant.


Chairperson's Approval


Date Approved