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**Village of Gurnee
Planning and Zoning Board Minutes
July 19, 2017**

1. Call to Order and Roll Call

The meeting was called to order at 7:30 p.m.

Planning and Zoning Board Members Present: Chairman James Sula, Brian Baugh, Tim Garrity, Richard McFarlane, David Nordentoft, and Edwin Paff

Planning and Zoning Members Absent: Josh Pejsach

Other Officials Present: Tracy Velkover, Planning Manager; Clara Schopf, Associate Planner and Bryan Winter, Village Attorney

2. Pledge of Allegiance

3. Public Comment

Mr. Sula asked if anyone from the public has any questions or comments regarding anything not on the evening's agenda. As there were no responses, Mr. Sula closed the floor to the public.

4. Public Hearing: Special Use Permit – Clearbrook (1225 Tri-State)

Clearbrook, a not-for-profit organization which creates opportunities, services, and support for people with disabilities, is requesting a Special Use Permit to allow a vocational educational facility on property located at 1225 Tri-State Parkway. The subject property is zoned I/2 (O.I.P.), General Industrial District with a Special Use for an Office/Industrial Park.

Ms. Schopf stated that Clearbrook, a not-for-profit organization which creates opportunities, services, and support for people with disabilities, is seeking a Special Use Permit to allow the development and operation of a vocational educational facility on property located at 1225 Tri-State Parkway. Clearbrook plans to occupy 4,764 square feet of the approximately 43,227 square foot building. The property is zoned 1-2 OIP, General Industrial District with a Special Use for an Office/Industrial Park. As with all Special Use Permit petitions, the Planning and Zoning Board will make a recommendation that will be forwarded to the Village Board for its determination. The Petitioner is in attendance to present their plans and to answer any questions the Board may have.

As this was a Public Hearing, Mr. Sula asked that anyone wishing to speak on the item be sworn in. Mr. Winter then conducted the swearing-in.

Mr. Sula then turned the floor over to the Petitioner.

Brenda DeVito, Vice President of Program Services for Clearbrook, showed a short video presentation of what Clearbrook has to offer. Then, she passed out some more materials offering additional information about its programs and services. She explained that they had been holding a day program at SEDOL, but

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their lease was not renewed due to an increase in need for space by SEDOL itself. Gurnee is Clearbrook's home, and the desire is that they stay here.

Ms. DeVito went on to explain that they serve about 28-30 clients in a day program that generally runs from 9:00 am until 3:00 pm, Monday through Friday. Clients are bussed in, and there will be about nine staff members.

Mr. Sula asked if there were any questions or comments from the Board.

Mr. Baugh asked if there would be any weekend activity; Ms. DeVito stated that there would not likely be.

Mr. McFarlane confirmed with Ms. DeVito that this would be a relocation.

Mr. Sula then opened the floor to the public on this matter; as there were no others present, he then closed the floor to the public.

Mr. Sula suggested that, if there were no more questions/comments, a motion would be in order.

Mr. McFarlane motioned, seconded by Mr. Garrity, to forward a favorable recommendation to approve a Special Use Permit allowing the development and operation of a vocational educational facility at the property located at 1225 Tri-State Parkway.

Mr. Sula asked if there was any discussion on the motion. As there was not, a vote was then taken.

Roll Call Vote:

Ayes: Baugh, Garrity, McFarlane, Nordentoft, Paff, and Sula

Nays: none

Abstain: none

Motion carried: 6-0-0

Mr. Sula asked Board members if there were any questions regarding the Planning Update included in their packets; several members responded that the update is a useful tool.

Mr. Sula also took a moment to discuss some procedural issues that had come up during the Board's last meeting.

In regards to comments and questions from the public during Hearings, he suggested that consideration be given to those whose comments may somewhat digress from the matter at hand, though focus must remain on what is being decided on at that time.

He also noted that—while it had been decided against at the last meeting--negotiation can be made between the Petitioner and Board members during Public Hearings; however, a key decision-maker within the Petitioning party must be present for such negotiations.

5. Next Meeting Date: August 2, 2017

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Ms. Velkover stated that the applicant may withdraw their petition. If the applicant moves forward, the continuance would be heard at the August 2nd meeting.

6. Adjournment

Mr. Garrity motioned, seconded by Mr. Baugh, to adjourn the meeting.

Voice vote:

All "Ayes," no "Nays," none abstaining

Motion carried: 6-0-0

The meeting was adjourned at 7:45 p.m.

Respectfully Submitted,

Joann Metzger
Recording Secretary, Planning and Zoning Board