

**MINUTES OF THE REGULAR MEETING
OF THE GURNEE VILLAGE BOARD**

**GURNEE VILLAGE HALL
OCTOBER 9, 2023**

Call to Order

Mayor Hood called the meeting to order at 7:00 p.m.

Other Officials in Attendance

Patrick Muetz, Village Administrator; Austin Pollack, Assistant to the Village Administrator; Bryan Winter, Village Attorney; David Ziegler, Community Development Director; Heather Galan, Public Works Director; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; Nick Leach, Village Engineer; Jodi Luka, Management Analyst; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Jeremy Gaughan, Deputy Police Chief.

Roll Call

PRESENT: 5- O'Brien, Balmes, Thorstenson, Ross, Garner

ABSENT: 1- Woodside

Pledge of Allegiance

Mayor Hood led the Pledge of Allegiance.

**A. APPROVAL OF
CONSENT AGENDA**

It was moved by Trustee Balmes, seconded by Trustee Garner to approve the Consent Agenda as presented.

Roll call,

AYE: 5- O'Brien, Balmes, Thorstenson, Ross, Garner

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

**B. CONSENT
AGENDA /
OMNIBUS VOTE**

The Village Administrator read the consent agenda for an omnibus vote as follows:

1. Approval of minutes from the September 25, 2023 Village Board meeting.
2. Approval of Payroll for period ending September 22, 2023 in the amount of \$1,020,848.52.
3. Approval of Bills for the period ending October 9, 2023 in the amount of \$1,651,455.88.

It was moved by Trustee Garner, seconded by Trustee Ross to approve the Consent Agenda for an omnibus vote as read.

Roll call,

AYE: 5- O'Brien, Balmes, Thorstenson, Ross, Garner

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

**C. PETITIONS AND
COMMUNICATIONS**

None.

D. REPORTS

1. Presentation by Finance Director Brian Gosnell – Fiscal Year 23/24 First Quarter financial performance.

Director Gosnell presented financial information for the 1st quarter of FY2023/2024. He noted the following:

- Cash & Investment balances of \$48.1 million.
- General Fund Revenues & Expenses and major variances.
- Major Revenues totaled \$7.2 million, ahead of last year and

budget.

- Sales Taxes totaled \$4.4 million, slightly behind last year and budget.
- Amusement Tax totaled \$1.4 million, ahead of last year and budget.
- Food & beverage Tax totaled \$740 thousand, ahead of last year and budget.
- Hotel tax totaled \$634 thousand, ahead of last year and budget.
- General Fund balance totaled \$30.9 million or just under 70% of expenditures.
- Water & Sewer Operating and Capital Funds had revenue of \$2.2 million and expenditures of \$3.8 million creating a deficit of \$1.6 million. Gosnell noted the timing of capital projects and other variances.
- Water usage for the quarter was up 8.8% and precipitation was down 48.4% versus last year.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Ord. 2023 – granting a Major Modification to the Woodside Park Planned Unit Development (PUD), more specifically 6737 Revere Court, pursuant to the Gurnee Zoning Ordinance.

Administrator Muetz said this item will once again be delayed. Staff anticipates it will be discussed at the October 25th meeting. Since it was stated at the September 11th meeting it would be discussed on October 9th, it was included on this agenda. It is being delayed as staff needs Attorney Winter to review the correspondence received recently from American Tower.

2. Approval of Ord. 2023 – 67 granting a Special Use Permit, pursuant to the Gurnee Zoning Ordinance, to allow a vocational school, specifically a driving school, on property located at 4262 Old Grand Avenue – Ste C. (Zaldivar Driving School).

Administrator Muetz said Hugo Zaldivar of Zaldivar Driving School is requesting a Special Use Permit (SUP) to allow the establishment and operation of an Educational Facility – Vocational (driving school) at 4262 Old Grand Avenue (Olde Grand Commons). The property is zoned C-2 and an educational facility requires a Special Use Permit. The building has eight units, six are currently occupied by office and personal service uses. The seventh space is expected to be leased to a fitness use in the future. In-person driving classes will take place on Mondays and Wednesdays from 4:00 PM to 8:00 PM for a total of eight hours per week. A maximum of four employees will work for the business with two being on the road and two on-site at any given time. The petitioner has indicated that two cars owned by employees will be used for the behind-the-wheel road sessions and will be mostly on the road. The cars will be parked off-site outside of the school's operational hours. The space is approximately 740 square feet, of which 150 square feet will be used as an office with the remaining space used for a classroom. Parking on-site is adequate for the proposed use. It was before the Planning and Zoning Board on September 20th and received a unanimous favorable recommendation.

Trustee Thorstenson asked about traffic congestion and parking.

Administrator Muetz stated at the Planning & Zoning Board (PZB) there were concerns about student drop-off congestion. He stated the petitioner would work to alleviate any congestion.

Trustee O'Brien stated he watched the PZB meeting and there was mention of two additional parking stalls on the site. He asked where these would be located.

Community Development Director Ziegler stated by the north storage building.

Trustee Ross asked what the on-road driving routes would be.

Mr. Zaldivar stated they would be roadways approved by the Secretary of State's office.

It was moved by Trustee Garner, seconded by Trustee O'Brien to approve of Ord. 2023 – 67 granting a Special Use Permit, pursuant to the Gurnee Zoning Ordinance, to allow a vocational school, specifically a driving school, on property located at 4262 Old Grand Avenue – Ste C. (Zaldivar Driving School).

Roll call,

AYE: 5- O'Brien, Balmes, Thorstenson, Ross, Garner

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

Administrator Muetz stated the next four items on the agenda are amendments to the Zoning Ordinance. He stated they are staff initiated and all received unanimous favorable recommendations from the PZB. Community Development Director David Ziegler provided the Village Board a summary of New Business items #3 through #6 using a PowerPoint presentation.

3. Approval of Ord. 2023 – 68 granting a Zoning Text Amendment to Article 2.1, definition of General Terms, pursuant to the Gurnee Zoning Ordinance.

Community Development Director David Ziegler said this item amends the definition of "Fence – Closed" and "Fence – Semi-Open" provide further clarity as it relates to fences that have 50-50 spacing between pickets. The amendment removes "no more" and "more than" in exchange for "less" and "at least".

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of Ord. 2023 – 68 granting a Zoning Text Amendment to Article 2.1, definition of General Terms, pursuant to the Gurnee Zoning Ordinance.

Roll call,

AYE: 5- O'Brien, Balmes, Thorstenson, Ross, Garner

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

4. Approval of Ord. 2023 – 69 granting a Zoning Text Amendment to Article 8.1, Use Matrix, pursuant to the Gurnee Zoning Ordinance.

Community Development Director David Ziegler said this item amends the Use Chart to add "Dwelling Unit – Above Ground Floor" in the O-1, Restricted Office District, as a Permitted Use. This use is currently not allowed in the O-1 district, but is permitted by right in the Village's four commercial zoning districts.

It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Ord. 2023 – 69 granting a Zoning Text Amendment to Article 8.1, Use Matrix, pursuant to the Gurnee Zoning Ordinance.

Roll call,

AYE: 5- O'Brien, Balmes, Thorstenson, Ross, Garner

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

5. Approval of Ord. 2023 –70 granting a Zoning Text Amendments to Article 12.4, Required Setback Landscape, pursuant to the Gurnee Zoning Ordinance.

Community Development Director Ziegler said this item is three proposed landscape setback modifications. The amendment increases the width of the required landscape buffer between Transitional Uses from 10 feet to 30 feet, adds a carve-out for Transitional Uses for Non-Residential Uses in a Residential District and increases the height of the required screen between the Transitional Uses.

Trustee O'Brien asked for clarification and Director Ziegler's reference to churches in residential neighborhoods.

Community Development Director Ziegler stated churches are allowed by right in residential zoning districts. In the instance where a commercial use is next to a church, the church could have a residential zoning but the buffer would not be increased as it's not the same impact as a commercial building next to a residential home for example. In summary the buffer will not be increased for nonresidential uses next to nonresidential uses, even if the use is in a residential district.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of Ord. 2023 – 70 granting a Zoning Text Amendments to Article 12.4, Required Setback Landscape, pursuant to the Gurnee Zoning Ordinance.

Roll call,

AYE: 5- O'Brien, Balmes, Thorstenson, Ross, Garner

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

6. Approval of Ord. 2023 – 71 granting a Zoning Text Amendments pursuant to the Gurnee Zoning Ordinance for the following Articles: Article 2.1, definition of General Terms, Article 8.1 Use Matrix, Article 8.2 Principal Use Standards, Article 10.0 General Requirements, and Article 11.3 Required Off-Street Parking Spaces.

Community Development Director Ziegler said this item addresses Animal Care Facilities. It adds/modifies definitions for Animal Day Care, Animal Grooming, Animal Hospital/Vet Clinic, Animal Hotel, and Animal Related Services, modifies the Use Matrix for the General Category of Animal Related Services and Kennel and adds Use Standards for each of the defined Animal Care Facilities

It was moved by Trustee Garner, seconded by Trustee O'Brien to approve of Ord. 2023 –71 granting a Zoning Text Amendments pursuant to the Gurnee Zoning Ordinance for the following Articles: Article 2.1, definition of General Terms, Article 8.1 Use Matrix, Article 8.2 Principal Use Standards, Article 10.0 General Requirements, and Article 11.3 Required Off-Street Parking Spaces.

Roll call,

AYE: 5- O'Brien, Balmes, Thorstenson, Ross, Garner

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

7. Approval of issuing a Class 1 (incidental sales) Tobacco license effective November 1, 2023 to Kelly Taylor for Taylor Stop & Shop (formerly Daisy Quik Mart – 726 S. Route 21, Suite 1).

Administrator Muetz said the Daisy Quik Mart is changing ownership effective November 1, 2023. The new owner has requested the ability to continue to sell tobacco products. Issuing this license would not increase the number of Class 1 Tobacco licenses, rather it transfers the license held by Daisy Quik Mart to the new operator. The Police Department conducted the necessary background checks and found nothing to preclude issuing the license.

It was moved by Trustee Ross, seconded by Trustee Garner to approve of issuing a Class 1 (incidental sales) Tobacco license effective November 1, 2023 to Kelly Taylor for Taylor Stop & Shop (formerly Daisy Quik Mart – 726 S. Route 21, Suite 1).

Roll call,

AYE: 5- O'Brien, Balmes, Thorstenson, Ross, Garner

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

8. Approval of four-year vision insurance renewal with VSP – 2% rate

adjustment year one, 0% adjustment years two through four.

Administrator Muetz said in late-2017 the Village partnered with Vision Service Plan (VSP) for vision coverage. The initial agreement was a two-year term, which was subsequently renewed for four additional years in late-2019. With the most recent renewal expiring, the Village's consultant Wright Benefit Strategies worked with VSP on a new agreement. Following negotiations, VSP has provided a quote for a four year agreement with a 2% rate adjustment in the first year, followed by no rate adjustments the following three years. Overall, those that use the coverage had positive feedback. As a result staff is recommending at four year renewal with a 2% rate increase the first year, followed by no adjustments years two through four.

Trustee Garner asked how much the 2% increase equates to in dollars.

Human Resources Director Palmieri stated \$2,000.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of four-year vision insurance renewal with VSP – 2% rate adjustment year one, 0% adjustment years two through four.

Roll call,

AYE: 5- O'Brien, Balmes, Thorstenson, Ross, Garner

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

9. Approval of Police Department request to waive the formal bidding process and purchase one 2023 Buick Envision and one 2024 GMC Terrain from Woody's Buick GMC of Gurnee at a total cost of \$72,044.52.

Administrator Muetz said the FY 23/24 Approved Budget includes the replacement of unmarked vehicles in the Police Department. This request is for two of the budgeted vehicles. The Fleet Administrator reached out to local dealerships we have used in the past to see if they had vehicles available that met the needs of the Police Department. Woody's in Gurnee has two vehicles available on the lot. One is the 2023 Buick Envision, the other is a 2024 GMC Terrain. The total cost of the vehicles is \$72,044.52.

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of Police Department request to waive the formal bidding process and purchase one 2023 Buick Envision and one 2024 GMC Terrain from Woody's Buick GMC of Gurnee at a total cost of \$72,044.52.

Roll call,

AYE: 5- O'Brien, Balmes, Thorstenson, Ross, Garner

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

G. PUBLIC COMMENT

**Keith Owens
6464 Doral Drive
Gurnee, IL**

Mr. Owens announced it was International Beer & Pizza Day. He then stated he would share a press release in which Casey's has named itself The Official Beer and Pizza Headquarters. He continued to state he and his neighbors understand Casey's is a permitted use, but tobacco and liquor sales require a license. Licenses require consideration and thought. Mr. Owens stated if they did not require consideration then they should simple be a permit. He then referenced annual liquor compliance checks and potential fines for violations. Mr. Owens once again referenced a letter the Food & Drug Administration sent Casey's regarding alcohol sales violations and stated a Casey's in Beach Park, IL was recently cited. He reminded the Village Board 600 people signed a petition against the store and alcohol sales at it. Mr. Owens then read some of the names of those who signed it. He asked the Board to take that into consideration when Casey's applies for a liquor license.

**Karen Minsky
6488 Doral Drive**

Ms. Minsky stated the Casey's construction will transform her neighborhood. She stated alcohol and tobacco sales will result in traffic

Gurnee, IL

and crime. She stated it was her opinion it will also negatively impacted property values. She requested the Village Board deny any application for alcohol and tobacco sales.

**Shelly Palmer
6304 Doral Drive
Gurnee, IL**

Ms. Palmer referenced Illinois Liquor Commission guidance regarding alcohol sales separation that she had previously referenced. She also referenced the Gurnee Municipal Code section 6-17. She urged the Board not to ignore these two documents. Ms. Palmer concluded by suggesting a one-hundred-foot separation between alcohol sales and certain properties.

Closing Comments

None.

Adjournment

It was moved by Trustee Balmes, seconded by Trustee Garner to adjourn the meeting.

Voice Vote: ALL AYE: Motion Carried.

Mayor Hood adjourned the meeting at 7:43 p.m.

**Andrew Harris,
Village Clerk**
