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**Village of Gurnee  
Planning and Zoning Board Minutes  
September 20, 2023**

**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, R. Todd Campbell, Dane Morgan, David Nordentoft, and Edwin Paff

Planning and Zoning Members Absent: Josh Pejsach and Liliana Ware

Other Officials Present: Tracy Velkover, Planning Manager; Atrian Fard, Senior Planner; and Gretchen Neddenriep, Acting Village Attorney

**2. Pledge of Allegiance**

**3. Approval of the PZB's meeting minutes September 6, 2020 meeting minutes**

Mr. Sula stated that he has a couple of changes to the meeting minutes. Item number 4, on the first line, refers to Ms. Bernahl as Mr. and then on then on the next page, the paragraph that starts with "Mr. Sula", he said that he didn't mention the location as a reason he didn't oppose the LED application, but instead that he believed it to be an architectural element. As there were no additional comments, a motion was made.

Mr. Campbell motioned, seconded by Mr. Nordentoft, to approve the September 6, 2023 meeting minutes, as amended.

Voice Vote:

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

Motion Carried: 5-0-0

**4. Public Hearing: Zaldivar Driving School (Special Use Permit for 4262 Old Grand)**

Ms. Fard introduced the item by saying that Mr. Hugo Zaldivar is seeking a SUP to open a driving school, which is classified as an Educational Facility – Vocational by Code, in Suite C of 4262 Old Grand Avenue, in the C-2 Community Commercial District. The driving school will occupy a 738 sq. ft. tenant space in an eight-unit multi-tenant building. The tenant space will include an office and a classroom, accommodating up to 20 students. Courses will be taught online for adults and in classroom for teenagers. The in-person classes will be on Mondays and Wednesdays from 4 p.m. – 8 p.m., for a total of eight hours per week. At any given time, two employees will be in the office and two employees with two cars will manage the road sessions. The cars will be parked off-site outside of the school's operational hours.

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Ms. Fard noted that the site has 27 striped off-street parking spaces which does not currently meet parking code requirements of 30 stalls due to a change in codes from when the building was originally constructed. The driving school requires 14 more parking spaces to occupy the building. So, the petitioner also requests approval of a parking modification for reduced number of off-street spaces. This modification is requested because: 1) the school operates in the evenings on only two nights for four hours each night, when most of the businesses are closed; 2) the school will not have any business vehicles parked on the site as the school cars will be driven home at night; 3) adults use the online training and teenagers will attend in-person classes who will be picked-up and dropped-off as they can't legally drive; 4) there is on-street parking along Old Grand Ave.; and 5) the property owner has agreed to stripe 2-3 additional spaces on-site should the PZB have concerns. Please note that the PZB has decision making authority in the parking modification matter. The petitioner and property owner are in attendance to present the case and answer any questions the board may have.

Mr. Sula asked that anyone who wished to speak on this matter be sworn in. Ms. Neddenriep conducted the swearing-in. Mr. Sula then turned the floor over to the petitioner.

Mr. Hugo Zaldivar stated that he is seeking a Special Use Permit for a driving school to be located at 4262 Old Grand Avenue. He noted that they have gone through the first steps of receiving approval for the school from the Illinois Secretary of State. They have inspected all of their vehicles, which are certified for instruction. He stated that his initial plan was to provide a driving school for just adults, but that the Secretary of State preferred that they also provide instruction for teenagers (15-17 years of age). In addition, the Secretary of State requires the schools to be open a minimum of eight hours per week. He noted that he is proposing to be open on Mondays and Wednesday, between 4 p.m. and 8 p.m., which will accomplish the requirement of eight hours per week. The adults will complete their classroom work online, whereas the teenagers will conduct their classroom work at this location during the stated hours. For the driving portion of the class, all students are picked-up and dropped-off at their homes.

At this time, Mr. Sula asked if there were questions from Board members.

Mr. Nordentoft asked if there is just one class session occurring during the evening hours or more than one.

Mr. Zaldivar stated that only one class operates at any one time, but that classes are two hours so that on both Monday and Wednesday nights there will be two total classes. He noted that during a 6-7 week course, students are required to complete six hours behind the wheel and 30 hours in the classroom.

Mr. Nordentoft stated that he is not concerned with parking, but is concerned with on-site traffic circulation. Parents or guardians are not going to sit in the lot during the entire 2 hour class, so he expressed concern with congestion during the pick-up and drop-off times, as there is only one

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way in and out of this parking lot. He stated that he sees points of conflict. He did note that there is curb-site parking, if the parents are instructed to park there.

Mr. Zaldivar stated that he chose the evening hours on the proposed days because most of the businesses in the building are closed, which opens the lot for parking and circulation. He also noted that his tenant space is close to the front of the building, so that parents will be able to utilize the on-street parking for dropping-off and picking-up their children. He will instruct parents to use this option as much as possible.

Mr. Morgan stated that he shares Mr. Nordentoft's concerns. He has a daughter that is in driver's education right now. He knows the traffic patterns, which have a high number of cars coming into and out of a center in a short period of time. He asked, with the potential for 20 students, what 20 cars coming in and out of the facility at once would look like.

Mr. Zaldivar stated that there are multiple ways to deal with this, including using their employees to assist/direct parents coming in and out of the facility. He also noted that their doors are open prior to the start of classes, so that drop-offs will occur over a period of time, although short, but since the amount of time it takes to drop-off a student isn't long there shouldn't be a time when it's all 20 students arriving at the exact same time.

Mr. Morgan reiterated his concerns and stated that with 2 classes, there could be up to 40 cars on-site at one time.

Mr. Zaldivar stated that they currently don't have classes booked back-to-back, but noted that it could happen. If it did, the lot will be empty and he feels that they can manage the on-site circulation through a number of ways (i.e., instructing for on-street drop-off/pick-up and through staff's assistance with directing parents).

Mr. Morgan isn't concerned with parking, but just the on-site circulation. He stated that he believes there will be a need for traffic management.

Mr. Zaldivar stated that they will have some employees who can assist with that.

Mr. Paff stated that he doesn't have much to add, as his concern is the same. He noted that with 20 students per class and two classes back-to-back, there could be 40 vehicles. He doesn't have a concern with parking, but has some concern with on-site circulation not only at the start and end of class sessions, but during the time between classes.

Mr. Campbell stated that he agrees with the other Board members.

Mr. Sula stated that Ms. Velkover suggested that, to alleviate concerns about the congestion that might be experienced during the change-over of classes, classes be spaced apart 20-30 minutes.

Mr. Zaldivar stated that they can accommodate that change.

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Mr. Sula stated that he concurs that the number of stalls on the site is not an issue as vehicles will not stay on site. However, he stated that the circulation on-site is giving him some concern. He has seen other parking lots in town that have only one way in and out, but there is usually a striped or hashed area to allow someone to turn around should the lot be full. Mr. Sula asked if there are any standards for the size of the classrooms, as it appears that 300 sq. ft. for 20 students is tight.

Mr. Zaldivar stated that the Secretary of State inspected the site and that it meets their standards.

Ms. Velkover noted that the Fire Department typically uses, for maximum occupancy, 15 square feet per person for a table/chair situation. She noted that the proposed 300 square feet matches our Fire Department's method for calculating occupancy.

Mr. Zaldivar stated that 170 square feet is used for office, with the remaining 500 square feet utilized for classroom.

Mr. Sula opened the floor to the public. As there was no one from the public in attendance to comment, he then closed the floor.

Mr. Sula asked the Board if they have other questions. He indicated that there is a need, outside of the school districts, for diver instruction. If not, he suggested that a motion would be in order.

Mr. Campbell asked if the motion could include a requirement of spacing between the classes.

Mr. Sula indicated can be added to any motion and is appropriate. He also reminded the Board members that they need two separate motions; one in the form of a recommendation on the Special Use Permit and a second on the parking modification, which the board has decision making authority on.

Mr. Campbell motioned, seconded by Mr. Paff, to forward a favorable recommendation on the petition of Zaldivar Driving School for a Special Use Permit to allow the establishment and operation of an Educational Facility – Vocational at 4262 Old Grand Avenue, Suite C, in substantial conformance with the submitted materials and testimony provided to the Planning & Zoning Board on September 20th, 2023 and subject to the following additional requirements: 1) that the area north of the building be striped for 2-3 code compliant parking stalls; and 2) that a minimum of 30 minutes be provided between classes.

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

Roll call vote:

Ayes: Campbell, Morgan, Nordentoft, Paff, and Sula

Nays: None

Abstain: None

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Motion carried: 5-0-0

Mr. Morgan motioned, seconded by Mr. Campbell, to approve the request by Zaldivar Driving School for a parking modification to allow the establishment of an Educational Facility – Vocational at 4262 Old Grand Avenue, Suite C, in substantial conformance with the submitted plan.

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

Roll call vote:

Ayes: Campbell, Morgan, Nordentoft, Paff, and Sula

Nays: None

Abstain: None

Motion carried: 5-0-0

#### **5. Next Meeting Date: October 6, 2023**

Mr. Sula confirmed with staff that there are two informal reviews tentatively scheduled for this meeting.

#### **6. Public Comment**

Mr. Sula opened the floor to the public, as there was no one in the audience, he then closed the floor.

#### **7. Adjournment**

Mr. Nordentoft motioned, seconded by Mr. Campbell, to adjourn the meeting.

Voice vote:

All “ayes,” no “nays, and none abstaining

Motion carried: 5-0-0

The meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Joann Metzger  
Recording Secretary