

**Village of Gurnee
Planning and Zoning Board Minutes
December 6, 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: R. Todd Campbell, David Nordentoft, Edwin Paff, and Liliana Ware

Planning and Zoning Members Absent: Chairman James Sula, Dane Morgan, and Josh Pejsach

Other Officials Present: Tracy Velkover, Planning Manager; David Ziegler, Community Development Director; and Bryan Winter, Village Attorney

In the absence of Chairman Sula, a motion was made by Mr. Paff, seconded by Mr. Campbell, to appoint Mr. Nordentoft to serve as Chairman Pro-tem for the evening.

Voice vote:

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

Motion carried: 4-0-0

2. Pledge of Allegiance

3. Approval of the PZB's November 1, 2023 meeting minutes

Mr. Nordentoft asked if there were any questions or comments regarding the minutes. As there were none, he stated that a motion would be in order.

Mr. Paff motioned, seconded by Mr. Campbell, to approve the November 1, 2023 meeting minutes, as presented.

Voice Vote:

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

Motion Carried: 4-0-0

4. Request for Right-of-Way Vacation: SKE 2019 (1500 N. Delany Road)

Ms. Velkover introduced the item by stating that the applicant, SKE 2019 LLC, is seeking the vacation of the 60-foot-wide ROW on the northern portion of the property located at 1500 N. Delany. The subject property is zoned I-2, General Industrial. The ROW was dedicated when the property was annexed into the Village in 1999, with the intent to provide for the possible future extension of a roadway to service properties to the west. A current development site plan uses the ROW as the northern access point for the development. This location is the safest location as it is directly opposite of the Total Paving driveway entrance. None of the Village Department Heads saw benefit to maintaining the ROW and do not have any objection to the vacation. As industrial zoned land, the subject ROW will be vacated to the owner for a vacation fee equal to 50% of the appraised value. Ms. Velkover then advised that no representative of the applicant is in attendance, but that staff is available to answer any questions the Board may have.

Mr. Nordentoft asked the Board members if they had any questions or comments.

Mr. Paff asked if there was a need to provide access to the parcels to the west.

Mr. Ziegler stated that Petersen excavating, a concrete crushing facility, is located to the west. The owner of this property also owns another property to the west. Based on the development patterns on the properties to the west, the extension of a roadway to connect to Barberrry would be difficult to accomplish. He also noted that it would be more appropriate to make a connection between Barberrry and St. Paul, in order to get the businesses fronting on Barberrry to a signalized intersection (St. Paul and Delany). Therefore, the ROW extension provides no real benefit.

Mr. Nordentoft stated that if there are no more questions, a motion would be in order.

Mr. Paff motioned, seconded by Ms. Ware, to forward a favorable recommendation on the petition of SKE 2019, LLC, to vacate the 60-foot right-of-way located directly north of their property located at 1500 N. Delany Road.

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

Roll call vote:

Ayes: Campbell, Morgan, Ware, and Nordentoft

Nays: None

Abstain: None

Motion carried: 4-0-0

5. Minor Sign Exceptions: Image360 South Elgin (222 South Greenleaf Street)

Ms. Velkover introduced the next item by stating that Image 360 South Elgin, on behalf of D&V Property Management, is proposing to remove an existing legal nonconforming multi-tenant sign

and build a new monument sign for an office building located at 222 S. Greenleaf Street. In order to do so, the applicant requests three Minor Sign Exceptions to: 1) install seven tenant panels on the sign in lieu of the maximum four tenant panels permitted; 2) allow 4" height lettering in lieu of minimum 6" letter height required; and 3) place the sign 6' from the back of curb and 8' from the public right-of-way in lieu of the required 10' minimum setback required. She noted that the proposed sign will be an internally illuminated screened box sign with raised lettering on an opaque background that only highlights text. The main sign cabinet will represent the business address divided into two parts, "222 South" on top center and "Greenleaf St." oriented at a 90-degree angle on the side of the sign structure. Staff suggests to represent the complete business address, "222 S. Greenleaf Street", on the top cabinet while adding the address number "222" horizontally, in three lines, on the side of the sign. Staff also suggests that the entire business address be reflected with a 6" letter height. The proposed sign will be located within the peripheral parking lot landscaped island at the entrance to the site, quite close to the location of the existing nonconforming sign. Ms. Velkover stated that the PZB has the final decision-making authority in this matter and can grant Minor Sign Exceptions if they find that the number, size, design, and placement of the proposed sign are consistent with the stated purpose of the sign regulations. The applicant is in attendance and will answer any questions the PZB may have.

Mr. Nordentoft then turned the floor over to the applicant.

Mr. Rafael Plazola, Sign Contractor with Image360 South Elgin, stated that he worked closely with Ms. Fard on this request. He noted that the building has 10 tenant spaces (three to four are occupied) and the existing sign has 10 tenant panels. They originally wanted 10, but eight tenant panels were originally proposed because eight is the maximum number that can be accommodated via the Minor Sign Exception process. He stated that they then reduced the number of tenant panels per face to seven because they were unable to meet many of the other code requirements. The intent is for a modern professional sign to attract medical businesses. The proposed sign accomplishes the goals of the property owner and meets as many of the sign code requirements as possible and when not possible, to limit the departures.

Beginning discussion, Mr. Paff offered that the sign is an improvement from the current sign. As far as the suggestion to put the entire address at the top of the sign, it appears to him that they would have to redesign the entire sign to fit it. He stated that an option would be to only put 222 S. or just 222 at the top of the sign, as most people are just looking for the address number and not the street name. He noted that most of the signs in that area do not have Greenleaf Street on them. He didn't see any issues with the setbacks, as when he was on-site he experienced no sight-line issues. As for the number of tenant panels, they are reducing the number from what they have and the letter heights will be much more legible than the existing sign.

Mr. Nordentoft stated that the genesis of some of the requirements of the sign ordinance was out of a concern that signs packed too much information on them and that they were not legible when people drove by at speeds of 40 MPH or more. The sign code made it important to identify the address. He stated that he would trade away South for a larger 222.

Mr. Paff stated that the idea to put 222 on the side of the sign, although not a horrible idea, doesn't add much to the sign because the 222 is already at the top of the sign. In his opinion, this could be removed.

Ms. Velkover advised that both the top and side areas must contain some identifier for the business park (name or address), because the sign code requires at least 40% of the sign face to contain the business park name. In this case, the owner has indicated that the office development does not have a name, so they are using the address as their identifier. The 40% requirement is only met when adding both the top identifier (222 South) with the side identifier (Greenleaf Street). She explained that modifications can be made to each area if the PZB wishes, but both areas must be kept in some manner to maintain the 40% threshold. Otherwise, another sign relief would be needed (either a SUP or another Minor Sign Exception). She offered that it might be possible to place 222 S. Greenleaf Street at the top of the sign in 6" letters/numbers and place 222 on the side. She added that the Village does have a South Road in town and that it could be a little confusing to have South spelled out without Greenleaf Street behind it.

Mr. Paff stated that the requirement that they have 40% of the sign dedicated to a name of the office complex, when there isn't one, is counter to their goal of getting tenant panels as large and legible as possible.

Mr. Winter advised that if the PZB has no issues with the three requested minor sign exceptions, then their work is done.

Mr. Paff asked if 222 S. Greenleaf St. fits in the top area of the sign in 6" lettering.

Mr. Plazola answered that it would not fit in that area.

Ms. Ware expressed that her experience is that the South direction is very important to her; she finds it helpful to know whether she is at 222 N. Greenleaf or 222 S. Greenleaf. Noting that there are 10 tenant spaces, but only seven tenant panels, she asked how that will work.

Mr. Plazola answered that tenants may not get a panel on the sign.

Ms. Velkover advised that code allows only four tenant panels per face by right, with seven being the limit for the Minor Sign Exception Process. The applicant, even though there are 10 potential tenants, wanted to avoid the Special Use Permit (SUP) process that a request for 10 tenant panels would have required.

Mr. Plazola explained that the 6" letter height requirement made it nearly impossible to get the full name of tenants on even four panels. He said that it was still impossible to get "Women's Health Partners" on the panel in 4" letters so Ms. Fard worked with him to get to a point where 4" lettering was possible.

Ms. Velkover advised that the ability to meet the letter height requirement is dependent upon the length of the business' name. She explained that there may be a business that locates here in the future that, due to the length of the name, cannot meet the 4" letter height. If that happens, they will need to request a minor amendment for that business' lettering to be even smaller than 4".

Mr. Campbell asked if you have to have the same names on both sides of the sign.

Ms. Velkover answered that there is no requirement that the same businesses be identified on each side of the sign.

Mr. Ziegler also pointed out that even though there are 10 tenant spaces in the building, many times they are combined if a tenant needs a larger space. He stated that he believes that there is one tenant currently in this building that occupies three tenant spaces. Mr. Ziegler pointed out that Washington Street the break point between north and south Greenleaf Street.

Mr. Nordentoft summarized that there doesn't appear to be any issues with the 3 Minor Sign Exception requests. He asked for clarification on whether the board can make a condition of the stylistic aspect of the address, or whether the board should just give the applicant its recommendation.

Mr. Winter advised that the sign meets the ordinance requirements, except for the three requests for the minor modifications. As to how the top and sides are addressed, the PZB can make a suggestion, but noted that this is not part of the request.

Mr. Plazola stated that his client would be agreeable to having 222 S. on the top of the sign instead of the entire word. He said that he has his computer with him and can render the sign with this modification in a couple of minutes.

This item was tabled for discussion until after the next agenda item to give Mr. Plazola time to render the revised sign per the PZB's feedback.

6. Public Hearing: Petition of the Village of Gurnee to amend Article 2.1, Definition of General Terms, of the Gurnee Zoning Ordinance

Ms. Velkover introduced this item by stating that staff has been receiving an increasing number of requests from owners of beauty/hair salons who wish to offer micro-blading and lip blushing as an ancillary service. Micro-blading is a semi-permanent technique for enhancing the appearance of the eyebrows, in which pigment is scratched into the skin in fine, short strokes resembling hair, using a hand tool with a blade formed of tiny needles, while lip blushing is a semi-permanent tattoo that enhances the color and shape of lips and gives the impression of more fullness by depositing color ink into lips along lip lines. Both of these processes involve the use of semi-permanent ink in make-up applications, and as such are a form of tattooing. Under Gurnee's Zoning Ordinance, they are classified as a "body modification establishment" as our

definition is as follows: “A business that offers tattooing services, body piercing, and/or non-medical body modification. Body modification establishment does not include an establishment that offers ear piercing as an ancillary service.” Staff is proposing to add ancillary “micro-blading and lip blushing” as an exemption, similar to how ancillary ear piercing is an exception. Without an exemption, any business that would like to provide these ancillary services would need to obtain a SUP, and comply with the Village’s licensing requirements, which include a \$1,000 yearly fee, as well as meeting separation requirements from other body modification establishments, adult entertainment establishments, and establishments with a liquor license. Businesses would still be required to secure licensing from the Illinois Department of Public Health and have OSHA bloodborne pathogen certification. Staff is proposing this amendment because both micro-blading and lip blushing use semi-permanent and not permanent ink and because the services are limited to ancillary uses. The proposed language includes the addition of microblading and lip blushing as an exemption to the definition of body modification establishment and creates new definitions for microblading and lip blushing as follows:

Body Modification/Tattooing Establishment. A business that offers tattooing services, body piercing, and/or non-medical body modification, except establishments that offer micro-blading, lip blushing, and/or ear piercing as an ancillary service.

Lip Blushing. A semi-permanent tattoo that can enhance the color and shape of lips and give the impression of more fullness by depositing color ink into lips along lip lines.

Micro-blading. A semi-permanent technique for enhancing the appearance of the eyebrows, in which pigment is scratched into the skin in fine, short strokes resembling hair, using a hand tool with a blade formed of tiny needles.

Ms. Velkover also advised that the definitions in the Municipal Cod Licensing Article would be amended accordingly.

As this was a Public Hearing, Mr. Nordentoft opened to floor to anyone who wished to speak or ask a question. As there was no one in the audience wishing to speak on this matter, he then closed the floor to the public.

Ms. Ware asked if Village staff is aware of any equipment specific to these services that would need to be provided.

Ms. Velkover answered that she is not familiar with all of the various equipment needed to perform these services, but that there wouldn’t need to be any structural modifications to a building and that all other associated requirements (i.e., needle disposal) would be regulated by the Illinois Department of Public Health and/or OSHA.

Mr. Campbell asked if tattoo operations would be restricted to completing these services.

Ms. Velkover answered that principal tattoo businesses would be able to conduct these services because they are licensed.

Mr. Campbell motioned, seconded by Mr. Paff, to forward a favorable recommendation on the petition of the Village of Gurnee to amend Article 2.1, "Definition of General Terms," as reflected in Ms. Velkover's presentation and as provided in the meeting packet.

As there was no discussion to be had on the motion, a vote was taken.

Roll call vote:

Ayes: Campbell, Morgan, Ware, and Nordentoft

Nays: None

Abstain: None

Motion carried: 4-0-0

5. Minor Sign Exceptions: Continuation of the Minor Sign Exception request by Image360 South Elgin

Mr. Rafael Plazola presented a revised sign sketch, per the PZB's feedback. The sign reflected new lettering/numbering on the top panel of the sign; specifically providing 8" tall numbering and lettering reading 222 S.

Mr. Nordentoft sought advisement from Mr. Winter as to how this should be incorporated into the record, as the PZB supported this revision.

Mr. Paff motioned, seconded by Mr. Campbell, to approve the petition of Image360 South Elgin for the following: 1) Minor Sign Exception to allow the number of tenant panels for a freestanding multi-tenant sign to be increased from four to seven per face; 2) Minor Sign Exception to allow the letter height on a freestanding multi-tenant sign to be less than the 6" requirement but no less than 4"; and 3) Minor Sign Exception to allow a freestanding multi-tenant sign to be setback six feet from the back of curb and 8 feet from the front property line, subject to the sign providing the address number and abbreviated direction "222 S." on the top main cabinet with a minimum 8" letter/number height.

As there was no discussion to be had on the motion, a vote was taken.

Roll call vote:

Ayes: Campbell, Morgan, Ware, and Nordentoft

Nays: None

Abstain: None

Motion carried: 4-0-0

7. Next Meeting Date: December 20, 2023

Ms. Velkover advised that there are no public hearing items scheduled for the meeting of December 20, but that there could be some non-public hearing items for that night.

Mr. Nordentoft then advised the PZB members to “stay tuned” to see if a meeting will be held on that date or not.

8. Public Comment

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

9. Adjournment

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

Voice vote:

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

Motion carried: 4-0-0

The meeting was adjourned at 8:20 p.m.

Respectfully Submitted,

Joann Metzger
Recording Secretary