



AGENDA

PLANNING AND ZONING COMMISSION

Regular Meeting: January 15, 2025 at 7:30 PM

Jeffrey S. Braiman Council Chambers

Fifty Raupp Blvd, Buffalo Grove, IL 60089

1. Call to Order

2. Public Hearings/Items for Consideration

Public Comment is limited to items that are on the agenda for discussion. In accordance with Section 2.02.070 of the Municipal Code, discussion on questions from the audience will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Planning and Zoning Commission business. All members of the public addressing the Planning and Zoning Commission shall maintain proper decorum and refrain from making disrespectful remarks or comments relating to individuals. Speakers shall use every attempt to not be repetitive of points that have been made by others. The Planning and Zoning Commission may refer any matter of public comment to the Village Manager, Village staff or an appropriate agency for review.

- A. Consideration of a Special Use in the Industrial District (I) to open Child Care Center at 1390 Busch Parkway (Trustee Weidenfeld, Andrew Binder)

3. Regular Meeting

- A. Other Matters for Discussion
- B. Approval of Minutes
 - 1. Draft Minutes of the November 20, 2024 Planning and Zoning Commission Meeting
- C. Chairperson's Report
- D. Committee and Liaison Reports
- E. Staff Report/Future Agenda Schedule
- F. **Public Comments and Questions**

All comments will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Planning and Zoning Commission business and not on the regular agenda for discussion.

4. Adjournment

The Planning and Zoning Commission will make every effort to accommodate all items on the agenda by 10:30 P.M. The Commission does, however, reserve the right to defer consideration of matters to another meeting should the discussion run past 10:30 P.M.

The Village of Buffalo Grove, in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or

participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the ADA Coordinator at 847-459-2500 to allow the Village to make reasonable accommodations for those persons.





AGENDA ITEM SUMMARY

PLANNING AND ZONING COMMISSION

Regular Meeting: January 15, 2025

AGENDA ITEM 2.A.

Consideration of a Special Use in the Industrial District (I) to open Child Care Center at 1390 Busch Parkway

Contacts

Liaison: Trustee Weidenfeld

Staff: Andrew Binder

Staff Recommendation

Staff recommends approval.

Recommended Motion

The PZC recommends approval of a Special Use for a Child Care Center at 1390 Busch Parkway, subject to the following conditions:

1. The Special Use is granted to International Mental School, LLC (dba Kids Club) to operate a Child Care Center at 1390 Busch Parkway, which shall not run with the land.
2. The Special Use granted to the International Mental School, LLC is assignable to subsequent petitioners seeking assignment of this special use as follows:
 - a. Upon application of a petitioner seeking assignment of this Special Use, the Corporate Authorities, in their sole discretion, may refer said application of assignment to the appropriate commission(s) for a public hearing or may hold a public hearing at the Village Board.
 - b. Such assignment shall be valid only upon the adoption of a proper, valid and binding ordinance by the Corporate Authorities granting said assignment, which may be granted or denied for any reason.

Summary

Tatyana Khatamova requests approval of a Special Use for a Child Care Center in the Village's Industrial District at 1390 Busch Parkway, in the Corporate Grove development. The Petitioner plans to open a learning center called 'Kids Club: Future Generation, offering after-school tutoring. Child Care Centers are a Special Use in the Industrial District.

File Attachments

1. 1390 Busch Parkway - Staff Report
2. 1390 Busch Parkway - Plan Set





VILLAGE OF BUFFALO GROVE PLANNING & ZONING COMMISSION STAFF REPORT

Meeting Date:	January 15, 2025
Subject Property Location:	1390 Busch Parkway, Buffalo Grove, IL 60089
Petitioner:	Tatyana Khatamova, Kids Club
Prepared By:	Andrew Binder, Associate Planner
Request:	The petitioner is seeking approval of a Special Use for a Child Care Center within the (I) Industrial District.
Existing Lane Use and Zoning:	The subject property is located within a multi-tenant building and is zoned I: Industrial District.
Comprehensive Plan:	The Village Comprehensive Plan calls for this property to be industrial.

PROJECT BACKGROUND

Tatyana Khatamova is requesting approval of a Special Use for a Child Care Center in the Village's Industrial District at 1390 Busch Parkway, in the Corporate Grove development (see Figure 1). The Petitioner plans to open a learning center called 'Kids Club: Future Generation,' offering after-school tutoring. Child Care Centers are a Special Use in the Industrial District.

PLANNING & ZONING ANALYSIS

Proposed Use & Operation

- Kids Club will operate in the 2,556-square-foot space and offer after-school tutoring in art, math, speed reading, robotics, chess, and STEM programs for children from 5 to 10 years old.
- The hours of operation will be from 4 PM to 8:30 PM, Monday through Friday.
- There will be 3 staff members onsite.



Figure 1: Subject Tenant Space

- The petitioner estimates that there will be up to 4 children in each of the 3 classrooms, with a maximum of 12 children on site. Each classroom will have one assigned staff member. The tutoring classes are offered either in person, online, or on a hybrid schedule.

Existing and Surrounding Uses

- The subject property's tenant space is located within the Corporate Grove multi-tenant building at 1300 - 1398 Busch Parkway. This property is zoned Industrial, and the building consists of a mix of office and industrial use tenants, which include a medical office, office/warehouse uses, light manufacturing, a brewery, and a dance studio, *as shown in Figure 2*. The petitioner's requested use is compatible with the adjacent surrounding uses.

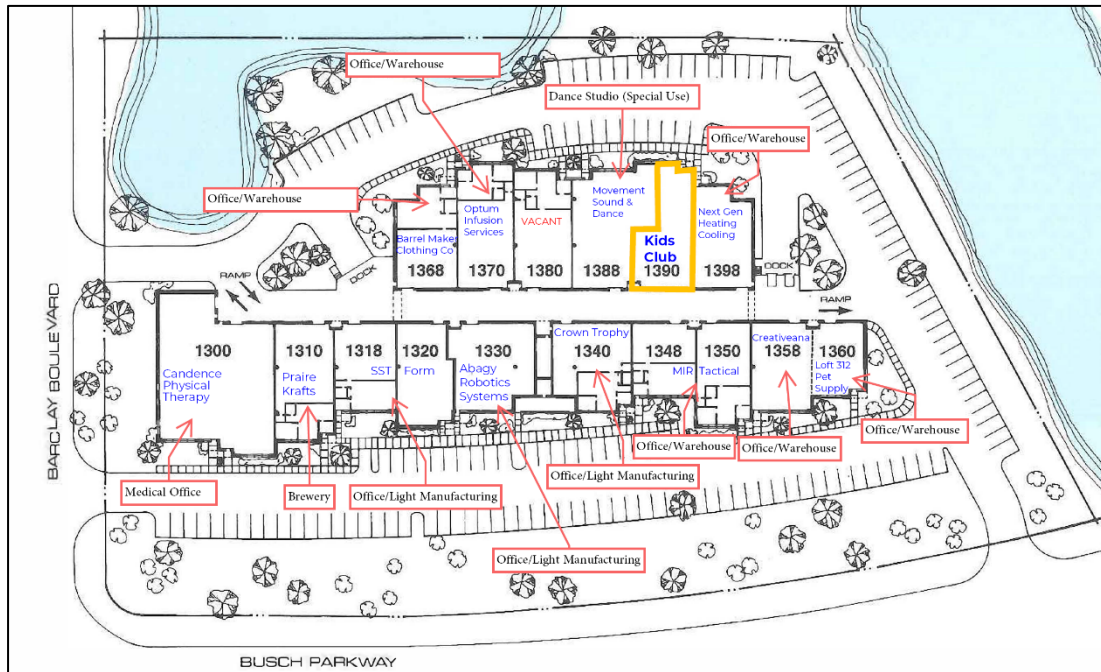


Figure 2: Surrounding Tenant Uses

Parking & Drop-off/Pick-up

- Pursuant to the Zoning Ordinance, a Child Care Center requires 2 parking stalls per 1,000 square feet of floor area. The tenant space is 2,556 square feet resulting in a requirement of 6 parking spaces.
- The property has a total of 151 parking stalls, of which the subject tenant space has 6 assigned parking spaces available for use during business hours. According to the parking information provided by the Petitioner and the property owner, 56 unassigned parking stalls within the development are designated for shared use among all tenants.
- The peak time for drop-off and pick-up is expected to be around 5:30 PM. At this time, 6 out of the 12 businesses in the Corporate Grove multi-tenant building will be closed for the day, freeing up an additional 35 parking stalls. This means that after 5:30 PM, a total of 91 parking stalls will be available. The proposed use has a parking demand that is complimentary to the site.
- The petitioner noted that parents will drop off and pick up their children from the parking lot as close as possible to the tutoring center to walk them inside or pick them up after the tutoring

session. Currently, the petitioner is creating a parent policy book that strongly encourages parents to use safe drop-off and pick-up methods.

- Based upon the abovementioned parking information, Staff believes the existing site will have sufficient parking to accommodate the proposed use.

DEPARTMENTAL REVIEWS

Village Department	Comments
Building	The Village building team reviewed the plans and does not have any concerns.

STANDARDS

Special Use Criteria

Pursuant to the Zoning Ordinance, all special uses shall meet the following criteria:

1. The special use will serve the public convenience at the location of the subject property; or the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
2. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with said special use, the size of the subject property in relation to such special use, and the location of the site with respect to streets giving access to it shall be such that it will be in harmony with the appropriate, orderly development of the district in which it is located;
3. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair other property valuations with the neighborhood;
4. The nature, location and size of the buildings or structures involved with the establishment of the special use will not impede, substantially hinder or discourage the development and use of adjacent land and buildings in accord with the zoning district within which they lie;
5. Adequate utilities, access roads, drainage, and/or other necessary facilities have been or will be provided;
6. Parking areas shall be of adequate size for the particular special use, which areas shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed so as to prevent traffic hazards, eliminate nuisance and minimize traffic congestion in the public streets.

The petitioner's response to the standards is attached.

SURROUNDING PROPERTY OWNERS

Pursuant to Village Code, the contiguous property owners were notified by mail and a public hearing sign was posted on the subject property. The posting of the public hearing sign and the mailing of the notifications were both completed within the required timeframes. As of the date of this Staff Report, no inquiries have been received regarding the requested Special Use.

STAFF RECOMMENDATION

Staff recommends **approval** of the Special Use for a Child Care Center at 1390 Busch Parkway, subject to the conditions listed in the PZC motion due to the complimentary nature of the use with other businesses in the building and adequate parking availability.

ACTION REQUESTED

The Planning & Zoning Commission (PZC) shall open the public hearing and take public testimony concerning the Special Use request for a Child Care Center at 1390 Busch Parkway. The PZC shall make a recommendation to the Village Board regarding the requested Special Use.

Suggested PZC Motion

PZC moves to make a positive recommendation to the Village Board to allow a Special Use for a Child Care Center at 1390 Busch Parkway, subject to the following conditions:

1. *The Special Use is granted to International Mental School, LLC (dba Kids Club) to operate a Child Care Center at 1390 Busch Parkway, which shall not run with the land.*
2. *The Special Use granted to the International Mental School, LLC is assignable to subsequent petitioners seeking assignment of this special use as follows:*
 - a. *Upon application of a petitioner seeking assignment of this Special Use, the Corporate Authorities, in their sole discretion, may refer said application of assignment to the appropriate commission(s) for a public hearing or may hold a public hearing at the Village Board.*
 - b. *Such assignment shall be valid only upon the adoption of a proper, valid and binding ordinance by the Corporate Authorities granting said assignment, which may be granted or denied for any reason.*

ATTACHMENTS

- Petitioner's Business Description
- Petitioner's Response to the Special Use Standards
- Site Plan
- Corporate Grove Current Tenants, Hours and Number of Parking Stalls Exhibit
- Tenant Space Floor Plan

Kids Club: Future Generation

BUSINESS PLAN

Prepared By :

Tatyana Khatamova

3001 Nicklaus Ln
Wadsworth, IL 60083

I. EXECUTIVE SUMMARY

Kids Club: Future Generation (referred to from hereon in as the “ Company”) was established as a Limited Liability Company at 3001 Nicklaus Ln, Wadsworth IL 60083 with the expectation of rapid expansion in the after school program industry.

Business Description

The company was formed as a Limited Liability Company under Illinois state laws and headed by Tatyana Khatamova. Tatyana Khatamova is a leader in after school education for school age children. The company provides fun and educational after school programs to children ages 5-10 years. Each program offers small class sizes with 3 to 4 children per class/instructor in person, online or on a hybrid schedule.

Business Mission

To foster interest and love for learning through art, mental math, reading, coding and language arts.

New Service

The Company is prepared to introduce the following service to the market:

After school academic program offering fun and educational approaches to art, math, reading and language arts.

II. MARKETING SUMMARY

The Company’s major target market is as follows:

Parents and guardians of children ages 5-10 years in Northwest Suburbs as well as online, wishing to provide their children with additional skills and to promote the love for learning. Parents of first generation children born in the US wish to preserve their native language and therefore turn to the Company for support. The Company has developed a results driven program to challenge children as they develop academic and social skills. There are currently only tutoring services offered in the area for children that need assistance in their current curriculum. Our program is one of a kind as we promote learning all while staying true to their culture.

PROMOTIONAL STRATEGY

The Company will promote sales using the following methods:

We strive to become a household name in the After-School Program industry. To achieve our goal, we mainly rely on word of mouth of our current customers and have been very successful. In addition to referrals, we also plan to send out monthly flyers to residents in our service area. Additional exposure will be gained through social media, community outreach to local child care facilities and schools. Our team will also participate as vendors in local fairs to attract additional customers. As part of customer retention efforts, the Company will offer a free trial class to new customers. Customer retention efforts will be also be done through individualized progress reports and custom tailored programs. The Company will also offer workshops for parents that want to get more involved. Parents want to see their children grow their knowledge and skillset, therefore by allowing the parent to be a part of their journey parents will feel just as accomplished as the student.

III. SERVICES OFFERED

First-rate service is intended to be the focus of the Company and a cornerstone of the brand's success.

Programs currently offered include: art, math, speed reading, robotics, chess and STEM. In addition to programs mentioned above, the Company also works with children to learn and preserve their native language in a fun setting. Each program offers small class sizes with 3 to 4 children per class/instructor in person, online or on a hybrid schedule.

The program strongly encourages Drop off and pick up methods for best practices and best outcomes by the students. Students are encouraged to be dropped off at the door in the parking lot and walk into the center.

PRICING

The Company will offer the following tuition options:

1. Pay per class (discounts offered to students attending more than one program)
2. Session Packages
3. Ongoing monthly fees at a discounted rate for unlimited classes

IV. OPERATIONS AND LOGISTICS

The Company will offer in-person, online and on a hybrid schedule. Our current programs are designed for classes of 3-4 students. Our operating hours are 4pm-8:30pm, with peak times at 5:30pm. There are currently 3 instructors on staff with a combine 35 years of experience in teaching school aged children. Students utilize software, educational platforms and communication tools to achieve their goals.

VI. Financial Planning

Expenses include:

Inventory purchases, licenses, insurance and marketing costs

Monthly Costs and ongoing costs include:

- Rent
- Utilities
- Staff Payroll

Projected Monthly Revenue:
\$15,000-\$20,000

Funding Sources:
Personal Savings

Cashflow and all finances will be handled by Tatyana Khatamova. The Company has partnered up with local vendors to keep supply costs low. Pay structure for instructors is commission based to maintain motivation of instructors to seek new business and retain current customers.

VII. Staffing and Training

All instructors employed by the Company, must possess in the very least an Early Childhood Education Certificate. All instructors, regardless of ethnic background, must speak, read and write in English as well as at least one of the following languages: Russian, Ukrainian, Polish and Spanish.

Training

All instructors at the Company are required to attend continuous improvement and education course to ensure we are only providing the best and latest curriculum. Instructors are required to accurately fill out progress reports for students and create custom tailored programs to meet each child's needs. Instructors are also required to check in with parents to ensure everyone is up to speed on the specific child's needs and success. To promote a healthy and happy workplace, Instructors will attend a weekly team meeting to discuss issues, success stories and share plans for the following week.

VIII. Legal & Administrative

The Company affirms that its promoters have acquired all legally required trademarks and patents. The Company also affirms that all required licenses and permits to operate an After School Program have been acquired. Commercial General Liability insurance has been purchased. The Company has retained an attorney for future needs although the Company is not foreseeing any issues with payments due to the nature of the business being a pay as you go service and customers are not under contract. To remain compliant with all state regulations, an Online Data Privacy Agreement will be given out to each customer. Security Cameras will be set up to ensure we maintain a safe environment for the customers and staff.

IX. Technology and Online Services

The Company will utilize platforms such as Zoom, Skype and Microsoft Teams to accommodate students on a hybrid schedule. Teaching Schedule and curriculums will be shared with students and parents at the start of the year or at registration. The schedule and curriculum will be based on current students' age groups and needs. Communication with clients will be done via phone, email, text and regular progress reports. Surveys will be conducted regularly to keep lines of communication open. Supplementary materials are not required for our programs.

X. Growth Plan

As part of our growth plan, we plan to expand our programs into additional languages, adding more programs to the curriculum and hiring more staff. Our short term goals include adding additional locations to accommodate students that commute from other parts of Chicagoland. We are very committed to implementing this growth plan as our survey results show that most parents wish their children's activities were not so scattered but to be all in once place. We strive to become that place. In the next 3-5 years, we would like to expand to at least 3 locations, Northwest Suburbs, City of Chicago and Southwest Suburbs.

During your testimony at the Public Hearing, you need to testify and present your case for the Special Use being requested. In doing so, you need to address the six (6) Special Use Standards listed below:

SPECIAL USE STANDARDS

1. The special use will serve the public convenience at the location of the subject property; or the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

Response:

The special use of a kids' after-school tutoring program at this location will serve the public convenience by providing a welcoming and engaging environment for children to develop essential skills in both mathematics and the arts. This program promotes intellectual growth and creativity, which are critical components of a well-rounded education. By offering hands-on learning experiences and fostering collaboration among peers, the program encourages children to explore their interests and talents.

Furthermore, the establishment and operation of this initiative will not be detrimental to public health, safety, morals, or general welfare. In fact, it will contribute positively to the community by providing constructive activities for children, reducing the likelihood of unsupervised or harmful behaviors. The program will also promote social interaction and inclusivity, supporting the development of friendships and teamwork skills. Overall, this special use serves to enrich the community while ensuring a safe and supportive environment for children to learn and grow.

2. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with said special use, the size of the subject property in relation to such special use, and the location of the site with respect to streets giving access to it shall be such that it will be in harmony with the appropriate, orderly development of the district in which it is located;

Response:

The location and size of the kids' after-school tutoring program are well-suited to the needs of the Business Park and align with the principles of orderly development in the area and tenants. The program will operate within small classrooms, accommodating 7 to 10 children, creating an intimate and focused learning environment. This small class size ensures that each child receives personalized attention and support, which enhances the effectiveness of the educational experience.

The program's limited operating hours will further contribute to its harmonious integration within the Business Park. By offering classes during non-peak times, we can minimize traffic and noise, maintaining a peaceful atmosphere for nearby residents. Additionally, the subject property is conveniently located near main streets, but tucked into the back end of the Park, providing easy access for families while allowing for safe drop-off and pick-up.

Overall, the scale and nature of the program are in alignment with the surrounding area, fostering a community-driven approach to education that complements nearby establishments. This thoughtful integration ensures that the kids' program will enhance the

district rather than disrupt it, promoting a positive and supportive environment for both the children and the Business in the Park.

3. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair other property valuations with the neighborhood;

Response:

The proposed kids' after-school tutoring program is designed to enhance, rather than detract from, the use and enjoyment of other properties and businesses in the immediate vicinity. By providing structured activities centered on music and the arts, the club will foster a positive environment that contributes to the vibrancy of the neighborhood and nearby tenants. The nature of the program—focused on creativity and learning—aligns with community values and serves as an asset to families in the area.

Due to the small classroom sizes and the limited hours of operation, the potential for noise and disruption is minimized. This thoughtful planning ensures that the club will not interfere with the activities of nearby residences or businesses, allowing them to retain their peace and quiet. Furthermore, by creating a welcoming space for children, the club can enhance the overall aesthetics of the neighborhood, making it more attractive and desirable for families.

Additionally, research indicates that community programs focused on arts and music and other kids centered activities, often increase property values in their vicinity by promoting neighborhood engagement and diversity. As such, the presence of this club can potentially enhance the appeal of the area, thereby benefiting existing property owners. The establishment of the kids' after-school tutoring program club will be a complementary addition to the Business Park, preserving the quality of the building and location, while contributing positively to the community's character and property values.

4. The nature, location and size of the buildings or structures involved with the establishment of the special use will not impede, substantially hinder or discourage the development and use of adjacent land and buildings in accord with the zoning district within which they lie;

Response:

The proposed kids' after-school tutoring program will be run in a unit that is appropriately sized and designed to fit seamlessly within the existing architectural context of the Business Park. By maintaining a scale and aesthetic that aligns with surrounding buildings, the program will encourage rather than impede development in the area.

The nature of the program, focused on enriching children's education through after-school tutoring program, is inherently positive and community-oriented. This alignment with the goals of the zoning district creates opportunities for collaboration with local businesses, schools, and community organizations, enhancing the sense of community while promoting further development.

The low-impact operations of the program, characterized by small class sizes and limited hours, ensure that the use of the space does not create undue strain on surrounding properties. This compatibility fosters an environment where adjacent land and buildings can continue to thrive in accordance with the zoning regulations.

Furthermore, the presence of this program can serve as a catalyst for continued growth and revitalization in the area, potentially attracting more families and creative entities that value educational and recreational opportunities for children. This positive momentum could, in turn, encourage responsible development and investments in adjacent properties, ultimately benefiting the neighborhood as a whole. The establishment of the kids' after-school tutoring program will support and enhance the development potential of adjacent land and buildings, contributing to a cohesive and vibrant community aligned with the goals of the zoning district.

5. Adequate utilities, access roads, drainage, and/or other necessary facilities have been or will be provided;

Response:

The establishment of the kids' after-school tutoring program has been carefully reviewed with ownership and management of the Business Part to ensure that there will be no negative effects on the surrounding businesses. We have conducted a thorough review of adjacent businesses and properties, confirming that adequate utilities, access roads, drainage, and other necessary facilities are already in place to support the program's operations effectively.

The existing infrastructure surrounding the location is equipped to handle the anticipated needs of the program. Utilities, such as water, electricity, and internet access, are readily available and capable of supporting the activities conducted within the club. The proximity to main access roads facilitates convenient transportation for families, ensuring safe and efficient drop-off and pick-up experiences without disrupting local traffic patterns.

Additionally, drainage systems have been reviewed to ensure that there are no concerns regarding stormwater management or flooding that could arise from the program's operation, as the program is not expected to increase use in any extraordinary way. Any potential concerns will be proactively addressed to maintain the integrity of the surrounding area.

In summary, the planning and implementation of the kids' after-school tutoring program will integrate seamlessly into the existing infrastructure, ensuring that there is no negative impact on neighboring businesses or essential facilities. By confirming these provisions, we are committed to creating a positive addition to the community that supports both the program and the neighboring businesses and residences.

6. Parking areas shall be of adequate size for the particular special use, which areas shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed so as to prevent traffic hazards, eliminate nuisance and minimize traffic congestion in the public streets.

Response:

The kids' after-school tutoring program club has been thoughtfully located in the building layout to ensure that its parking facilities are adequate and strategically planned to create a no impact on the current business community. Recognizing the importance of accessibility and safety, the parking areas will be sized appropriately to accommodate the expected number of visitors without overwhelming the space.

The parking allotment will be set in a way that allows for easy access to the facility while minimizing any visual impact on adjoining businesses in the area. Current landscaping allows for the parking and use of the lot by kid's club to be harmonious with the surrounding environment, maintaining the aesthetics of the business park.

Furthermore, the entrance and exit driveways will be designed to promote smooth traffic flow, effectively reducing the risk of hazards and minimizing potential congestion on public streets. The design will include clear signage and appropriate turning lanes to facilitate safe and efficient vehicle movements, ensuring that families can navigate to and from the club without disruption.

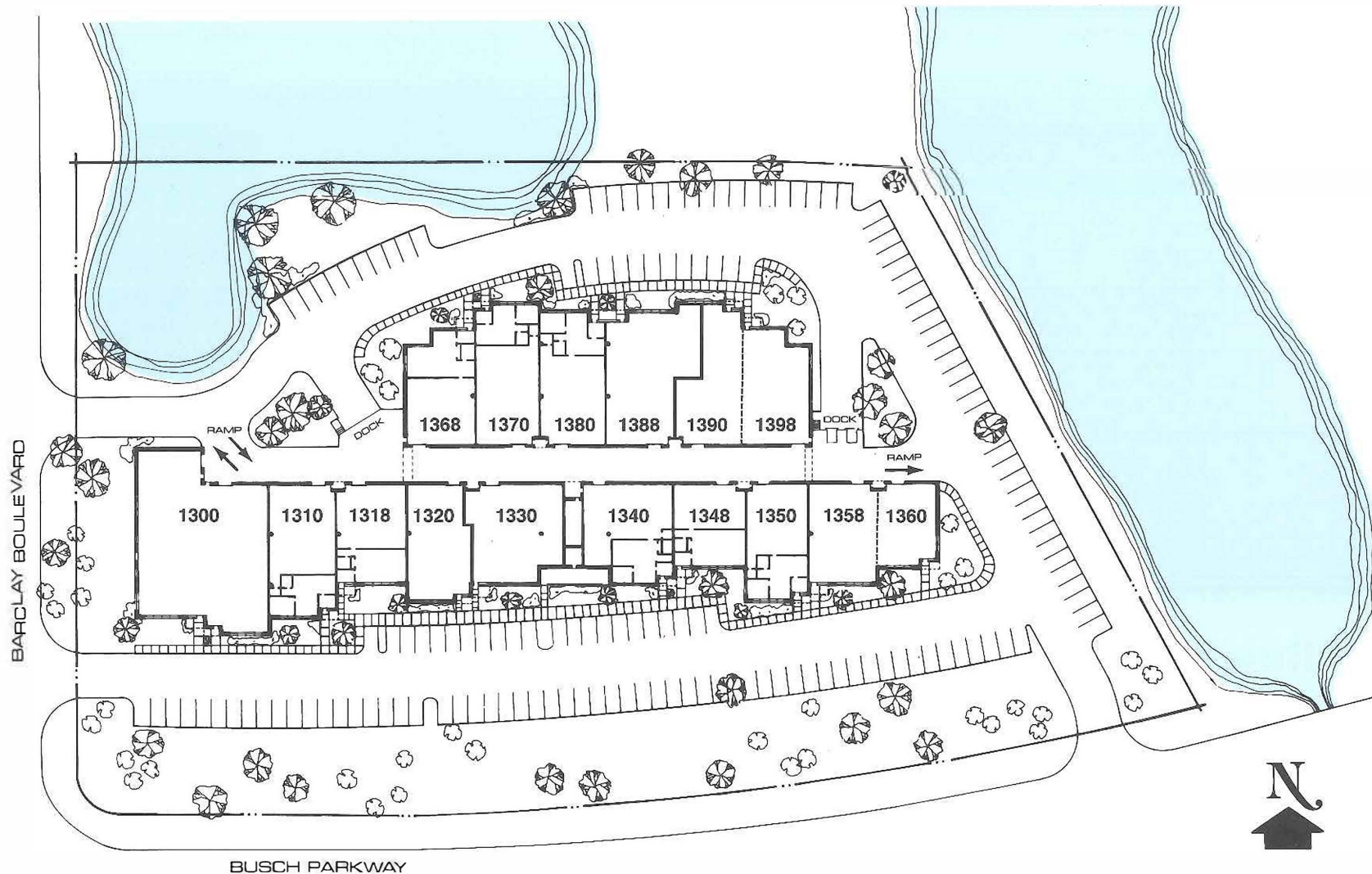
By ensuring that the parking areas are adequately sized, well-located, and thoughtfully screened, the kids' after-school tutoring program will have no real effect on the overall experience for businesses while minimizing any potential negative effects on traffic patterns or the enjoyment of other properties. The club's commitment to comprehensive planning reflects a dedication to community safety, convenience, and overall harmony within the neighborhood.



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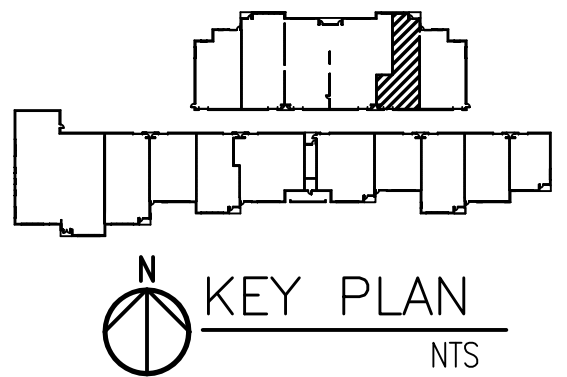
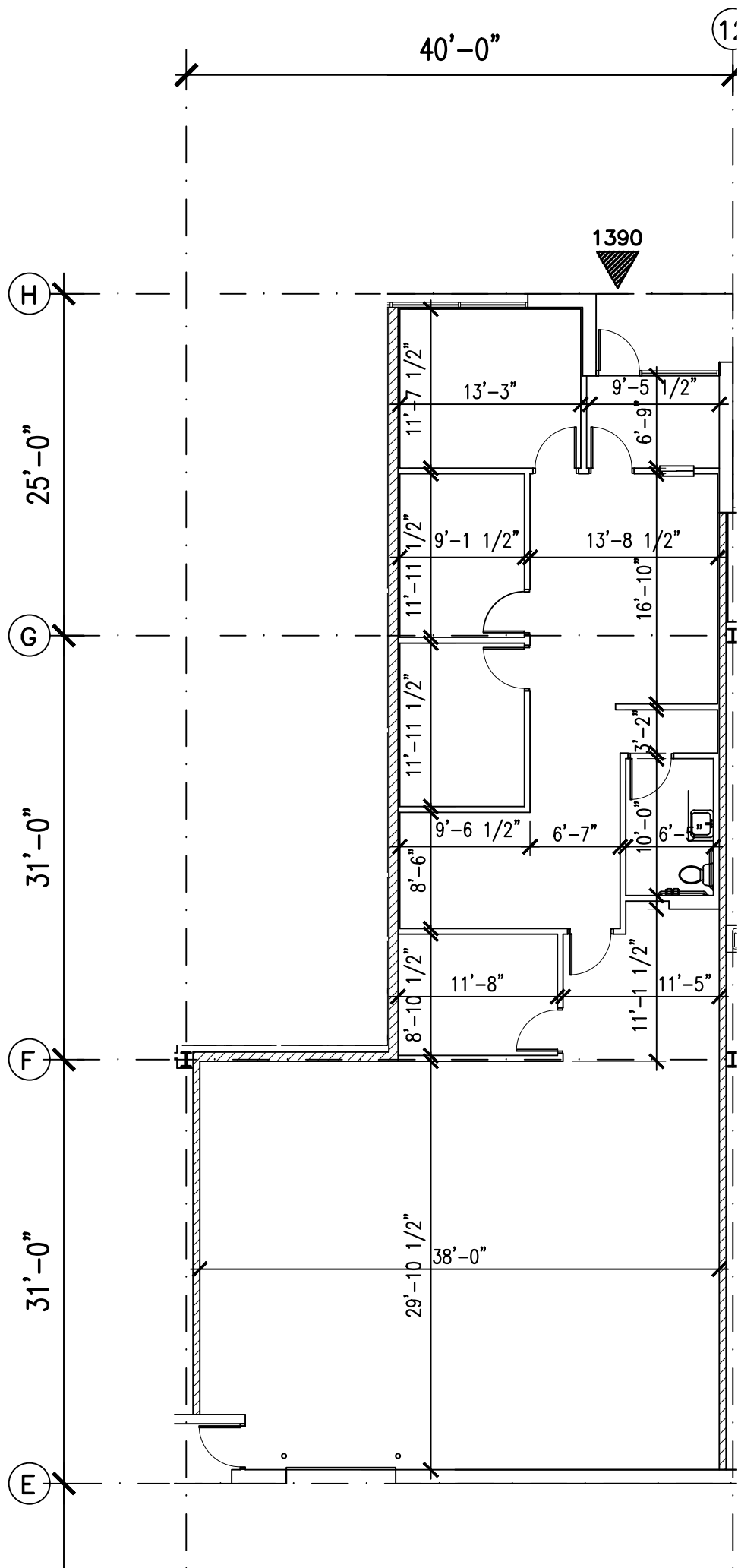
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<u>UNIT</u>	<u>SIZE</u>
1300	4,309
1302	3,649
1310	3,338
1318	2,660
1320	2,668
1330	3,639
1340	3,181
1348	2,239
1350	2,830
1358	2,566
1360	1,946
1368	2,937
1370	3,408
1380	3,337
1388	4,292
1390	2,556
1398	2,937

1300-1398 Busch Parkway
Buffalo Grove, Illinois

Suite	Tenant	Allocate Stalls Per Lease	Hours of Parking Demand
1300	Candence Physical Therapy Co.	10 Unreserved	Mon - Sat. 8:00AM- 7:00PM
1302	Vacant	Vacant	Vacant
1310	Praire Krafts Brewing Co.	8 Reserve	Mon - Thur 4:00PM--9:00PM, Fri- Sat 2:00PM-11:00PM, Sun 2:00PM-7:00PM
1318-1320	SST Form	8 Unreserved	Mon-Fri 6:00AM-6:00PM
1330	Abagy Robotics Systems Inc	7 Unreserved	Mon-Fri 8:00AM-5:00PM
1340	Crown Trophy	6 Unreserved	Mon-Fri 9:00AM-5:30PM
1348-1350	MIR Tactical	11 Unreserved	Mon-Fri 12:00PM-8:00PM
1358	Creativeana LLC	6 Unreserved	Mon-Sunday 9:00AM-7PM
1360	Loft 312 Inc Greenline Pet Supply	4 Unreserved	Mon-Fri 9:00AM-5:30PM
1368	Barrel Maker Clothing Co.	5 Unreserved	Mon-Fri 8:00AM-5:00PM
1370	Optum Infusion Services 501	7 Unreserved	Mon-Fri 9:00AM-5:00PM
1380	Vacant	Vacant	Vacant
1388	Movement & Sound Dance	11 Unreserved	Mon-Fri 9:30 AM-9:30 PM Saturday 8:30AM-1:00 PM
1390	Proposed Tenant	6 Unreserved	
1398	Next Generation Heating And Cooling Inc	6 Unreserved	Mon-Fri 5:00AM-4:00PM
Total Used Stalls		95 Used Stalls	
Currently Vacant Stalls		56 Currently Unused Stalls	
Proposed Available Stalls		50 Stalls	



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date
11/07/24

project number
07-030

UNIT 1390 EXISTING FLOOR PLAN
SCALE: 3/32"=1'-0"

SHEET 1 OF 1



AGENDA ITEM SUMMARY

PLANNING AND ZONING COMMISSION

Regular Meeting: January 15, 2025

AGENDA ITEM 3.B.1.

Draft Minutes of the November 20, 2024 Planning and Zoning Commission Meeting

Contacts

Liaison: Trustee Weidenfeld

Staff: Kelly Purvis

Staff Recommendation

Staff recommends approval.

Recommended Motion

The PZC moves to approve the draft minutes from the November 20, 2024 meeting.

Summary

File Attachments

1. 24-1120 Draft PZC Minutes



**MINUTES OF THE REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION HELD
AT JEFFREY S. BRAIMAN COUNCIL CHAMBERS
FIFTY RAUPP BLVD, BUFFALO GROVE, IL 60089, WEDNESDAY, NOVEMBER 20, 2024**

CALL TO ORDER

Chairperson Weinstein called the meeting to order at 7:30 PM.

Roll call indicated the following were present: PZC Chairperson Weinstein, PZC Vice Chairperson Richards, PZC Commissioner Spunt, PZC Commissioner Davis, PZC Commissioner Schwartz.

Absent: Commissioner Au, Moodhe, Saxena, and Worlikar.

A quorum was established.

Also present were: Deputy Director of Community Development Kelly Purvis, Associate Planner Andrew Binder, Deputy Public Works Director/Village Engineer Kyle Johnson, Village Attorney Patrick Brankin, and Trustee Cesario.

PUBLIC HEARINGS/ITEMS FOR CONSIDERATION

A. Consideration of a Petition for an Amendment to the Special Use approved by Ordinance No. 87-74 to allow a temporary fire station at the old Public Works facility at 51 Raupp Blvd.

Deputy Community Development Director Purvis, provided an overview of the subject property and the request.

Jason Estes, FGM Architect, was sworn in on behalf of the Buffalo Grove Fire Department. He stated that the fire station facility will be temporary to help maintain fire operations during the replacement of Fire Station 25 and later by Fire Station 26 while their facility is being remodeled. He stated it's a short-term solution over the next two years, which makes a lot of sense economically and logistically during the construction and renovations.

Com. Spunt asked why the fire trucks will not be utilizing Church Road and when it will be repaved.

Deputy Fire Chief Shawn Collins responded that Fire Station 25 responds to all incidents south of Lake Cook Road and will only use Church Road on some occasions. The main route will be to use Raupp Blvd to Lake Cook Road to head south.

Deputy Public Works Director/Village Engineer Johnson stated that the bumps along Church Road are due to the concrete base. He continued by saying Church Road needs extensive work to be repaved, and that work is not on the schedule for this immediate year.

Com Spunt asked, with the rough shape of Church Road, if the condition of the road would affect Fire's response.

Collins stated no.

Vice-Chairperson Richards sought clarification that this temporary fire station will serve both Fire Station 25 and 26 over the next two years, and the approval is for both, so they don't have to get approval twice.

Purvis confirmed.

Vice-Chairperson Richards asked if there were any other public works services still left in the use of the existing building.

Collins stated that all of the west portion of the building will be used for the Firehouse and the east portion will remain vacant.

Johnson stated that the existing salt dome on the site is still there and fully stocked from last winter. So, Public Works will still use the existing salt dome while the stockpile is reduced down, but moving forward salt will be stored at the new facility at 1650 Leider Lane.

Vice-Chairperson Richards asked if Fire has any issues with the current salt dome and if there will be any conflicts with Fire's operations.

Collins stated there would be no issues.

Com. Davis asked what are the long-term plans for this building after use as a temporary fire station.

Purvis stated that at this time there is not a long term plan for the Public Works facility. She noted that all of the buildings on the Village Campus need extensive maintenance. It is possible if the Village can find a new facility for Village Hall and the Police Department that the entire campus would be available for redevelopment.

Chairperson Weinstein inquired if any changes will be needed to the lighting, traffic lights, or traffic signaling due to this temporary use.

Estes stated nothing is anticipated. The lights are already equipped with Opticon, which would be utilized by the department as necessary depending upon call response.

Chairperson Weinstein asked for clarification regarding Special Use Standard #4, which states that the nature, location, and size of the buildings and structures involved in establishing the special use will not substantially impede or discourage the development and use of adjacent land and buildings in accordance with the zoning district in which they are located. He stated that the response indicated that there will be no changes to the lot or building size. He asked from your

understanding and belief in your testimony, do you believe that having the fire station at this location will not hinder or discourage the development and use of adjacent land and buildings?

Estes confirmed that he did not believe the temporary fire station would discourage development of adjacent property.

Com. Spunt asked about the fire truck sirens and where trucks will be parked.

Collins confirmed that the fire trucks will be parked inside and sirens will only be used when the trucks are responding to an emergency and traffic is present.

The public hearing was closed.

Vice-Chairperson Richards made a motion recommending approval of an Amendment to the Special Use approved by Ordinance No. 87-74 to allow a fire station to be temporarily located at 51 Raupp Boulevard, subject to the following conditions:

1. The proposed improvements shall be constructed in substantial conformance with the plans attached as part of the petition.
2. Any directional or incidental signage added to the site shall be reviewed administratively by staff.
3. The Special Use is granted to the Village of Buffalo Grove Fire Department to operate at 51 Raupp Blvd., which shall not run with the land.
4. The Special Use granted to the Buffalo Grove Fire Department is assignable to subsequent petitioners seeking assignment of this special use as follows:
 - i. Upon application of a petitioner seeking assignment of this Special Use, the Corporate Authorities, in their sole discretion, may refer said application of assignment to the appropriate commission(s) for a public hearing or may hold a public hearing at the Village Board.
 - ii. Such assignment shall be valid only upon the adoption of a proper, valid, and binding ordinance by the Corporate Authorities granting said assignment, which may be granted or denied for any reason.

The motion was seconded by Com. Davis.

Vice-Chairperson Richards spoke in favor of the motion, stating that it seems a bit luxurious to have an empty building available for a fire station when we need to build another one. He believes it makes sense to utilize the existing space. He mentioned that the planned use of the building will be functional, and while it may not feel luxurious in the interim, it will serve its purpose effectively. Overall, he noted that it's a reasonable solution.

Moved by Kevin Richards, seconded by Jason Davis to recommend approval. Upon roll call, Commissioners voted as follows:

AYES: 5 Mitchell Weinstein, Kevin Richards, Marc Spunt, Jason Davis,
Don Schwartz

NAYS: 0 None

ABSENT: 4 Amy Au, Adam Moodhe, Neil Worlikar, Sujat Saxena

Motion declared Passed.

B. Consideration of a Petition for an Amendment to the Preliminary Plan and Special Use approved by Ordinance No. 73-14, with Zoning Variations to allow the construction of a fire station, communication tower and accessory structures on the property located at 505 W. Dundee Road.

Deputy Community Development Director Purvis, provided an overview of the subject property and the request.

Jason Estes of FGM Architects, on behalf of the Buffalo Grove Fire Department, was sworn in. He stated the current facility is not cost-effective to replace or renovate. It was designed for older operations and no longer meets today's needs. He stated by using a temporary facility and renovating the station on-site, they can significantly reduce construction time. He continued that the narrow site requires us to maintain many of the existing site features while improving flow and functionality. We aim to preserve features like the stormwater management in front and rear parking. Currently, the rear parking is mostly used for trailers and storage, which can be moved to the new Public Works facility. This location is essential for the fire department's response times, making it the optimal choice for their operations.

Vice-Chairperson Richards requested clarification regarding the requests for variations.

Purvis provided an overview of all variations being requested. She stated that the first is the building's setback from the west property line. It currently has a 10-foot setback, whereas it should meet the required setback of 16 feet and 10 inches. Additionally, there are setbacks required for the communication tower, which must be measured from the east and west property lines, as well as the south property line. Regarding the tower's height, the proposal is for a 100-foot tower, while the permitted height is only 60 feet. Finally, for parking, 65 spaces are required, but only 22 spaces are being provided.

Vice-Chairperson Richards inquired about the tower, which currently stands at 80 feet on top of the building, bringing the total height to over 100 feet.

Estes stated that the new tower will be very similar in height and that they will need it to continue their overall communication.

Vice-Chairperson Richards asked about the setbacks and how far the distance is from the closest residential building to the tower.

Purvis stated that the only residential property is to the south and stated the existing residential building will be roughly 173 feet from the new tower's location.

Vice-Chairperson Richards stated, so it will almost be two times the height of the tower in case it were to fall.

Estes stated that traditional tower protocols prioritize public safety by establishing a fall zone that matches the tower's height. For a 200-foot tower, the safety radius should also be 200 feet to account for potential storms. In cases of failure, towers generally collapse within a zone about 1.5 times their height. He noted that he believes the village has implemented a process that provides a safety factor greater than twice the tower height, which enhances safety further.

Vice-Chairperson Richards stated that we are comfortable with that setback, we've got enough space that in the event of that lift and fall of the tower, we've got no concerns from a safety perspective.

Estes stated that ideally, the tower should remain stable and not lift or fall. The type of tower you are operating should not behave that way under normal circumstances. However, based on the distance involved, I believe this situation is outside what we would typically expect to have to consider.

Vice-Chairperson Richards asked if we know the distances of the buildings to east and west of the proposed tower location.

Binder stated that the Bank to the west is approx. 180 feet to the tower and the church to the east is approx. 155 feet to the tower.

Vice-Chairperson Richards stated that he feels good about the safety zone provided.

Estes stated that this is likely the best location we can offer on the site, considering the limited width available. Placing it directly in the center of the parcel isn't a viable option for the station. Given these constraints, this location is the most suitable and balances the conditions outlined by the Commission.

Vice-Chairperson Richards inquired about the 10-foot setback variation request, which was originally approved in 1973 when the building was constructed. He asked if there were any issues, concerns, complaints, or comments from the neighboring properties.

Purvis stated that the Village has not received any comments.

Vice-Chairperson Richards asked about the landscaping plan and the removal and replacement of trees on the site.

Estes replied that trees being taken out are nearest to the building. He also indicated that there will be a turnaround added in front of the station that will require removal of some trees. He stated that they are limited in where they can replant trees due to required parking, utilities, and stormwater.

Vice-Chairperson Richards noted that the Village aims for a one-to-one replacement: for every tree that comes out, one tree should be planted in its place. He asked if Estes knows the ratio of removal to planting.

Estes stated that they will have 1-1 replacement of trees.

Michael Schauer, 688 Chrstine Lane, Wheeling, representing Kingswood United Methodist Church on the east side of the property, stated that the fire department has been great neighbors but asked how the new fire station will impact the Church property. He asked if the drive aisle will get any closer to their property.

Brian Wesolowski, Gewalt Hamilton Associates, stated that the entrance off Dundee will remain the same, but the driveway on the east side of the fire station is currently too narrow for two larger vehicles. To improve this, they plan to widen the drive lane from 20 feet to a more standard width of 24 feet.

The public hearing was closed.

Vice-Chairperson Richards made a motion to recommend approval of an Amendment to the Preliminary Plan and Special Use approved by Ordinance No. 73-14, as well as Variations from the Zoning Code for the building setback, the communication tower height and setbacks from the interior and rear property lines, and for a reduced number of parking stalls all to allow the construction of a new fire station, communication tower and accessory structures on the property located at 505 W Dundee Road subject to the following conditions:

1. The proposed improvements shall be constructed in substantial conformance with the plans attached as part of the petition.
2. Final Engineering and the landscape plan shall be submitted in a manner acceptable to the Village.
3. Any directional or incidental signage added to the site shall be reviewed administratively by staff.
4. The Special Use is granted to the Village of Buffalo Grove Fire Department to operate at 505 W Dundee Road, which shall not run with the land.
5. The Special Use granted to the Buffalo Grove Fire Department is assignable to subsequent petitioners seeking assignment of this special use as follows:
 - i. Upon application of a petitioner seeking assignment of this Special Use, the Corporate Authorities, in their sole discretion, may refer said application of assignment to the appropriate commission(s) for a public hearing or may hold a public hearing at the Village Board.
 - ii. Such assignment shall be valid only upon the adoption of a proper, valid, and binding ordinance by the Corporate Authorities granting said assignment, which may be granted or denied for any reason.

Com. Davis seconded motion.

Commissioner Spunt mentioned that he often hears that people don't visit fire stations. He encouraged everyone to take the time to visit their local stations and see all the great equipment they have. He expressed disappointment that it appears the ambulance bays may not be included in this project. He emphasized that if the Village is going to build this new station, they should fully commit to providing everything necessary for the firefighters. He looks forward to seeing a new and improved fire station.

Purvis clarified that if the bays are removed from the current scope, the bays could be added on during a later phase.

Chairperson Weinstein spoke in favor of the motion noting that the structure in question is relatively small, and given the current size of the lot, we are effectively doubling the building's size without altering any existing setbacks—all setbacks will still be met except for the one on the west side of the building. The only significant issue seems to be related to the height of the tower but he believes that it has been adequately addressed to the Commission's satisfaction.

Moved by Kevin Richards, seconded by Jason Davis to recommend approval. Upon roll call, Commissioners voted as follows:

AYES: 5 Mitchell Weinstein, Kevin Richards, Marc Spunt, Jason Davis,
Don Schwartz

NAYS: 0 None

ABSENT: 4 Amy Au, Adam Moodhe, Neil Worlikar, Sujat Saxena

Motion declared Passed.

REGULAR MEETING

A. Other Matters for Discussion

B. Approval of Minutes - October 16, 2024 Meeting

Moved by Kevin Richards, seconded by Jason Davis to approve the minutes from October 16th, 2024. Upon roll call, Commissioners voted as follows:

AYES: 5 Mitchell Weinstein, Kevin Richards, Marc Spunt, Jason Davis,
Don Schwartz

NAYS: 0 None

ABSENT: 4 Amy Au, Adam Moodhe, Neil Worlikar, Sujat Saxena

Motion declared Passed.

C. Chairperson's Report

None.

D. Committee and Liaison Reports

Com. Spunt provided an overview of the Nov. 4th Village Board meeting.

Vice-Chairperson Richards provided an overview of the Village Board Budget meeting on Nov. 18th.

E. Staff Report/Future Agenda Schedule

Staff provided an overview of the upcoming meeting schedule. They noted that the meeting on December 4th will be canceled, and it is likely that the meeting on December 18th will also be canceled. With New Year's Day falling on a Wednesday, the next meeting is expected to be held on January 15th. However, the staff may look to schedule a training session for PZC members sometime in January and will be polling the Commissioners for dates soon.

F. Public Comments and Questions

All comments will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Planning and Zoning Commission business and not on the regular agenda for discussion.

ADJOURNMENT

The meeting was adjourned at 8:19 p.m.