

**Planning and Zoning Commission Meeting  
West Dundee Village Hall 6:00 p.m.**

**Village of West Dundee  
Monday, July 22, 2019**

**I. CALL TO ORDER:**

The Planning and Zoning Commission meeting was called to order at 6:00 p.m. by Chairman Susanke.

**II. ROLL CALL:**

Present were Chairman Rogers Susanke, Commissioners John Seaton, Rick Magsamen, Jim Kotleba and Bob Martin.

Commissioner Brian Slovacek arrived at 6:03 p.m. and Commissioner Rick Gilmore arrived at 6:15 p.m.

Also in attendance were Community Development Director Tim Scott, Village Planner Atrin Fard and four (4) people in the audience.

**III. PLEDGE OF ALLEGIANCE:**

Chairman Susanke led those in attendance in the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA:**

**MOTION:** Moved by Commissioner Kotleba and seconded by Commissioner Martin to approve the agenda as presented. Upon roll call, the motion was approved.

**AYES:** Commissioners Seaton, Slovacek, Magsamen, Kotleba, Martin and Chairman Susanke

**NAYS:** None

**ABSENT:** Commissioner Gilmore

**V. APPROVAL OF MINUTES:**

**MOTION:** Moved by Commissioner Kotleba and seconded by Commissioner Seaton to approve the minutes of June 24, 2019. Upon roll call, motion was approved.

**AYES:** Commissioners Seaton, Slovacek, Magsamen, Kotleba, Martin and Chairman Susanke

**NAYS:** None

**ABSENT:** Commissioner Gilmore

**VI. QUESTIONS FROM THE AUDIENCE:** There were none.

**VII. NEW BUSINESS:**

**A. Public Hearing – Petition 19-10 – Consideration of Text Amendment to List Miscellaneous Personal Services as a Special Use within the “O” Office District**

**MOTION:** Moved by Commissioner Martin and seconded by Commissioner Kotleba to open the Public Hearing. Upon roll call, motion was approved.

**AYES:** Commissioners Seaton, Slovacek, Magsamen, Kotleba, Martin and Chairman Susanke

**NAYS:** None

**ABSENT:** Commissioner Gilmore

The Public Hearing opened at 6:04 p.m.

Village Planner Fard said all notices have been entered for the record.

Chairman Susanke said that the Village staff was recently contacted by Ms. Rebecca Brewer regarding the potential to open a children's party service at 411 West Main Street, which is zoned "O" Office District.

Village Clerk swore in petitioner Ms. Rebecca Brewer, 420 LaFox River Dr., Algonquin, IL.

Ms. Brewer said she has had her business, My Secret Garden, in Algonquin for over seventeen (17) years and would like to move to West Dundee. She said her business is conducting dress-up tea parties for little girls and the location in West Dundee would be ideal, as it is near the park and downtown stores and restaurants.

Commissioners asked how many attendees at a party (8-10), days for the parties (Saturdays and Sundays), if parties are held inside (all parties are held inside), if parking is available (yes, the Church parking lot), and if there are sidewalks (yes).

Commissioner Martin asked for an explanation of how special uses for miscellaneous business would be handled in the future.

Director Scott said that any future applications for special uses within the miscellaneous personal service would see them evaluated on their own merits on a case-by-case basis via required public hearing before the Planning and Zoning Commission.

There was no other comment from the Commission or the Public.

**MOTION:** Moved by Commissioner Slovacek and seconded by Commissioner Magsamen to close the Public Hearing. Upon roll call, motion was approved.

**AYES:** Commissioners Seaton, Slovacek, Magsamen, Kotleba, Martin and Chairman Susanke.

**NAYS:** None

**ABSENT:** Commissioner Gilmore

The Public Hearing closed at 6:11 p.m.

**MOTION:** Moved by Commissioner Magsamen and seconded by Commissioner Kotleba to recommend to the Village President and Board of Trustees Approval of a Text Amendment to the West Dundee Zoning Ordinance to add Miscellaneous Personal Services to the List of Special Uses within the "O" Office District. Upon roll call, motion was approved.

**AYES:** Commissioners Seaton, Slovacek, Magsamen, Kotleba, Martin and Chairman Susanke

**NAYS:** None

**ABSENT:** Commissioner Gilmore

**B. Public Hearing – Petition 19-11-Consideration of a Special Use Permit to Operate a Children's Party Service (Miscellaneous Personal Service) at 411 West Main Street**

**MOTION:** Moved by Commissioner Magsamen and seconded by Commissioner Martin to open the Public Hearing. Upon roll call, motion was approved.

**AYES:** Commissioners Seaton, Slovacek, Magsamen, Kotleba, Martin and Chairman Susanke  
**NAYS:** None  
**ABSENT:** Commissioner Gilmore

The Public Hearing opened at 6:13 p.m.

Village Planner Atrin Fard said all legal notices have been entered.

Chairman Susanke said the subject property is currently improved with a two story building with a shared parking lot at 411 West Main Street. The building contains approximately 3,950 square feet and is currently vacant and the subject site is zoned "O" Office District.

Village Clerk Traver swore in the petitioner Rebecca Brewer.

Ms. Brewer reiterated for the Commission her desire to move her business to West Dundee, which is a Children's Party Service. She said the parties usually last between one and one half hours to two hours and are held during the day on Saturday and Sunday.

There was no further comment from the Commissioners.

There was a public inquiry from Michael Dewey, 410 Oregon Avenue, West Dundee.

Mr. Dewey asked about how much traffic the parties will bring and safety concerns about parking.

Ms. Brewer said there is not much traffic (6-8 cars) and in her seventeen years in Algonquin, there has never been an accident. She said parking is in the church lot no earlier than 10 a.m. on Saturdays and not until after Church on Sunday. She said there is a sidewalk to the building.

Chairman Susanke said that while not proposed for the B-1 District, it would seem that the use is suitable for the greater downtown area; the site has appropriate access and parking; and, the building meets the business' needs.

Director Scott said there will be a walk-through of the building before a Certificate of Occupancy and Business Registration are issued.

**MOTION:** Moved by Commissioner Magsamen and seconded by Commissioner Kotleba to close the Public Hearing. Upon roll call, motion was approved.

**AYES:** Commissioners Gilmore, Seaton, Slovacek, Magsamen, Kotleba, Martin and Chairman Susanke  
**NAYS:** None

The Public Hearing closed at 6:21 p.m.

**MOTION:** Moved by Commissioner Magsamen and seconded by Commissioner Martin to recommend to the Village President and Board of Trustees approval of a Special Use Permit to Operate a Children's Party Service at 411 West Main Street. Upon roll call, motion was approved.

**AYES:** Commissioners Gilmore, Seaton, Slovacek, Magsamen, Kotleba, Martin and Chairman Susanke  
**NAYS:** None

## VIII. OLD BUSINESS:

### A. Public Hearing – Petition 19-04 – Consideration of a Text Amendment Related to Solar Energy Systems

**MOTION:** Moved by Commissioner Slovacek and seconded by Commissioner Seaton to open the Public Hearing. Upon roll call, motion was approved.

**AYES:** Commissioners Gilmore, Seaton, Slovacek, Magsamen, Kotleba, Martin and Chairman Susanke

**NAYS:** None

The Public Hearing opened at 6:23 p.m.

Chairman Susanke said that with inquiries regarding and permit requests for solar energy systems having been received, Petition 19-04 is a staff-driven effort to develop and adopt planning/zoning regulations for solar through a text amendment to the zoning ordinance. He said the zoning ordinance doesn't have specific standards for solar energy systems. However the adopted building codes do cover the related technical requirements.

Director Scott said regulations are intended to provide access to solar energy and to have installations that are safe (building code compliant) and as aesthetically pleasing as possible/practical. He added that solar energy system installations would follow the current Village-adopted versions of the applicable building codes (International Residential Code and National Electric Code).

Director Scott said the focus for discussion is on residential districts and solar-related issues previously discussed by the Commission. The following items previously discussed were: Visibility from the Street, Solar Collector Positioning, Solar Collector Arrangement/Placement, Distance to Roof Edges, Equipment Location, Maximum Height, Solar Energy System Appearance, Trees, Decommissioning Plan, Homeowners Association Approval, Historic District – Required Review and Building Code Conformance.

A lengthy discussion took place about the basic standards (National Electrical Code and International Residential Code); primary and accessory structures and not using freestanding structures; coverage of street-facing roofs (whether or not to use a percentage-regulation such as 50%); keeping solar panels away from roof edges (access for firefighters); whether a partially-covered roof calls more attention to the panels and is less aesthetically-pleasing than a whole roof-approach; symmetry, centering, and consolidation of panels to achieve a desirable appearance; a three-foot frame free of panels all around for improved access and a balanced look; and, structural review of planned installations (included with building permit submittals).

Further discussion took place regarding the West Dundee portion of the Dundee Township Historic National Register District and the idea of requiring review and approval by the Appearance Review Commission as part of the process.

With no further comment from the Commissioners or the Public, a motion to close the Public Hearing was made.

**MOTION:** Moved by Commissioner Slovacek and seconded by Commissioner Martin to close the Public Hearing. Upon roll call, motion was approved.

**AYES:** Commissioners Gilmore, Seaton, Slovacek, Magsamen, Kotleba, Martin and Chairman  
Susanke

**NAYS:** None

The Public Hearing closed at 7:05 p.m.

**MOTION:** Moved by Commissioner Martin and seconded by Commissioner Gilmore to table the  
Petition 19-04 for further consideration. Upon roll call, motion was approved.

**AYES:** Commissioners Gilmore, Seaton, Slovacek, Magsamen, Kotleba, Martin and Chairman  
Susanke

**NAYS:** None

#### **IX. ADJOURNMENT**

**MOTION:** Moved by Commissioner Slovacek and seconded by Commissioner Martin to adjourn the  
Planning & Zoning Commission Meeting. Motion was approved by unanimous voice vote.

The Planning & Zoning Commission adjourned at 7:11 p.m.

Respectfully submitted,

  
Barbara Traver  
Village Clerk