

1. CALL TO ORDER

Chairman Johnson called the meeting to order at 6:30 p.m. on March 12, 2025.

2. PLEDGE OF ALLEGIANCE

Everyone stood for the pledge of allegiance.

3. ROLL CALL

Present were Commissioners Riles, Smart, Sprague, Hyken, Myer, Kasper and Johnson. Also present were Village Planner Marcy Knysz and Village Attorney Mallory Milluzzi.

4. CHANGES TO THE AGENDA - None

5. CITIZEN CONCERNS AND COMMENTS - None

6. CONSENT ITEMS - None

7. ITEMS FOR REVIEW

**A. Docket No. PSPMIN25-0005
2200 Foster Avenue
Request for Minor Site Plan and Appearance Approval for the Construction of a 6'
Tall Chain Link Fence with 1' Barb Extension for Aqualab Water Treatment, Inc.**

Ms. Knysz reported that the business was requesting a fence for the rear of their property. Non-residential fences required Planning Commission approval. It was a six-foot-high chain-link fence with a sliding gate and a one-foot barb extension. No parking spaces would have to be removed.

Ms. Knysz read the proposed conditions:

1. The petitioner shall apply for and receive a building permit from the Community Development Department prior to installation of the fence.
2. The fence shall be constructed with commercial grade materials.
3. The chain link fence shall not exceed 6' in height (not including the 1' barb extension). Fence height shall be measured from the finished grade level prior to the installation of the fence.

Jeff Koepke, the petitioner, stepped to the podium to answer any questions.

Commissioners Hyken and Smart had no questions.

Commissioner Sprague asked where the fence would land in relation to the neighbor. Mr. Koepke stated that the fence would be on the south side of the railroad ties on the lot itself. Commissioner Sprague stated that there was a three-foot elevation difference between the properties. Ms. Knysz discussed that the fencing company would examine the property lines. It was decided to look at whose property the railroad ties were on when the permit came through.

Commissioner Kasper asked if there was a recent event prompting the fence installation. Mr. Koepke stated

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that he bought the building in 2024 and recently moved into the building. Commissioner Kasper asked if most work in the building was administrative. Mr. Koepke confirmed that it was.

Commissioner Myer and Riles had no questions.

Chairman Johnson asked for clarification on the locked gate and the Fire Department. Ms. Knysz stated that the Fire Department would look at the permit when it came through, and coordination for keys would be determined.

Commissioner Myer moved, seconded by Commissioner Kasper, to approve Docket No. Approve Docket No. PSPMIN25-0005, granting Minor Site Plan and Appearance approval as required under Title 19, Zoning, of the Wheeling Municipal Code and Chapter 19-12, for the construction of a 6' tall chain link fence with 1' barb extension around the rear of the property located at 2200 Foster Avenue, in accordance with the Project Description prepared by Hayley Koepke (Aqualab Water Treatment, Inc.) dated 3/4/2025, Site Plan prepared 3/3/2025, photographs of proposed fence and gate, and subject to the following conditions:

1. The petitioner shall apply for and receive a building permit from the Community Development Department prior to installation of the fence.
2. The fence shall be constructed with commercial grade materials.
3. The chain link fence shall not exceed 6' in height (not including the 1' barb extension). Fence height shall be measured from the finished grade level prior to the installation of the fence.

On the roll call, the vote was as follows:

AYES:	Commissioners Sprague, Smart, Riles, Hyken, Johnson, Kasper, Myer
NAYS:	None
ABSENT:	None
ABSTAIN:	None

There being seven affirmative votes, the motion was approved.

**B. Docket No. PSPMIN25-0001
310 Scott Street
Request for Minor Site Plan Approval for Renovations to the Playgrounds at Booth
Tarkington Elementary School**

Claudia Welp, with Cage Engineering, and Michael DeBartolo, Assistant Superintendent for Finance and Operations at Community Consolidated School District 21, stepped to the podium. Ms. Welp presented the project location for Booth Tarkington Elementary School. There were three existing playlots, and two were being removed as part of the project. There would be one larger, consolidated playlot with fencing extended along the east to protect from car traffic.

Commissioner Smart asked if the benches and walkways would be relocated. Ms. Welp stated that none were being removed, only realigned. Commissioner Smart asked about the timing. Ms. Welp stated it would be done over the summer.

Commissioner Sprague asked about the previous separation of grades between playlots. Mr. DeBartolo stated that in the past, they separated the playgrounds, but it made more sense to have a larger play area for supervision. The plan was eventually to do a turf field to allow for year-round play. Mr. DeBartolo

explained that they had combined grades at other schools, and the combination worked at all of the different schools.

There were no additional questions from the Commissioners.

Ms. Knysz read the proposed conditions:

1. An Engineering permit will be required for the proposed work.

Commissioner Myer moved, seconded by Commissioner Smart, to approve Docket No. PSPMIN25-001, granting Minor Site Plan and Appearance approval as required under Title 19, Zoning, of the Wheeling Municipal Code and Chapter 19-12, for renovations to the playgrounds at Booth Tarkington Elementary School located at 310 Scott Street, in accordance with the Petitioner's Project Description Letter prepared by CAGE Engineering; Topographic and Boundary Survey prepared by CAGE Engineering, dated 11/4/2024; Civil Engineering Plans prepared by ARCON, issued 1/16/2024; Site Plans prepared by ARCON, issued 1/16/2024; and subject to the following condition:

1. An engineering permit will be required for the proposed

On the roll call, the vote was as follows:

AYES:	Commissioners Sprague, Smart, Riles, Hyken, Johnson, Kasper, Myer
NAYS:	None
ABSENT:	None
ABSTAIN:	None

There being seven affirmative votes, the motion was approved.

**C. Docket No. PSPMIN25-0003
515 Merle Lane
Request for Minor Site Plan Approval for Renovations to the Playgrounds and
Fields at Mark Twain Elementary School**

Ms. Welp presented the location and the general zoning map. The east side was grass, and the scope of work was to expand the existing playground east, adding a synthetic turf field and a four-foot-high black metal fence. Ms. Welp presented pictures of the playground and turf. Mr. DeBartolo noted that the turf field was part of the swap that the district made with the Village, and he thanked the Village for the contribution to the field.

Commissioner Smart asked if the playground was right next to the detention basin. Mr. DeBartolo confirmed it was next to the detention basin and also stated that they had spoken with the park district to discuss the approvals. The only change to the existing playground was to replace the surface with something that did not require maintenance. The fence would remain.

Ms. Knysz read the proposed conditions:

1. An Engineering permit will be required for the proposed work.

Commissioner Sprague moved, seconded by Commissioner Hyken, to approve Docket No. PSPMIN25-0003, granting Minor Site Plan and Appearance approval as required under Title 19, Zoning, of the Wheeling Municipal Code and Chapter 19-12, for renovations to the playgrounds and fields at Mark Twain Elementary School located at 515 E. Merle Lane, in accordance with the Petitioner's Project Description

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Letter prepared by CAGE Engineering; Civil Engineering Plans prepared by ARCON, issued 2/24/2025; Architectural Plans prepared by ARCON, issued 1/16/2024; and subject to the following condition:

1. An engineering site permit will be required for the proposed work.

On the roll call, the vote was as follows:

AYES: Commissioners Sprague, Smart, Riles, Hyken, Johnson, Kasper, Myer
NAYS: None
ABSENT: None
ABSTAIN: None

There being seven affirmative votes, the motion was approved.

**D. Docket No. PSPMIN25-0004
133 Wille Avenue
Request for Minor Site Plan Approval for Site Improvements at Walt Whitman
Elementary School**

Ms. Welp presented the site area and zoning map. The west-side drive was revised to be one-way to make parent drop-off safer. The parking was changed to be angled. The existing pavement was being removed and replaced in the center. Two smaller playgrounds were removed, the southeast playground was enlarged and a new synthetic turf field was added. A location for bus dropoff was added.

Chairman Johnson asked where the buses currently went. Mr. DeBartolo stated that the buses went where the one-way parent drop-off would be, which caused conflict with cars and buses.

Commissioner Hyken asked if any of the existing playground equipment would be repurposed. Mr. DeBartolo stated that they would see if they could donate any of the playground equipment, but it was older equipment.

Commissioner Sprague asked if any buses would have to back out onto the street. Mr. DeBartolo stated that it was one-way so they could not back out. Ms. Welp noted that the lane was also 24 feet wide so it would allow for double stacking of buses. Commissioner Sprague asked if the decrease in parking would cause an issue. Mr. DeBartolo stated that there were ample extra spots and that it would not be an issue.

Chairman Johnson asked if the larger playground was remaining. Mr. DeBartolo confirmed that it was because it was designated for pre-K. If pre-K were removed in the future, the larger playground would be removed.

Chairman Johnson asked how many buses were circulating during the day. Mr. DeBartolo reported that there were eight.

Ms. Knysz read the proposed conditions:

1. An Engineering permit will be required for the proposed work.
2. All landscaping shall be installed by October 1, 2025.

Commissioner Kasper moved, seconded by Commissioner Myer, to approve Docket No. PSPMIN25-0004,

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granting Minor Site Plan and Appearance approval as required under Title 19, Zoning, of the Wheeling Municipal Code and Chapter 19-12, for site improvements at Walt Whitman Elementary School located at 133 Wille Ave., in accordance with the Petitioner's Project Description Letter prepared by CAGE Engineering; Civil Engineering Plans prepared by ARCON, issued 2/24/2025; Sliding Gate Plans prepared by ARCON, issued 1/16/2025; Landscape Plan prepared by LG Workshop, issued for bid 1/16/2024; Lighting Plan prepared by KSA Lighting & Controls, dated 1/24/2025; and subject to the following conditions:

1. An Engineering permit will be required for the proposed work.
2. All landscaping shall be installed by October 1, 2025.

On the roll call, the vote was as follows:

AYES: Commissioners Sprague, Smart, Riles, Hyken, Johnson, Kasper, Myer
NAYS: None
ABSENT: None
ABSTAIN: None

There being seven affirmative votes, the motion was approved.

8. APPROVAL OF MINUTES

Commissioner Myer moved, seconded by Commission Kasper, to approve the Minutes of the Regular Meeting of February 12, 2025 (including the Finding of Fact for PSU25-0001).

AYES: Commissioners Sprague, Smart, Riles, Hyken, Johnson, Myer, Kasper
NAYS: None
ABSENT: None
ABSTAIN: None

There being seven affirmative votes, the motion was approved.

9. OTHER BUSINESS

Ms. Knysz reported that Moretti's was opening to the public on Thursday, March 20. Chairman Johnson reported that The Wheeling Bank and Trust Bank had its ribbon cutting.

10. ADJOURNMENT

Commissioner Smart moved, seconded by Commissioner Hyken, to adjourn the meeting at 6:58 p.m. The motion was approved by a voice vote.