



Meeting Minutes
Wednesday, August 13, 2025
Wheeling Plan Commission Regular Meeting
Board Room, Wheeling Village Hall, 2 Community Boulevard, Wheeling, Illinois
6:30 p.m.

1. CALL TO ORDER

Chairman Johnson called the meeting to order at 6:30 p.m. on August 13, 2025.

2. PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

Commissioner Steve Karl was welcomed.

3. ROLL CALL

Present were Commissioners Karl, Riles, Myer, Smart, Hyken, Sprague and Chairman Johnson. Also present were Village Planner Marcy Knysz and Village Attorney Kaylee Hartman.

4. CHANGES TO AGENDA – None

5. CITIZENS' CONCERNS AND COMMENTS – None

6. CONSENT ITEMS

6A. Docket No.: PSPMIN25-0018

Applicant: Jiffy Lube

Address: 10 E. Dundee Road

Request: Request for a Minor Appearance Approval to Replace an Existing Monument (Ground) Sign for Jiffy Lube

Ms. Knysz read the proposed conditions:

1. Landscaping shall be installed in accordance with the landscape plan prepared by Chalet Nursery dated 10-14-1987, no later than October 1, 2025.
2. The address number shall be installed on the sign.

MOTION: Commissioner Myer moved, seconded by Commissioner Smart, to approve Docket No. PSPMIN25-0018, granting the request for a minor appearance approval to replace an existing monument (ground) sign

The Commissioners had no questions.

On the roll call, the vote was as follows:

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

There being seven affirmative votes, the motion was approved.

7. ITEMS FOR REVIEW

7A. Docket No.: PSPMIN25-0019

Applicant: Franciscan Communities DBA Addolorata Villa

Address: 555 McHenry Road

Request: Request for a Minor Appearance Approval to Permit a New Monument (Ground) Sign

Ms. Knysz clarified that ground signs were normally on the consent agenda, but staff pulled the current item due to the proposed material. Ground signs in general required Plan Commission approval, and one sign per street frontage was allowed, with an additional sign allowed if more than 300 feet. The second proposed ground sign would be internal to the site. The existing buildings with red brick and a map with the existing and proposed signs were presented. It was a faux stone refined with faux material, and the petitioner had not wanted to change it. The faux stone did not match what was on the buildings or the entrance.

Ms. Knysz read the proposed condition:

1. Landscaping shall be installed in strict accordance with the landscape plan prepared by Sebert Landscaping dated July 8, 2025, no later than October 1, 2025.

The petitioners, Dawn Cohn and Steve Cossi, stepped to the podium.

Chairman Johnson asked why not match the existing. Ms. Cohn reported that the picture made it appear browner than it was. Mr. Cossi presented the stone sample and a sample photo of what the completed sign would look like. The natural color stone was chosen to complement the building colors in their portfolio.

Commissioner Riles asked why the building in Wheeling would not be matched. Mr. Cossi explained that each building in the different communities had its own unique style. The style of brick was chosen because it felt like where St. Francis was from, and it was chosen to use that brick for all signs, no matter the color of the bricks in the buildings. Commissioner Riles stated that he understood the reasoning, but they were looking for consistency, and it did not appear to be consistent with the building material. Ms. Cohn stated that it was not near the building. She stated that it was not red brick, but it was not as inconsistent as it originally appeared. Mr. Cossi stated that there was a slate border between the red brick and within the siding. Commissioner Riles noted that to the naked eye, it could be seen that it was not consistent. Ms. Cohn discussed that they were trying to tie the old to the new. Commissioner Riles discussed that with the other respective towns, it could be okay, but they wanted consistency with the brick of the building.

Commissioner Smart stated that she shared Commissioner Riles' concerns. She asked if there was a way to incorporate red brick to make everything match but still make it with the current time. Ms. Kohn stated that there was not a way that would stay with their brand because all of the other signs were the same. She noted that there was another sign that was also against the red brick, and positive comments were received.

Commissioner Hyken asked if they had considered changing the sign on McHenry Road as well. Ms. Cohn stated that they had considered it but were not ready to financially do so at the current time. Commissioner Hyken noted that it was part of the issue since the current sign was consistent with the red brick.

Commissioner Sprague explained his concern that there would be two different signs: one with red brick and one with stone. He explained that they were looking for continuity. He stated that he could compromise with the building not matching, but the two signs needed to be the same. He asked if there was some way it could be guaranteed that the other sign would be changed in the future. Ms. Cohn stated that they were not sure because it would cost \$80,000.

Commissioner Karl asked if the color of the mortar would be between the bricks. Ms. Cohn reported that there was no mortar between the bricks, and it was all bricks.

Commissioner Myer suggested considering if there was a way that some modification to the existing sign on McHenry Road could be made to tie it in.

The petitioners presented the other sample of brick.

Commissioner Myer stated that it was less about the colors and more about consistency from a design standpoint.

Mr. Cossi asked if the lower half in red brick and the upper half in slate brick could be done, so that it would tie in with the front entrance. Part of the issue was taking the structure of the front sign down.

Commissioner Sprague stated that he would accept that change.

Commissioner Riles asked what the percentage breakdown would be, and Mr. Cossi stated that he would have to look into the percentage. Commissioner Riles stated that he would personally have to see it. He discussed that it may not be beneficial in the long run based on what the petitioner wanted and the consistency the town needed.

Chairman Johnson raised the concern about the blank wall on the backside. He stated that he was not as concerned about the face of the sign since a lot of landscaping would cover the bottom portion. Ms. Cohn reported that the backside would have landscaping and tall grass covering it. Chairman Johnson stated that he felt that the sign was far enough away from the other, so he did not have an issue with it.

After conducting a straw poll, Commissioners Riles, Smart, Hyken, Sprague, and Myer confirmed they would like to see a fresh plan.

Ms. Knysz explained to the petitioners that if the item was continued, they could change the design and come back to the Plan Commission. She asked how long they would need. The

petitioners confirmed that they would be ready for the September 10th Plan Commission meeting.

The Commissioners had no further questions.

MOTION: Commissioner Myer moved, seconded by Commissioner Hyken, to continue Docket No. PSPMIN25-0019 until the September 10, 2025, Plan Commission meeting.

On the roll call, the vote was as follows:

AYES: Commissioners Hyken, Johnson, Karl, Myer, Smart, Sprague, Riles

NAYS: None

ABSENT: None

ABSTAIN: None

There being seven affirmative votes, the motion was approved.

7B. Docket No.: PSPMIN25-0015

Applicant: Dunkin' Donuts

Address: 215 E. Dundee Road

Request: Request for Minor Site Plan & Appearance Approval Related to Changes to the Exterior of the Building, Ground Sign Improvements, and Updates to Ordering Equipment and Pavement Markings

Ms. Knysz reported that they were looking to update the exterior of the building with their new branding, which included the same colors. She presented the proposed renderings. The elevations and the ground sign were being reviewed. The base of the sign would remain as the brick base, and the cabinet of it would be replaced. She presented the current site plan and new design with pavement markings. It was designed so that people had to go around the building, but people liked to go right to the drive-thru. They were told to place cones out to force patrons to pull around the building, and were instructed to keep the cones out at all times. However, Dunkin' has had problems with people running over the cones. When Dunkin proposed the exterior upgrades, they were asked to find a way to fix the situation in order to be able to remove the cones. In their proposed site plan, they were adding a heavy striped line, new ordering equipment, and paving markings to direct people through the site. There had not been a lot of trouble with traffic backing up on Wheeling Avenue, but the main issue was the cones at the drive-through lane. The site plan and ground sign would be reviewed in one action.

The owner of Dunkin' Donuts, Asif Nathani, and Mario Valentini from MIV Architects stepped to the podium. The petitioners explained that Dunkin' as a brand continued to evolve and franchisees were required on a regular interval to update their exteriors and interiors. The current improvements were only on the exterior, and there were material upgrades to the exterior of the building, signage, and drive-thru configuration items to help traffic flow. Dunkin' as a brand was rolling things out nationally, so the updates were part of the prototypical look. Many of the locations looked similar. There was a name change since the building was first built, and the "Dunkin' Donuts" name was changed to just be "Dunkin".

Commissioner Riles asked if the cones would be addressed later. Mr. Nathani stated that it

would be part of the construction, and they would be placing speed bumps to divide the drive-thru and bypass lane. The cones were not working, and they could not put anything permanent on the ground. Commissioner Riles asked if there was an exit next to the entrance. Mr. Nathani confirmed that there was an exit. The majority of traffic exited from Dundee Road, but if someone wanted to make a left, they would turn onto Wheeling. Commissioner Riles asked if there was room to exit. Mr. Nathani stated that there was an easement between Popeyes and Dunkin'. Commissioner Riles discussed that what was being proposed looked appealing with the change of the name, the colors, and the branding.

Commissioner Smart commented that it looked great.

Commissioner Hyken asked what the purpose of the reserved parking was. It was stated that it was a brand standard for individuals who wanted to grab a quick to-go order or for curbside orders. Mr. Nathani explained that it would increase the speed of service if they had those spots for orders that would take longer. Commissioner Hyken asked if the facility was used for drive-thru more than dine-in customers. Mr. Nathani stated that this location was 65% drive-thru. Commissioner Hyken stated that he appreciated the upgrade and that it looked good.

Commissioner Sprague asked if the drawing was accurate and noted the arrows. Mr. Nathani reported that the arrow at the west entrance should be facing east. Commissioner Sprague discussed that the main issue was that anyone coming off Wheeling Avenue wanted to go straight into the drive-thru.

Commissioner's Karl and Myer had no questions.

Ms. Knysz stated that there was no reason for a new landscape plan since an approved plan existed. If alternate plans were needed, they would work with them. The sign code stated that the address number needed to be on the sign.

Chairman Johnson stated that the address number was very tiny compared to the current sign. The petitioner stated that the numbers would be left where they were.

Ms. Knysz read the proposed conditions:

1. All materials, colors, and finishes (including Sherwin Williams paint colors, fiber cement wood-textured siding, and metal accent bands) shall be installed as proposed. Any changes to materials, finishes, or color schemes shall require review and approval by Village staff and/or the Plan Commission, as determined by the Director of Community Development.
2. The landscaping shall be updated in accordance with the Landscape Plan (Sheet LS-1), prepared by Countryside Industries, Inc., dated February 28, 2011. The landscape installation shall be completed concurrently with the exterior façade changes.
3. The drive-thru ordering speaker volume and direction shall comply with the noise performance standards of Section 19.10.080
4. All exterior building-mounted light fixtures shall be shielded. A specification sheet for the shielding mechanism shall be submitted for review and approval as part of the building permit application.

5. A building permit shall be obtained from the Community Development Department prior to commencement of any exterior work, including installation of new façade material, canopy installation, or electrical work.
6. A Wheeling Sign Permit shall be required prior to the installation of any exterior signage at the subject property, subject to the requirements of Title 21 - Signs. It was noted that the address numbers would remain, and they did not need to be included as a condition.

The Commissioners had no further questions.

MOTION: Commissioner Myer moved, seconded by Commissioner Sprague, to approve Docket No. PSPMIN25-0015, granting Minor Site Plan and Appearance approval as required under Title 19, Zoning, of the Wheeling Municipal Code and Chapter 19-12, related to changes to the exterior of the building, ground sign improvements, and updates to ordering equipment and pavement markings for Dunkin' Donuts, located at 215 E. Dundee Road, in accordance with the Petitioner's Project Description Letter prepared by Hina Mistry (MRV Architects, Inc.), received by the Village on 6/17/2025; Site Plan (Sheet SP-1.0) prepared by MRV Architects, Inc., last revised 7/9/2025; Site Details & Notes (Sheet SP-1.1) prepared by MRV Architects, Inc., last revised 7/9/2025; Master Finish Schedule (Sheet GN-2.0) prepared by MRV Architects, Inc., last revised 7/9/2025; Elevations (Sheet A-1.1) prepared by MRV Architects, Inc., last revised 7/9/2025; Rendering (Sheet A-1.2) prepared by MRV Architects, Inc., last revised 7/9/2025; Endurance Wall Pack Light Specifications; Landscape Plan (Sheet LS-1), prepared by Countryside Industries, Inc., dated February 28, 2011; and subject to the following conditions:

1. All materials, colors, and finishes (including Sherwin Williams paint colors, fiber cement wood-textured siding, and metal accent bands) shall be installed as proposed. Any changes to materials, finishes, or color schemes shall require prior review and approval by Village staff and/or the Plan Commission, as determined by the Director of Community Development.
2. The landscaping on the site shall be updated in accordance with the Landscape Plan (Sheet LS-1), prepared by Countryside Industries, Inc., dated February 28, 2011. The landscape installation shall be completed concurrently with the exterior façade changes.
3. The drive-thru ordering speaker volume and direction shall comply with the noise performance standards of Section 19.10.080
4. All exterior building-mounted light fixtures shall be shielded. A specification sheet for the shielding mechanism shall be submitted for review and approval as part of the building permit application.
5. A building permit shall be obtained from the Community Development Department prior to commencement of any exterior work, including installation of new façade material, canopy installation, or electrical work.
6. A Wheeling Sign Permit shall be required prior to the installation of any exterior signage at the subject property, subject to the requirements of Title 21 - Signs.

On the roll call, the vote was as follows:

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

There being seven affirmative votes, the motion was approved.

Ms. Knysz stated that she had the sign permit applications, and the Building Permit Application would need to be submitted. She stated that she would send the letter on August 14.

7C. Docket No.: PSU25-0006

Applicant: ARC Performance

Address: 650 Wheeling Road

Request: Request to Amend Ordinance No. 4753, which Granted Special Use Approval for a Recreation and Instruction Facility

See Findings of Fact and Recommendation for Docket No. PSU25-0006.

MOTION: Commissioner Smart moved, seconded by Commissioner Hyken to recommend approval for Docket No. PSU25-0006, granting an amendment to Ordinance No. 4753, which granted Special Use approval for a recreation and instruction facility for ARC Performance, to include two additional recreation and instruction operators, as required under Title 19, Zoning, of the Wheeling Municipal Code, Chapter 19-10 Use Regulations, and associated sections, for the property located at 650 Wheeling Road, in accordance with the Project Description Letter prepared by Neil Tews (ARC Performance) and Aaron Reed (ASAP Fitness) dated 7/30/2025; Floor Plan revised 7/24/2025; and subject to the following conditions:

1. A total of three (3) recreation and instruction operators shall be permitted to occupy the facility. The third recreation and instruction operator yet to be identified shall occupy "Office No. 3", as shown on the revised Floor Plan dated 7/24/2025, with shared use of the common areas.
2. Addressing for all three (3) offices shall be assigned by the Village of Wheeling and communicated to the petitioner.
3. A building permit from the Community Development Department shall be obtained prior to making any interior changes to the facility, as depicted on the revised Floor Plan dated July 24, 2025.
4. The revised Floor Plan shall be implemented within six (6) months following Village Board approval of the revised Special Use.
5. All recreation and instruction operators shall obtain a Business License from the Community Development Department prior to commencing operations at the facility.
6. All activities shall be conducted entirely within the building.

On the roll call, the vote was as follows:

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

There being seven affirmative votes, the motion was approved.

7D. Docket No.: PV25-0002

Applicant: Heartland Animal Shelter

Address: 9 Century Drive

Request: Request for a Variation to Permit an Increase in the Maximum Permitted Fence Height from 6 Feet to 8 Feet Associated with a Proposed Dog Exercise and Play Area

See Findings of Fact and Recommendation for Docket No. PV25-0002.

MOTION: Commissioner Sprague moved, seconded by Commissioner Myer, to approve Docket No. PV25-0002, granting a variation from Title 19, Zoning, of the Wheeling Municipal Code, Chapter 19-07, Industrial Districts, and associated sections, to permit to permit an increase in the maximum permitted fence height from 6 feet to 8 feet associated with a proposed outdoor dog exercise and play area to be located on the parcel currently addressed as 9 Century Drive (PIN 03-11-410-009-0000), in accordance with the Project description letter dated 7/15/2025, revised 7/31/2025; Preliminary Landscape & Site Plan (Sheet L-2) prepared by Teska Associates, dated 7/31/2025 and subject to the following condition:

1. Overnight outdoor kenneling and/or boarding of animals of any kind within the outdoor area per Docket PSPMIN25-0017 shall be prohibited.

On the roll call, the vote was as follows:

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

There being seven affirmative votes, the motion was approved.

MOTION: Commissioner Smart moved, seconded by Commissioner Myer, to close Docket No. PV25-0002.

On the roll call, the vote was as follows:

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

There being seven affirmative votes, the motion was approved.

7E. Docket No.: PSPMIN25-0017

Applicant: Heartland Animal Shelter

Address: 9 Century Drive

Request: Request for Minor Site Plan & Appearance Approval for Site Improvements Related to the Construction of a Dog Exercise and Play Area on the Vacant Parcel Immediately South of 586 Palwaukee Drive

Ms. Knysz read the proposed conditions:

1. Approval is contingent upon approval of Docket No. PV25-0002 seeking a variation from the Village Code to allow an increase in the maximum fence height from 6 feet to 8 feet and Docket No. PSUBFP25-0003 seeking a Plat of Consolidation to consolidate the two existing parcels into a single zoning lot.
2. The outdoor dog exercise and play area shall be secured to prevent public access when not in use.
3. Signage shall be installed to clearly indicate that the outdoor dog exercise and play area is for employee use only. Sign content and placement shall be subject to Village review at the time of permit submittal.
4. The location of the two proposed garbage cans shall be clearly identified on the final Site Plan, and a product specification sheet shall be submitted for Village review at the time of building permit submittal.
5. The final material selection for the outdoor kennel coverings shall be submitted to Planning staff for review at the time of building permit submittal.
6. The finished (solid) wire end of the 8-foot-tall Omega architectural fence shall be oriented towards the top of the fence during installation to ensure a clean, uniform appearance.
7. The petitioner shall apply for and receive all necessary Village permits from the Community Development Department prior to construction.
8. Exterior lighting shall be installed in compliance with Village Code if the outdoor area is to be used after sundown. Prior to installation, the petitioner shall return to the Plan Commission for review and approval of a proposed lighting plan. Installation of any lighting shall require a building permit from the Community Development Department.
9. Within six months upon receiving written notice by the Community Development Department regarding any substantial failure of the grass surface within the boundaries of the outdoor play area, the petitioner shall restore the grass surface.

Chairman Johnson discussed the third condition and asked to add “employee and volunteer” use. Per the request of the petitioner, Condition 3 was changed to read “Signage shall be installed to clearly indicate that the outdoor dog exercise and play area is for Heartland staff and trained volunteers use only. Sign content and placement shall be subject to Village review at the time of permit submittal”.

The Commissioners had no further questions.

MOTION: Commissioner Myer moved, seconded by Commissioner Hyken, to approve Docket No. PSPMIN25-0017, PSPMIN25-0017, 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 related to the construction of a dog exercise and play area on the vacant parcel immediately south of 586 Palwaukee Drive, currently addressed as 9 Century Drive, in accordance with the Project description letter dated 7/15/2025, revised 7/31/2025; Existing Conditions Plan prepared by Teska Associates, dated 7/15/2025; Tree Inventory (Sheet L-1) prepared by Teska Associates, dated 7/31/2025; Preliminary Landscape & Site Plan (Sheet L-2) prepared by Teska Associates, dated 7/31/2025; Site Furnishings Cut Sheet (Sheet L-4) prepared by Teska Associates, dated 7/31/2025 ; Fencing Plan (Sheet L-5) prepared by Teska Associates, dated 7/31/2025; and subject to the following conditions:

1. Approval is contingent upon approval of Docket No. PV25-0002 seeking a variation from the Village Code to allow an increase in the maximum fence height from 6 feet to 8 feet and Docket No. PSUBFP25-0003 seeking a Plat of Consolidation to consolidate the two existing parcels into a single zoning lot.
2. The outdoor dog exercise and play area shall be secured to prevent public access when not in use.
3. Signage shall be installed to clearly indicate that the outdoor dog exercise and play area is for Heartland staff and trained volunteers use only. Sign content and placement shall be subject to Village review at the time of permit submittal.
4. The location of the two proposed garbage cans shall be clearly identified on the final Site Plan, and a product specification sheet shall be submitted for Village review at the time of building permit submittal.
5. The final material selection for the outdoor kennel coverings shall be submitted to Planning staff for review at the time of building permit submittal.
6. The finished (solid) wire end of the 8-foot-tall Omega architectural fence shall be oriented towards the top of the fence during installation to ensure a clean, uniform appearance.
7. The petitioner shall apply for and receive all necessary Village permits from the Community Development Department prior to construction.
8. Exterior lighting shall be installed in compliance with Village Code if the outdoor area is to be used after sundown. Prior to installation, the petitioner shall return to the Plan Commission for review and approval of a proposed lighting plan. Installation of any lighting shall require a building permit from the Community Development Department.
9. Within six months upon receiving written notice by the Community Development Department regarding any substantial failure of the grass surface within the boundaries of the outdoor play area, the petitioner shall restore the grass surface.

On the roll call, the vote was as follows:

AYES: Commissioners Hyken, Johnson, Karl, Myer, Smart, Sprague, Riles
NAYS: None

ABSENT: None
ABSTAIN: None

There being seven affirmative votes, the motion was approved.

Ms. Knysz reported that they could submit permit applications at this time, but the final approvals for the fence height and consolidation would have to be received prior to receiving building permit approvals. The petitioners were scheduled for the next Village Board meeting on September 15th.

Mr. Hargadon noted that they would wait until they acquired the other parcel to apply for permits.

8. APPROVAL OF MINUTES

MOTION: Commissioner Myer moved, seconded by Commissioner Hyken, to approve the Minutes of the Regular Meeting of July 23, 2025.

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

There being six affirmative votes, the motion was approved.

9. OTHER BUSINESS

Ms. Knysz reminded everyone that the next meeting in two weeks would be a joint meeting with the Village Board of Trustees and would be held in the lunchroom of the Public Works building. The following meeting would be on September 10th, with at least four public hearings.

10. ADJOURNMENT

MOTION: Commissioner Myer moved, seconded by Commissioner Smart, to adjourn the meeting at 7:50 p.m. The motion was approved by a voice vote.