



Meeting Minutes
Wednesday, December 17, 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 December 17, 2025.

2. PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

3. ROLL CALL

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

4. CHANGES TO AGENDA – None

5. CITIZENS' CONCERNS AND COMMENTS – Ariel Wozner from Hands Off Wheeling, a local non-profit, was having an upcoming event on December 21 from 4:00 p.m. to 6:00 p.m. at the Rise and Dine to collect food and clothing donations. Food, coats, and toys for foster children will be collected.

It was asked what food and toys were needed. Non-perishables and toys for under the age of 13 were requested.

6. CONSENT ITEMS – None

7. ITEMS FOR REVIEW

7A. Docket No.: PSPMIN25-0030

Applicant: Inspired Learners Academy

Address: 410 E. Dundee Road

Request: Request for Minor Site Plan & Appearance Approval to Establish a Pick-Up and Drop-Off Area

The petitioners reported that the time frame for drop-off was 8:30 to 9:00 a.m. and pick-up was from 3:00 to 3:30 p.m. The drop-off and pick-ups would be staggered based on age. There was a three-car pull up, staff with hand-held signs, and unloading and loading would occur within one to three minutes.

Commissioner Riles asked about the amount of time estimated for loading and unloading. The petitioners stated that the maximum would be five minutes, but the general range was one to three minutes. Commissioner Riles asked if the parent or

guardian would enter the daycare, and the petitioners confirmed that they would not. The staff would be going out to greet the children and escort them into the building. Other families could also choose to park and bring their children in.

Commissioner Smart asked if unloading only occurred at space one or if the unloading occurred simultaneously. The petitioners explained that unloading would occur at the first parking spot, and then the cars would pull up. The maximum number of children at the school at once was 20, and the times would be staggered. Commissioner Smart asked what would happen if there were more than six cars. The petitioners explained that they could park and walk their child in or stay in the area until the unloading spaces opened up.

Commissioner Hyken asked if every student was going home with their parent and if there was any busing. The petitioners confirmed that there was no busing.

Commissioners Sprague, Karl, and Myer had no questions.

Chairman Johnson noted his experiences with parents lining up in advance at schools and asked if there would be any signage or payment markings. The petitioners stated that they would have a staff member with their signs and the child's aide.

Ms. Knysz the proposed conditions:

1. A designated staff member shall be present during all pick-up and drop-off periods. The staff member shall wear a reflective safety vest and utilize a handheld stop sign or similar device to ensure safe operations.
2. All pick-up and drop-off activity shall occur on-site. Vehicle queuing on public streets or access drives outside of the designated loading area is prohibited.
3. Any changes to the approved Site Plan, including circulation patterns or designated loading areas, shall be resubmitted to the Community Development Department for review and approval prior to implementation.

Commissioner Smart asked if would be beneficial to add a condition that drop off could only occur at the first space. Ms. Knysz confirmed that she would add the condition, "Students can only be dropped off at Space #1."

Commissioner Riles asked about parking on the side and how it would work. The petitioners explained that those parking spots would remain open.

The Commissioners had no further questions.

MOTION: Commissioner Sprague moved, seconded by Commissioner Myer, to approve Docket No. PSPMIN24-0030, granting minor site plan approval as required under Title 19, Zoning, of the Wheeling Municipal Code and Chapter 19-12, for the establishment of a drop-off and pick-up area associated with Inspired Learners Academy located at 410 E. Dundee Road, in accordance with the Petitioner's Project Description Letter prepared by Karyn Olszak, received by the Village on 11/5/2025; Updated Drop-Off and Pick-Up Narrative prepared by Karyn Olszak, received by the Village on 11/24/2025; Drop Off- and Pick-Up Site Plan prepared by Karyn Olszak,

received by the Village on 11/24/2025; and subject to the following conditions:

1. A designated staff member shall be present during all pick-up and drop-off periods. The staff member shall wear a reflective safety vest and utilize a handheld stop sign or similar device to ensure safe operations.
2. All pick-up and drop-off activity shall occur on-site. Vehicle queuing on public streets or access drives outside of the designated loading area is prohibited.
3. Any changes to the approved Site Plan, including circulation patterns or designated loading areas, shall be resubmitted to the Community Development Department for review and approval prior to implementation.
4. Students can only be dropped off and picked up at Location No. 1 as shown on the Site Plan submitted by the Petitioner.

On the roll call, the vote was as follows:

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

There being seven affirmative votes, the motion was approved.

Ms. Knysz noted that no further approvals were required.

Chairman Johnson asked when they would be starting, and the petitioners stated that they would start very soon.

- 7B. Docket No.: PSPMIN25-0026**
Applicant: Lakeside Villas Subdivision
Address: 794 Lakeside Circle Drive
Request: Request for Minor Site Plan and Appearance Approval for the Construction of Retaining Walls, Installation of Six-Foot Tall Board on Board Fencing, and Associated Site Improvements Along the East Property Line

Ms. Knysz reported that Lakeside Villas Subdivision was proposing to put in a retaining wall with a fence.

Ms. Knysz read the proposed conditions:

1. A tree survey or inventory identifying the species, size (DBH), condition, and form of each tree proposed for removal shall be submitted to the Community Development Department for staff approval prior to the issuance of a construction permit and prior to the removal of any trees.
2. The maximum height of the fence shall be 6 feet. Height shall be measured from the finished grade level (top of retaining wall) and shall be identified on Final as-built drawings.
3. The finished/completed side of the fence must face outward from the property to which the fence is constructed.

4. Prior to installation of any lighting and landscaping, the construction permit shall be revised to include lighting and landscaping specifications for staff analysis in order to determine if formal Plan Commission approval is required.
5. All construction activity shall not disturb the adjacent property owners' properties.
6. A structural engineer shall inspect the wall and fence installation during construction. Prior to final approval, the petitioner shall submit a signed and sealed letter from a licensed structural engineer certifying that the retaining walls and fence have been designed and constructed in accordance with all applicable building codes, engineering standards, and manufacturer specifications.
7. All proposed storm sewer improvements shall comply with Village engineering standards. Final as-built drawings shall be submitted to the Village following installation and prior to issuance of final project approval.
8. No additional site work, building alterations, or accessory structures beyond what is shown on the approved plans shall be permitted without further Village review and approval.

John Everard stepped to the podium. He reported that Lakeside Villas was looking to establish their property line on the eastern side and create privacy for the residents. There was a fence already established, and the goal was to extend the fence to delineate the property. On the north half, there was a drop off, so the retaining wall would be added to gain more of the backyards. The fence would continue from the south side to the north property line. Where there was retaining wall, storm units would be added to capture stormwater that was not previously caught. All of the brush and scrub was already removed, but five more trees needed to be removed. The fence was set back by one foot from the property line. There was signed permission from the three property owners that had the five trees.

Commissioner Myer asked if the five trees would be replaced. John Everard stated that there were no plans to replace them. A couple of them were noxious trees, such as cottonwoods.

Commissioner Karl asked if there was a plan if any damage was done to neighboring properties. John Everard confirmed that they would repair the damage.

Commissioner Sprague raised a concern about the existing fences and the resulting two-foot space between the fences. John Everard stated that there would be gates so that they could maintain the area in between the fences. Commissioner Sprague commented on utilities underground. John Everard confirmed that they would be ensuring that the utilities were located.

Commissioners Hyken, Myer, and Riles had no questions.

Chairman Johnson asked what lighting would be added. John Everard stated that lighting was not included in the project. Chairman Johnson asked about the tree inventory and if it was submitted. Ms. Knysz stated that it had not been submitted. Chairman Johnson asked if the property owners along the property line had been notified. John Everard confirmed that they had, and they had received written waivers.

The Commissioners had no further questions.

MOTION: Commissioner Karl moved, seconded by Commissioner Myer, to approve Docket No. PSPMIN25-0026, 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 retaining walls, installation of six-foot tall board on board fencing, and associated site improvements, along the east property line of Lakeside Villas subdivision, generally located at 794 Lakeside Circle Drive, in accordance with the Petitioner's Project Description Letter prepared by John Everard, dated 10/10/2025; Proposed Improvements for Lakeside Villas East Property Line – North, prepared by Manhard Consulting, last revised 11/25/2025; Proposed Improvements for Lakeside Villas East Property Line – South, prepared by Manhard Consulting, last revised 11/25/2025; and subject to the following conditions:

1. A tree survey or inventory identifying the species, size (DBH), condition, and form of each tree proposed for removal shall be submitted to the Community Development Department for staff approval prior to the issuance of a construction permit and prior to the removal of any trees.
2. The maximum height of the fence shall be 6 feet. Height shall be measured from the finished grade level (top of retaining wall) and shall be identified on Final as-built drawings.
3. The finished/completed side of the fence must face outward from the property to which the fence is constructed.
4. Prior to installation of any lighting and landscaping, the construction permit shall be revised to include lighting and landscaping specifications for staff analysis in order to determine if formal Plan Commission approval is required.
5. All construction activity shall not disturb the adjacent property owners' properties.
6. A structural engineer shall inspect the wall and fence installation during construction. Prior to final approval, the petitioner shall submit a signed and sealed letter from a licensed structural engineer certifying that the retaining walls and fence have been designed and constructed in accordance with all applicable building codes, engineering standards, and manufacturer specifications.
7. All proposed storm sewer improvements shall comply with Village engineering standards. Final as-built drawings shall be submitted to the Village following installation and prior to issuance of final project approval.
8. No additional site work, building alterations, or accessory structures beyond what is shown on the approved plans shall be permitted without further Village review and approval.

On the roll call, the vote was as follows:

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

There being seven affirmative votes, the motion was approved.

- 7C. Docket No.: PSU25-0011**
Applicant: K-Educate, Inc. Day Care Center
Address: 740 W. Hintz Road
Request: Request for Special Use Approval to Permit the Operation of a Day Care Facility

See the Findings of Fact for Docket No. PSU25-0011.

MOTION: Commissioner Myer moved, seconded by Commissioner Smart, to approve Docket No. PSU25-0011, granting Special Use approval, as required under Title 19, Zoning, of the Wheeling Municipal Code, Chapter 19-10 Use Regulations, and associated sections, in order to permit the operation of a day care center for K-Educate, Inc. Day Care Center, located at 740 W. Hintz Road, in accordance with the Petitioner's Project Description Letter received by the Village on 6/20/2025; Drop-off and Pick-up Procedures prepared by Katerina Shafran, dated 6/20/2025; Floor Plan received by the Village on 11/13/2025; Grading Plan prepared by RBD Associates, Inc., last revised 12/10/2025; Proposal for Fence by ABC Fence, Inc. dated 8/24/2025; Existing Conditions Landscape Plan prepared by Intrinsic Landscaping dated 9/19/2025; and subject to the following conditions:

1. Special Use approval is contingent upon approval of Docket No. PV25-0003 (variation to permit a reduction in the minimum required rear and side yard setbacks for a playground); Docket No. PV25-0004 (variation to permit a reduction in the minimum required fence height); and Docket No. PSPMIN25-0033 (request for minor site plan and appearance approval to construct an outdoor playground).
2. The day care facility shall obtain and maintain all required State of Illinois Department of Children and Family Services (DCFS) licenses prior to the commencement of business operations. A copy of the approved DCFS license shall be submitted to the Village before a Wheeling Business License is issued.
3. Hours of operation shall be limited to Monday through Friday, 7:00 AM to 6:00 PM, consistent with the petitioner's project description letter (received by the Village on 6/20/2025). Any modification of operational hours shall constitute a special use revision pursuant to Section 19.10.030 of the Wheeling Zoning Code.

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.

- 7D. Docket No.: PV25-0003**
Applicant: K-Educate, Inc. Day Care Center
Address: 740 W. Hintz Road
Request: Request for a Variation to Permit a Reduction in the Minimum Required Rear and Side Yard Setbacks From 19 Feet and 25 Feet, Respectively, to Zero Feet Associated with the Construction of a Playground

See the Findings of Fact for Docket No. PV25-0003.

MOTION: Commissioner Myer moved, seconded by Commissioner Riles, to approve Docket No. PV25-0003 granting a variation from Title 19, Zoning, of the Wheeling Municipal Code, Chapter 19.06.040, B-3 General Commercial and Office District, and associated sections, to permit a reduction in the minimum required rear and side yard setbacks for a playground for K-Educate, Inc. Day Care Center from 19 feet and 25 feet, respectively, to zero feet, associated with the construction of a playground located at 740 W. Hintz Road in accordance with the Existing Conditions Landscape Plan prepared by Intrinsic Landscaping dated 9/19/2025; Grading Plan prepared by RBD Associates, Inc., last revised 12/10/2025; Petitioner's Project Description Letter received by the Village on 6/20/2025; Playground Equipment Details; Site Plan received by the Village on 11/19/2025; and subject to the following conditions:

1. The proposed Arborvitae plantings along the north and east property lines shall be installed by May 1, 2026, as shown on the Site Plan. All landscaping must be maintained in healthy condition; any dead or diseased material shall be replaced within one year from planting.
2. A permit shall be applied for and received from the Community Development Department prior to grading the play area and/or the removal of any existing trees.

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.: PV25-0004**
Applicant: K-Educate, Inc. Day Care Center
Address: 740 W. Hintz Road
Request: Request for a Variation to Permit a Reduction in the Minimum Required Fence Height for a Day Care Center from 6 Feet to 5 Feet

See the Findings of Fact for Docket No. PV25-0004.

MOTION: Commissioner Myer moved, seconded by Commissioner Smart, to approve Docket No. PV25-0004 granting a variation from Title 19, Zoning, of the Wheeling Municipal Code, Chapter 19.10.070(c)(2)(A) Accessory Uses and Structures – Specific Fence Requirements, and associated sections, to permit a reduction in the minimum required fence height for day care centers from 6 feet to 5 feet for K-Educate, Inc. Day Care Center, located at 740 W. Hintz Road in accordance with the Petitioner's Project Description Letter received by the Village on 6/20/2025, Site Plan received by the Village on 11/19/2025 and subject to the following condition:

1. Any leaning fence sections of the existing perimeter fencing located along the east property line shall be repaired at the same time the playground area is cleared and re-graded, and shall be included within the permit applied for and received from the Community Development Department prior to the commencement of any work.

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 Karl moved, seconded by Commissioner Myer, to approve closing Docket Nos. PSU25-0011, PV25-003, and PV25-004.

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.

**7F. Docket No.: PSPMIN25-0033
Applicant: K-Educate, Inc. Day Care Center
Address: 740 W. Hintz Road
Request: Request for Minor Site Plan & Appearance Approval for the
Construction of a Playground**

Ms. Knysz read the proposed conditions:

1. Minor Site Plan and Appearance approval is contingent upon approval of Docket No. PSU25-0011, seeking special use approval to permit the operation of a day care center; Docket No. PV25-0003, a request for a variation to reduce the minimum required rear and side yard setback for a playground; and Docket No. PV25-0004, a request for a variation to reduce the minimum required fence height from 6 feet to 5 feet.
2. The site improvements shall be constructed, maintained, and operated in substantial compliance with the Site Plan, Playground Equipment Details, Grading Plan, Fence Proposal, Project Description Letter and Drop-off and Pick-up Procedures, except as modified by the Plan Commission or Village Board.
3. The proposed Arborvitae plantings (34 total) along the north and east property lines shall be installed by May 1, 2026, as shown on the Site Plan. All landscaping must be maintained in healthy condition; any dead or diseased material shall be replaced within one year from planting.
4. A permit shall be applied for and received from the Community Development Department prior to grading the play area and/or the removal of any existing trees.
5. All parking spaces serving the site shall be restriped and brought into full compliance with the Village Code no later than June 1, 2026.
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.

The Commissioners had no further questions.

MOTION: Commissioner Myer moved, seconded by Commissioner Smart, to approve Docket No. PSPMIN25-0033, Request for Minor Site Plan & Appearance Approval for the Construction of a Playground.

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 the petitioners would go to the Village Board on January 6 at 6:30 p.m.

- 7G. Docket No.: PV25-0007**
Applicant: Gene's Towing
Address: 1290 Peterson Drive
Request: Request for a Variation to Reduce the Minimum Required Side Yard Setback on the North Property Line from 17 Feet to Zero Feet Associated with a Non-Permitted Building Addition

See the Findings of Fact for Docket No. PV25-0007.

MOTION: Commissioner Sprague moved, seconded by Commissioner Smart to approve Docket No. PV25-0007 granting a variation from Title 19, Zoning, of the Wheeling Municipal Code, Chapter 19-07, Industrial Districts, and associated sections, to reduce the minimum required side yard setback on the north property line from 17 feet to zero feet associated with a non-permitted building addition located at 1290 Peterson Drive, in accordance with the Petitioner's Project Description Letter prepared by Joseph Pascucci, Jr., dated 10/6/2025; Plan Set prepared by Michael Aiello, dated 1/31/2025; Proposal and exhibit prepared by Stardust Construction, Inc. dated 11/13/2025, and subject to the following conditions:

1. The petitioner shall obtain all necessary after-the-fact Village permits and inspections to bring the existing building addition into compliance with applicable Village codes no later than February 1, 2026.
2. No further expansion or modification of the building addition shall occur without permit review and approval by the Village. All aspects of the addition shall comply with the approved plans, Village codes, and any conditions imposed by the Village Board as part of this approval.
3. The petitioner shall complete the Plat of Consolidation (Docket No. PSUBFP25-0005) to consolidate all lots associated with the addition into a single lot.
4. No signage shall be installed on the addition unless approved through the Village

Sign Permit process in compliance with Chapter 21.4 of the Wheeling Sign Code.

On the roll call, the vote was as follows:

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

There being three affirmative votes, the motion was not approved.

MOTION: Commissioner Myer moved, seconded by Commissioner Smart, to close Docket No. PV25-0007.

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.

- 7H. Docket No.: PSPMAJ25-004**
Applicant: Gene's Towing
Address: 1290 Peterson Drive
Request: Request for Major Site Plan and Building Appearance Approval to Permit a Building Addition

See the Findings of Fact for Docket No. PSPMAJ25-0004.

MOTION: Commissioner Sprague moved, seconded by Commissioner Smart, to approve Docket No. PSPMAJ24-0004, granting major site plan and building appearance approval, as required under Title 19, Zoning, of the Wheeling Municipal Code and Chapter 19-12, associated with a non-permitted building addition located at 1290 Peterson Drive, in accordance with the Petitioner's Project Description Letter prepared by Joseph Pascucci, Jr., dated 10/6/2025; Plan Set prepared by Michael Aiello, dated 1/31/2025; Proposal and exhibit prepared by Stardust Construction, Inc. dated 11/13/2025, and subject to the following conditions:

1. Major site plan and building appearance approval is contingent upon approval of Docket No. PV25-0007, variation to reduce the minimum required side yard setback on the north property line from 17 feet to zero feet associated with a non-permitted building addition.
2. The petitioner shall obtain all necessary after-the-fact Village permits and inspections to bring the existing building addition into compliance with applicable Village codes no later than February 1, 2026.
3. The petitioner shall apply for an after-the fact permit from the Community Development Department for the installation of a six-foot tall permanent fence along the west property line of 1290 Peterson Drive by February 1, 2026, which

shall include the removal of the double swing gate section and be replaced with standard fence sections.

4. A removal and restoration plan shall be coordinated with and approved by ComEd for the removal of all unauthorized elements placed or installed within the adjacent ComEd property and restored upon the deadline agreed upon by ComEd. A copy of such agreement and plan shall be provided to the Director of Community Development.
5. No signage shall be installed on the addition unless approved through the Village Sign Permit process in compliance with Chapter 21.4 of the Wheeling Sign Code.

On the roll call, the vote was as follows:

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

There being two affirmative votes, the motion was not approved.

Ms. Knysz noted that both the variation and major site plan requests would go to the Village Board on January 6th.

8. APPROVAL OF MINUTES

MOTION: Commissioner Sprague moved, seconded by Commissioner Smart, to approve the Minutes of the Regular Meeting of December 3, 2025 (including the Findings of Fact for Docket Nos. PSU25-0025, PSU25-0019, PSU25-0015, and PSU25-0026).

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

There being six affirmative votes, the motion was approved.

9. OTHER BUSINESS

The next meeting was scheduled for January 14, 2026.

Commissioners Hyken and Smart wished everyone a Happy Holidays.

10. ADJOURNMENT

MOTION: Commissioner Myer moved, seconded by Commissioner Karl, to adjourn the meeting at 7:46 p.m. The motion was approved by a voice vote.