

# Planning & Zoning Commission



**Wednesday, June 18, 2025, 7:00 p.m.  
Village Hall, 70 East Main Street**

## **AGENDA**

1. CALL TO ORDER AND ROLL CALL: Chairperson Orlando Stratman, Vice-Chair Antonio Castillo, Joe Giannini, Sean Glowacz, Vladimir Kovacevic, Scott Morrison, Mike Muir and Ildiko Schultz.
2. CONSIDERATION OF MINUTES AND FINDINGS OF THE COMMISSION
  - A. Minutes of the Planning and Zoning Commission Meeting, on [May 21, 2025](#). Motion to approve the minutes.
3. PUBLIC MEETING  
(This agenda item includes items that do not require public testimony)

No items received for consideration.
4. PUBLIC HEARING  
(This agenda item includes proposals presented to the Planning & Zoning Commission requiring public testimony, discussion and recommendation to the Village Board for final action.)
  - A. Miscellaneous Text Amendments (2025-08)  
Application for various housekeeping amendments to the text of the Lake Zurich Zoning and Land Development Code pertaining to Municipal structures and uses; and establishing time limitations on developments.  
*Applicant: Village of Lake Zurich*
5. OTHER BUSINESS
6. STAFF REPORTS  
This is an opportunity for staff of the Community Development Department to report on matters of interest to the Planning & Zoning Commission
  - A. Upcoming projects.

7. PUBLIC COMMENT

This is an opportunity for residents to comment briefly on matters included on the agenda and otherwise of interest to the Commission. Public Comment is limited to 30 minutes total and up to 5 minutes per speaker.

8. ADJOURNMENT

The Village of Lake Zurich is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe or participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA coordinator, Kyle Kordell, (847) 438-5141 (TDB #438-2349) promptly to allow the Village to make reasonable accommodation.

**VILLAGE OF LAKE ZURICH**  
**Planning & Zoning Commission**  
**70 East Main Street**



**Wednesday, May 21, 2025, 7:00 p.m.**

**1. CALL TO ORDER** at 7.00pm by Chairperson Orlando Stratman

**ROLL CALL:** Chairperson Orlando Stratman, Commissioners Antonio Castillo, Joe Giannini, Sean Glowacz, Vladimir Kovacevic, Mike Muir, and Ildiko Schultz. Commissioner Scott Morrison was absent. Also present: Community Development Director Sarosh Saher, Village Planner Colleen McCauley, and Building Services Supervisor David Modrzejewski.

**2. CONSIDERATION OF MINUTES AND FINDINGS OF THE COMMISSION**

**A.** Minutes of the Planning and Zoning Commission Meeting on April 16, 2025.

Motion to approve the minutes was made by Commissioner Schultz, seconded by Commissioner Glowacz.

**AYES:** 6 Commissioners Castillo, Giannini, Glowacz, Kovacevic, Schultz, Chairperson Stratman.

**NAYS:** 0

**ABSTAIN:** 1 Commissioner Muir.

**ABSENT:** 1 Commissioner Morrison.

**MOTION CARRIED.**

**3. PUBLIC MEETING**

No items received for consideration.

**4. PUBLIC HEARING**

Motion was made by Commissioner Schultz, seconded by Commissioner Glowacz to open the public hearing for the following applications:

Application PZC 2025-06 for a variation at 17 Lake Street.

Application PZC 2025-07 for miscellaneous text amendments.

**AYES:** 7 Commissioners Castillo, Giannini, Glowacz, Kovacevic, Muir, Schultz, Chairperson Stratman.

**NAYS:** 0

**ABSTAIN:** 0

**ABSENT:** 1 Commissioner Morrison.

**MOTION CARRIED.**

Public Hearing started at 7.03pm

Chairperson Stratman gave the Oath to those who were going to give testimony.

**A. 17 Lake Street – Variation (2025-06):**

Application for a variation of the front yard setback to allow for the construction of a full-width covered porch along the front elevation of the house on the property within the R-5 single-family residential district.

*Applicant and Owner: Ronald J. Vindell*

Dir. Saher confirmed that proper notice was provided of this item and then he introduced Mr. *Ronald J. Vindell*, who gave a presentation on the requested variation. Visual representations of what the proposed porch were shown.

**PUBLIC TESTIMONY.**

There was none.

Motion to close the public hearing on Application PZC 2025-06 and move to deliberation was made by Commissioner Schultz, seconded by Commissioner Castillo.

AYES: 7 Commissioners Castillo, Giannini, Glowacz, Kovacevic, Muir, Schultz, Chairperson Stratman.

NAYS: 0

ABSTAIN: 0

ABSENT: 1 Commissioner Morrison.

MOTION CARRIED.

On Application PZC 2025-06: A Motion was made by Commissioner Schultz, seconded by Commissioner Muir, to receive into the public record the staff review of compliance of this Application with the zoning standards as presented by staff; and to receive the testimony presented by the Applicant, by the PZC Members, and by Village Staff at tonight's Public Hearing; and make these standards and testimony a part of the official record for the Application and Findings of the PZC; and to recommend that the Village Board approve the application for a Variation of the front yard setback to allow for the construction of a full-width covered porch along the front elevation of the house on the property within the R-5 single-family residential district.

AYES: 7 Commissioners Castillo, Giannini, Glowacz, Kovacevic, Muir, Schultz, Chairperson Stratman.

NAYS: 0

ABSTAIN: 0

ABSENT: 1 Commissioner Morrison.

MOTION CARRIED.

**B. Miscellaneous Text Amendments (2025-07):**

Application for amendments to the text of the Lake Zurich Municipal Code to allow for an increase in the height of fences within side and rear yards.

*Applicant: Village of Lake Zurich*

Dir. Saher confirmed that proper notice was provided of this item and then he gave a presentation on the proposed miscellaneous text amendments.

**PUBLIC TESTIMONY.**

There was none.

Motion to close the public hearing on Application PZC 2025-07 and move to deliberation was made by Commissioner Schultz, seconded by Commissioner Castillo.

AYES: 7 Commissioners Castillo, Giannini, Glowacz, Kovacevic, Muir, Schultz, Chairperson Stratman.

NAYS: 0

ABSTAIN: 0

ABSENT: 1 Commissioner Morrison.

MOTION CARRIED.

On Application PZC 2025-07: A Motion was made by Commissioner Schultz, seconded by Commissioner Muir, to receive into the public record the staff review of compliance of this Application with the zoning standards as presented by staff; and to receive the testimony presented by the PZC Members, and by Village Staff at tonight's Public Hearing; and make these standards and testimony a part of the official record for the Application and Findings of the PZC; and to recommend the Village Board approve the application for amendments to the text of the Lake Zurich Municipal Code to allow for an increase in the height of fences within side and rear yards.

AYES: 7 Commissioners Castillo, Giannini, Glowacz, Kovacevic, Muir, Schultz, Chairperson Stratman.

NAYS: 0

ABSTAIN: 0

ABSENT: 1 Commissioner Morrison.

MOTION CARRIED.

## 5. OTHER BUSINESS

There was none.

## 6. STAFF REPORTS

### A. Services Provided by Lake County

Building Services Supervisor, David Modrzejewski, gave a presentation detailing the various services that Lake County provides for the Village, including plan review and inspection services. The presentation may be viewed at the following link: [Services Provided by Lake County Presentation](#)

### B. Commissioner Training conducted by the American Planning Association, Illinois Chapter (APA-IL)

Dir. Saher gave a presentation highlighting the recent Commissioner Training webinar that was provided by APA-IL. The presentation may be viewed at the following link: [Commissioner Training Presentation](#)

## 7. PUBLIC COMMENT

There were none.

## 8. ADJOURNMENT

Motion to adjourn the meeting made by Commissioner Schultz, seconded by Commissioner Glowacz.

AYES: 7 Commissioners Castillo, Giannini, Glowacz, Kovacevic, Muir, Schultz, Chairperson Stratman.

NAYS: 0

ABSTAIN: 0

ABSENT: 1 Commissioner Morrison.

MOTION CARRIED.

Meeting adjourned at 8.13 pm

Respectfully submitted:

Colleen McCauley, Village Planner

Approved by:

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Chairperson Orlando Stratman.

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Date



*At the Heart of Community*

COMMUNITY DEVELOPMENT DEPARTMENT

505 Telser Road  
Lake Zurich, Illinois 60047

Phone (847) 540-1696  
Fax (847) 726-2182  
LakeZurich.org

**APPLICATION PZC 2025-08**  
**PZC Hearing Date: June 18, 2025**

**AGENDA ITEM 4.A**

**STAFF REPORT**

To: Chairperson Stratman and Members of the Planning & Zoning Commission

From: Sarosh Saher, Community Development Director

CC: Colleen McCauley, Village Planner  
David Modrzejewski, Building Services Supervisor

Re: PZC 2025-08 Zoning Application for Amendments to the  
Lake Zurich Zoning and Land Development Code

**SUBJECT**

The Village of Lake Zurich, (the “Applicant”) requests amendments to the text of the Lake Zurich Zoning and Land Development Code for the purpose of clarifying and increasing the effectiveness of the codes.

**GENERAL INFORMATION**

Requested Action: Text Amendments

Applicant: Village of Lake Zurich

Staff Coordinator: Sarosh Saher, Community Development Director

**LIST OF EXHIBITS**

- A. Development Application and Attachments
- B. Draft Ordinance Language

## **BACKGROUND**

The Village of Lake Zurich (the “Applicant”), is the Applicant for the proposed text amendment to the Lake Zurich Building and Zoning Code. Staff offers the following additional information:

- **Courtesy Review.** Due to the miscellaneous nature of the amendments, no courtesy review of the Village Board was requested.
- **Proposed Amendments.** The following is a summary of the language that is proposed to be amended in the various sections of the Lake Zurich Zoning Code:
  1. The Village of Lake Zurich, (the “Applicant”) requests amendments to the text of the Lake Zurich Zoning Code for the purpose of ensuring the ability to deliver uninterrupted and adequate, reliable municipal services, by streamlining municipal infrastructure projects and basic, fundamental municipal services and facilities without interference, interruption or delay to the establishment and continuous provision of basic and critical or essential municipal operations.
  2. The Village of Lake Zurich, (the “Applicant”) requests amendments to the text of the Lake Zurich Zoning and Land Development Codes for the purpose of setting limitations on the duration of construction of improvements by means of defining a 2-year site and subdivision improvement period.

Details on the language of the amendments to the text of the Zoning and Land Development Codes is attached.

## **GENERAL FINDINGS**

Staff of the Community Development Department offers the following findings on the amendments to the sections of the Code.

### **9-18-3 STANDARDS FOR AMENDMENTS**

- A. **Standards:** Amending the zoning map or the text of the zoning code is a matter committed to the sound legislative discretion of the board of trustees and is not dictated by any set standard. However, in determining whether a proposed amendment should be granted or denied, the board of trustees shall act in what it reasonably believes to be in the best interest of the general public, and may consider, among other factors, the following factors as they may be relevant to a particular application:
  1. The consistency of the proposed amendment with the purposes of this zoning code.

**Staff Response: Standard met. The proposed are amendments to the text of the Lake Zurich Zoning Code. Staff has found the proposed amendments will**

**enhance the purposes of the zoning and land development codes as they relate to the proper functions and operations of the village.**

2. The community need for the proposed amendment and for the uses and development it would allow.

**Staff Response: Standard met. The efficient and effective use of Village resources and prompt, timely and uninterrupted municipal services will be facilitated by these amendments.**

**Setting an expectation on the completion of larger development projects such as PUDs and subdivisions has a direct bearing on the health, safety and welfare of the community.**

3. If a specific parcel of property is the subject of the proposed amendment, then the following factors:

**Staff Response: Not Applicable. The text amendments do not pertain to any specific property, rather they are applicable to all property within the community.**

## **RECOMMENDATION**

The recommendation of the Planning and Zoning Commission should be based on the standards included in the following Sections of the Lake Zurich Municipal Code:

- Section 9-18-3: Standards for Amendments

Based on the review of staff, the standards for approval have been met and therefore staff recommends that the Planning and Zoning Commission make these standards a part of the official record of the Application.

Staff of the Community Development Department therefore recommends the approval of Application PZC 2025-08. Staff further finds that the amended Lake Zurich Building and Zoning Codes:

1. Will enhance the effectiveness of the Lake Zurich Municipal Code;
2. Will provide the Village Board with additional clarity, flexibility and opportunity to properly regulate development in the community;
3. Will not negatively affect Lake Zurich's efforts to promote a positive image; and
4. Will not adversely affect the Village's ability in enforcing other regulations pertaining to Building, Zoning, Land Development or any other code or ordinance that protects the health, safety and welfare of the community.

Respectfully Submitted,

Sarosh Saher,  
Community Development Director

Attachments:

1. Article E: Village (Municipal) Buildings, Structures and Uses
2. Site or Subdivision Improvement Period

**LAKE ZURICH PLANNING & ZONING COMMISSION**  
**FINAL FINDINGS & RECOMMENDATIONS**

**MISCELLANEOUS AND PROCEDURAL AMENDMENTS TO THE**  
**LAKE ZURICH BUILDING AND ZONING CODE**  
**June 18, 2025**

The Planning & Zoning Commission recommends approval of Application PZC 2025-08, and the Planning & Zoning Commission adopts the findings as contained within the Staff Report dated **June 18, 2025** for this Application for the following reasons:

1. Will enhance the effectiveness of the Lake Zurich Municipal Code;
2. Will provide the Village Board with additional clarity, flexibility and opportunity to properly regulate development in the community;
3. Will not negatively affect Lake Zurich's efforts to promote a positive image; and
4. Will not adversely affect the Village's ability in enforcing other regulations pertaining to Building, Zoning, Land Development or any other code or ordinance that protects the health, safety and welfare of the community.

Without any further additions, changes, modifications and/or approval conditions.  
 With the following additions, changes, modifications and/or approval conditions:

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Planning & Zoning Commission Chairman



(Please Type or Print)

## ANNEXATION AND ZONING APPLICATION

Community Development Department

505 Telser Rd.

Lake Zurich, IL 60047

Phone: (847) 540-1696

Fax: (847) 540-1769

1. Address of Subject Property: N/A

2. Please attach complete legal description

3. Property Identification number(s): N/A

4. Owner of record is: N/A Phone: \_\_\_\_\_

E-Mail \_\_\_\_\_ Address: \_\_\_\_\_

5. Applicant is (if different from owner): Village of Lake Zurich Phone: 847-540-1696

E-Mail \_\_\_\_\_ Address: 70 E Main Street

6. Applicant's interest in the property (owner, agent, realtor, etc.): N/A

7. All existing uses and improvements on the property are: N/A

8. The proposed uses on the property are: N/A

9. List any covenants, conditions, or restrictions concerning the use, type of improvements, setbacks, area, or height requirements placed on the Subject Property and now of record and the date of expiration of said restrictions:

N/A

10. Describe any contract or agreement of any nature relevant to the sale or disposal of the Subject Property:

N/A

11. For applications requiring a public hearing, please attach a list which contains the PIN, owner, and owner's mailing address of all properties located within 250 feet (excluding all Public Right-of-Ways) of the Subject Property.

THE APPLICANT'S SIGNATURE BELOW INDICATES THE INFORMATION CONTAINED IN THIS APPLICATION AND ON ANY ACCOMPANYING DOCUMENTS IS TRUE AND CORRECT.

THE APPLICANT ALSO ACKNOWLEDGES IF THE CONSULTANT EXPENSES EXCEED THE INITIAL ESCROW DEPOSIT, THE APPLICANT WILL REIMBURSE THE ACCOUNT IMMEDIATELY.

Sarosh Saher

(Name of applicant)

Subscribed and sworn to before me this 30<sup>th</sup> day of

A handwritten signature of Sarosh Saher.

May 2025.

My Commission Expir



Nadine J. Gerling

(Notary Public)

(Name of Owner, if different)

(Signature of Owner, if different)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

(Notary Public)

My Commission Expires \_\_\_\_\_

**Village of Lake Zurich  
Proposed Text Amendment**

Amendments to Title 9 and Title 10 of the Lake Zurich Municipal Code

Proposal: Various miscellaneous and procedural amendments to the text of the zoning and building codes to enhance their effectiveness.

1. The Village of Lake Zurich, (the "Applicant") requests amendments to the text of the Lake Zurich Zoning Code for the purpose of ensuring the ability to deliver uninterrupted and adequate, reliable municipal services, by streamlining municipal infrastructure projects and basic, fundamental municipal services and facilities without interference, interruption or delay to the establishment and continuous provision of basic and critical or essential municipal operations.
2. The Village of Lake Zurich, (the "Applicant") requests amendments to the text of the Lake Zurich Zoning and Land Development Codes for the purpose of setting limitations on the duration of construction of improvements by means of defining a 2-year site and subdivision improvement period.

Submitted by:



Sarosh Saher, Community Development Director  
Village of Lake Zurich  
505 Telser Road  
Lake Zurich, IL 60047

Dated: May 29, 2025

**TITLE 9 ZONING  
CHAPTER 7 SPECIAL DISTRICTS AND OVERLAY DISTRICTS**

**ARTICLE E. VILLAGE (MUNICIPAL) BUILDINGS, STRUCTURES AND USES**

**SECTION:**

**9-7E-1: Purposes**

**9-7E-2: Authorized Municipal Structures and Uses**

**9-7E-1: PURPOSES:**

To protect, preserve and dedicate Village revenue most efficiently for ongoing, uninterrupted municipal services and establish flexibility in the planning and development processes to best serve the public. The provisions herein are intended to assure adequate, reliable municipal services, by facilitating municipal infrastructure projects and basic, fundamental municipal services and facilities without preconditions or procedures, nor interference, interruption or delay to the prompt establishment and continuous provision of basic and critical or essential municipal operations.

**9-7E-2: AUTHORIZED MUNICIPAL STRUCTURES AND USES**

The following categories and types of Village structures, services and uses owned or operated by the Village of Lake Zurich are authorized as follows in any zoning district in the Village.

Essential or critical Village services or uses, including, but not limited to basic or supporting infrastructure, facilities, structures, improvements and related appurtenances, are authorized and permitted. Such services, uses, infrastructure, facilities, structures, improvements and related appurtenances are further exempt from any further provisions of the Village Zoning Ordinance. Park and recreational services or uses, including, but not limited to structures, improvements, uses and related facilities are authorized and permitted. Such structures, improvements, uses and related facilities are further exempt from any further provisions of the Village Zoning Ordinance. Any municipal services or uses which do not fall within the above two categories shall be classified as permitted uses within the underlying zoning districts that such municipal services or uses are classified.

TITLE 9  
CHAPTER 22  
SECTION 9-22-4

8. Limitation On Final Plan Approval: Construction shall commence in accordance with the approved final plan within two (2) years after the approval of such plan, or such other time as may be approved by the board of trustees. Failure to commence construction within such period shall, unless an extension of time shall have been granted by the village manager pursuant to subsection 9-12-1J of this title, automatically render void the final plan approval and all approvals of the planned unit development and all permits based on such approvals, and the manager shall, without further direction, initiate an appropriate application to revoke the special use permit for all portions of the planned unit development that have not yet been completed.

Construction shall be completed within 2 years of approval of the Final Plan, unless a construction schedule is submitted by the developer and approved by the village outlining an alternate site or subdivision improvement period as outlined in Section 10-5-6-B of the Municipal Code.

TITLE 10  
CHAPTER 5 PROCEDURE FOR SUBDIVISION APPROVAL  
SECTION 6 CONSTRUCTION OF REQUIRED IMPROVEMENTS

B. Site Or Subdivision Improvement Period

1. Compliance with Subdivision Design Standards: As a condition subsequent to the Village's approval of the Final Plan for a Planned Unit Development (PUD) or a final plat of subdivision, the developer shall, within two (2) years from the date of approval of the Final Plan or final plat of subdivision as described herein, construct and pay for the subdivision improvements required herein. Site improvements shall include but not be limited to principal buildings and structures, accessory structures and site features such as driveways, parking areas, landscape areas and stormwater management features. Subdivision improvements shall include but not be limited to public and private streets, utilities, stormwater management features, and landscaping.

2. Inspection of Site and Subdivision Improvements: During construction of the site or subdivision improvements, the Village Engineer or inspectors designated by the Village shall conduct inspections of the site or subdivision improvements at all such times as may be determined appropriate by the Village. At any time that the Village Engineer or inspectors determines that construction is not in compliance with the standards and procedures established herein, the Village shall have the authority to order all work to be stopped at the recommendation of the Village Engineer or inspectors until such time that the work is brought into compliance with this Ordinance.

The developer shall cause all such work to be completed prior to the expiration of the 2-year improvement period or shall request an extension of the improvement period to be granted by the Village. Failure to act accordingly shall be cause for the Village Board of Trustees to draw on the letter of credit or other guarantees to complete said improvements as described in the Final Plan for the PUD or the final plat of subdivision.