

Village Hall Board Room
 121 E. McEvilly Rd, Minooka, IL 60447

PLANNING & ZONING COMMISSION MEETING MINUTES
 Tuesday, February 11, 2025

1. CALL TO ORDER

Meeting was called to order by Chairman Friant at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

Pledge of allegiance was led by Chairman Friant.

3. ROLL CALL

Name	Title	Status
Dan Friant	Chairman	Present
Steve Bryce	Commissioner	Present
Casey McCollom	Commissioner	Arrived at 6:08 PM
Mark Skwarczynski	Commissioner	Present
Bob White	Commissioner	Present
Bob Wilson	Commissioner	Absent
Dan Wittenkeller	Commissioner	Present

Also Present: Village President Ric Offerman, Building Officer Gabe Friend, Community Development Officer Jack Guldenbecker, Deputy Village Clerk Jessica Harvey, and Village Attorney Haley Peters.

4. APPROVAL OF DECEMBER 10, 2024 MINUTES

Chairman Friant thanked Commissioner White for serving as Chairman Pro Tem in his absence. Amendment noted on Page 4 to remove Chairman Friant and add Chairman Pro Tem White. Motion was made by Commissioner Bryce to approve the December 10, 2024 Planning and Zoning Minutes as amended. Commissioner White seconds.

MOTION CARRIED by the following roll call vote:

RESULT:	APPROVED AS AMENDED
MOVER:	Commissioner Bryce
SECONDER:	Commissioner White
AYES:	Bryce, Skwarczynski, White
ABSTAIN:	Wittenkeller
ABSENT:	McCollom, Wilson

5. BRIEFING ON VILLAGE UPCOMING AGENDA ITEMS

Community Development Officer Guldenbecker provided an updated that there will be a site layout change and sign variance anticipated for the March Agenda for Holiday Inn

6. **OLD BUSINESS** – None

7. **NEW BUSINESS**

a) **Public Hearing on the question of whether to amend the Minooka zoning ordinance as follows:**

- **Amending Title 5 (Zoning), Chapter 13 (Signs), Section 5-13-15 (Signs Permitted in Residential and Agricultural Districts) in relation to Electronic Messaging Centers.**
- **Amending Title 5 (Zoning) Chapter 13 (Signs), Section 5-13-16 (Commercial Districts) in relation to Electronic Messaging Centers.**
- **Amending Title 5 (Zoning) Chapter 13 (Signs), Section 5-13-17 (Industrial Districts) in relation to Electronic Messaging Centers.**

Motion was made by Commissioner White to open the Public Hearing and consideration on the question of whether to amend Minooka Zoning Ordinance Title 5 (Zoning), Chapter 13 (Signs), Section 5-13-15 (Signs Permitted in Residential and Agricultural Districts) in relation to Electronic Messaging Centers, amend Title 5 (Zoning) Chapter 13 (Signs), Section 5-13-16 (Commercial Districts) in relation to Electronic Messaging Centers, amend Title 5 (Zoning) Chapter 13 (Signs), Section 5-13-17 (Industrial Districts) in relation to Electronic Messaging Centers.

Commissioner Wittenkeller seconds.

Ayes: Bryce, Skwarczynski, White, Wittenkeller

Nays: None

Abstain: None

Absent: McCollom, Wilson

Motion carried. Public Hearing opened at 6:05 PM.

Public Notice was published on January 22, 2025 in the Morris Herald News and Joliet Herald News and on January 23, 2025 in the Kendall County Record.

There were no interested persons wishing to provide testimony.

Commissioner McCollom arrived at the Planning and Zoning meeting at 6:08 PM

Building Officer Friend stated staff is proposing revisions to the Village's sign ordinance, specifically regarding electronic message centers. The changes aim to establish additional regulations for these signs and permit their installation in Residential Districts for non-residential uses, such as schools and churches. Currently, the Village has several electronic message center signs located in residential zoning districts; however, they are not listed as permitted in the existing sign ordinance (5-13-15; 05-13-16 and 05-13-17: Signs Permitted in Residential and Agricultural Districts, Commercial Districts, and Industrial Districts). As electronic message center technology has evolved, several factors require updated consideration, including brightness levels, sign size, and proximity to residential areas. Staff has reviewed regulations from other municipalities, as well as guidelines from the Outdoor Advertising Association of America and the International Sign Association. The findings indicate a common set of best practices across jurisdictions, including limiting brightness to 0.3 foot-candles above ambient light, incorporating automatic dimming based on ambient light conditions, and prohibiting noise emissions from the signs. Staff also recommends these additional measures be applied across all zoning districts, including Residential Districts. The goal is to prevent excessive brightness that could cause visual disturbance, reduce the risk of distractions for drivers, ensuring roadway safety, and minimize potential disruptions to neighboring properties and areas. He clarified further that operational hours would be from

6:00 AM to 10:00 PM, afterward it shall hold a static single image and shall not cause illuminance in excess of three tenths (0.3) foot-candles over ambient lighting conditions.

Commission reviewed with Building Officer Friend and Attorney Peters what would constitute a static image and if that may need to be defined. Commission also felt it would be acceptable to add date, time and temperate details on that same static image definition.

Building Officer Friend stated both a school and a church would like to put signs up with electronic message centers, both in residential districts. Commission reviewed the proposed requirements and discussed removing 5-13-15 C(3) the electronic message center portion of a sign shall compromise no more than fifty percent (50%) of the total area of the sign within Residential and Agricultural Districts but keeping the requirement in both the Commercial and Industrial Districts.

No other questions from the Commissioners or public were received. Chairman Friant asked Commissioners if they had enough information to make a decision or if there would be a motion to continue the public hearing.

Motion was made by Commissioner McCollom to close the Public Hearing and consideration on the question of whether to amend Minooka Zoning Ordinance Title 5 (Zoning), Chapter 13 (Signs), Section 5-13-15 (Signs Permitted in Residential and Agricultural Districts) in relation to Electronic Messaging Centers, amend Title 5 (Zoning) Chapter 13 (Signs), Section 5-13-16 (Commercial Districts) in relation to Electronic Messaging Centers, amend Title 5 (Zoning) Chapter 13 (Signs), Section 5-13-17 (Industrial Districts) in relation to Electronic Messaging Centers.

Commissioner Bryce seconds.

Ayes: Bryce, McCollom, Skwarczynski, White, Wittenkeller

Nays: None

Abstain: None

Absent: Wilson

Motion carried. Public Hearing closed at 6:44 PM.

Based on the evidence presented and the reasons set forth in the Planning and Zoning Meeting and recommendation sheets, Commissioner White motioned to recommend to the Village Board the approval of amending Minooka Zoning Ordinance Title 5 (Zoning), Chapter 13 (Signs), Section 5-13-15 (Signs Permitted in Residential and Agricultural Districts) in relation to Electronic Messaging Centers, amending Title 5 (Zoning) Chapter 13 (Signs), Section 5-13-16 (Commercial Districts) in relation to Electronic Messaging Centers, and amending Title 5 (Zoning) Chapter 13 (Signs), Section 5-13-17 (Industrial Districts) as amended, removing proposed 5-13-15 C(3) the electronic message center portion of a sign shall compromise no more than fifty percent (50%) of the total area of the sign within Residential and Agricultural Districts but keeping the requirement in both the Commercial and Industrial Districts, pending legal and final engineering approval.

Commissioner McCollom seconds.

MOTION CARRIED by the following roll call vote:

RESULT:	APPROVED AS AMENDED
MOVER:	<i>Commissioner White</i>
SECONDER:	<i>Commissioner McCollom</i>
AYES:	<i>Bryce, McCollom, Skwarczynski, White, Wittenkeller</i>
ABSENT:	<i>Wilson</i>
Finding of Fact and Recommendation for Approval attached.	

8. **AS APPROPRIATE** – None

9. **PUBLIC COMMENT**

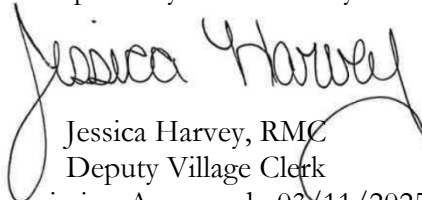
Mayor Offerman complimented the Planning and Zoning Commission on the good discussion while reviewing the proposed text amendments.

10. **ADJOURNMENT**

Motion was made by Commissioner McCollom to adjourn the Planning and Zoning Commission meeting. Commissioner White seconds.

MOTION CARRIED with all ayes. Meeting adjourned at 6:46 PM.

Respectfully Submitted By:



Jessica Harvey, RMC
Deputy Village Clerk

Commission Approved: 03/11/2025

**FINDINGS OF FACT AND RECOMMENDATION OF APPROVAL FOR A PROPOSED TEXT
AMENDMENT TO THE MINOOKA ZONING ORDINANCE REGARDING ELECTRONIC SIGNS**

On Tuesday, February 11, 2025, at 6:00 P.M. the Village of Minooka Planning and Zoning Commission (the “Plan Commission”) conducted a public hearing, with public notice having been duly given for the same. At said hearing, the Plan Commission considered whether to recommend approval or denial of a proposed text amendment to change the electronic message centers portion of the Village’s sign regulations that include additional regulations and permit the electronic message signs in Residential Districts at non-residential uses.

Having heard and considered all of the evidence presented at the hearing and being fully advised in the premises, the Plan Commission hereby recommends that the Corporate Authorities of the Village approve the text amendment to the Minooka Zoning Ordinance.

PASSED this 11th day of February 2025, by roll call vote.

	Aye	Nay	Absent
Daniel Friant	_____	_____	_____
Casey McCollom	<u> X </u>	_____	_____
Robert Wilson	_____	_____	<u> X </u>
Daniel Wittenkeller	<u> X </u>	_____	_____
Robert White	<u> X </u>	_____	_____
Mark Skwarczynski	<u> X </u>	_____	_____
Steve Bryce	<u> X </u>	_____	_____