



PLANNING & ZONING COMMISSION MINUTES
May 14th, 2025, 6:30pm
66 Thillen Drive, Fox Lake, IL
Also Available Virtually Through the Link Below

I. Call To Order **Open:** 6:30 PM **Close:** 8:38 PM

II. Pledge Of Allegiance

III. Roll Call		Present	Absent
Commissioner:	Stephen Legge	<u> x </u>	<u> </u>
	Eric Swanson	<u> </u>	<u> x </u>
	Barbara Nakanishi	<u> </u>	<u> x </u>
	Jeff Bell	<u> x </u>	<u> </u>
	Michelle Stewart	<u> x </u>	<u> </u>
Chairman:	Joe Bongiovanni	<u> x </u>	<u> </u>

A quorum was established.

Also in attendance: Jodi Luka, Jake Boxrud

IV. Approval of April 9th 2025 Regular Meeting Minutes

A motion was made by Commissioner Legge to approve the minutes of the April 9, 2025 meeting, as submitted. This was seconded by Commissioner Bell.

		Yea	Nay	Abstain
Commissioner:	Stephen Legge	<u> x </u>	<u> </u>	<u> </u>
	Jeff Bell	<u> x </u>	<u> </u>	<u> </u>
	Michelle Stewart	<u> x </u>	<u> </u>	<u> </u>
Chairman:	Joe Bongiovanni	<u> x </u>	<u> </u>	<u> </u>

Motion Passed.

V. Approval of April 21st 2025 Planning & Zoning Commission/Village Board Joint Meeting Minutes

A motion was made by Commissioner Stewart to approve the minutes of the April 21, 2025 Joint Planning and Zoning / Village Board meeting, as submitted. This was



seconded by Commissioner Legge.

		Yea	Nay	Abstain
Commissioner:	Stephen Legge	<u> x </u>	<u> </u>	<u> </u>
	Jeff Bell	<u> x </u>	<u> </u>	<u> </u>
	Michelle Stewart	<u> x </u>	<u> </u>	<u> </u>
Chairman:	Joe Bongiovanni	<u> x </u>	<u> </u>	<u> </u>

Motion Passed.

VI. Old Business - None

VII. New Business

1. Resubdivision (Consolidation) of Proposed Honda Dealership Property- 89-91 S Route 12- JNK of Fox Lake, LLC Open: 6:35 PM Closed: 6:37 PM

Krystal Roberts was sworn in.

Jodi Luka stated that the Village Engineers have reviewed the consolidation plans.

Audience Comments: None.

Motion to Approve: Commissioner Bell made a motion to recommend approval to the Village Board of the Plat Resubdivision, consolidating parcels 89 S Route 12 and 91 S Route 12, commonly known as 91 S Route 12, Fox Lake, Illinois. The motion was seconded by Commissioner Legge.

Discussion: None.

Roll Call Vote:		Yea	Nay
Commissioner:	Stephen Legge	<u> x </u>	<u> </u>
	Jeff Bell	<u> x </u>	<u> </u>
	Michelle Stewart	<u> x </u>	<u> </u>
Chairman:	Joe Bongiovanni	<u> x </u>	<u> </u>

Motion Passed.

2. Sign Variation- Proposed Honda Dealership Property- 89-91 S Route 12- JNK of Fox Lake, LLC Open: 6:38 PM Close: 7:10 PM



Jodi Luka introduced the petition stating that our zoning ordinance set-back rules do not allow enough room from Route 12 for this sign to not impede on space that is needed for the car lot. This is due to the expansion of Route 12. Also, our sign ordinance allows the sign to go up to 8 feet tall, this sign would be 19 feet tall. The car dealership on the lot next to Honda has a similar sign and the sign height is required by Honda.

Joe Nichale, attorney, was sworn in. The proposed sign will not affect the aesthetics of the area or obstruct sight lines and is similar to other signs nearby.

Krystal Roberts, Executive Manager, was sworn in. The sign is not owned by the dealership, it is owned by the manufacturer. Commissioner Legge said that it is on the commission to follow the guidelines of our ordinances. There was much discussion regarding the height and sightlines.

Ed Martinez, architect, was sworn in. The sign is set back as far as possible when allowing for parking cars on the lot. Commissioner Legge challenged the size of the proposed main sign (10 x 10). Mr. Martinez feels that the sign is not too large when considering the size of the building and scope of the project.

Audience Comments: None

Discussion:

Commissioner Stewart said the Commissioners have approved other similar sign variations recently. Her concern was safety (obstructing traffic or sight lines).

Commissioner Legge restated his concerns about the height, location (potential blocking of future sidewalk) and asked about putting the overhead wires underground. Mr. Martinez said that these changes would cause delays as they would have to go back to Honda for redesigning.

Jodi Luka said that staff recommendation is to not add a condition to drop the height of the sign so that the petitioner can go to the Board of Trustees for the decision.

Motion to Approve: Commissioner Bell made a motion to recommend approval to the Village Board for variations to section 10-1-6-B, outlining the minimum setback and maximum square footage and height for a monument sign at the property commonly known as 89-91 South Route 12, Fox Lake, in Lake County, Illinois. The standards for the variations are in accordance with the Village of Fox Lake Zoning Code 10-1-6 subsection B. The items satisfied are 1, 2, 3, 4, 5, and 6. If approved, the variations are a height of 19 feet 10 inches, square footage of 199 sq. ft., and a set back of 6 feet from the property line. The motion was seconded by Commissioner Stewart.

Discussion:

Commissioner Legge requested that staff and the petitioners work with Honda to try to get the sign a little lower. It was agreed that staff and petitioners will try.

**Roll Call Vote:**

		Yea	Nay
Commissioner:	Stephen Legge	<u> x </u>	<u> </u>
	Jeff Bell	<u> x </u>	<u> </u>
	Michelle Stewart	<u> x </u>	<u> </u>
Chairman:	Joe Bongiovanni	<u> x </u>	<u> </u>

Motion Passed.

3. Special Use Permit to Operate a Short-Term Rental and Variations to Short-Term Rental Regulations Regarding Maximum Occupancy and Number of Units on a Parcel- 258 Lippincott Lane- Scott Boulas

Open: 7:10 PM

Closed: 7:58 PM

Jake Boxrud introduced the petition by explaining the circumstances and challenges with this property. Specifically, this property has several units and there is a question regarding if 1 Short Term Rental license including all units is acceptable or if a separate license is required for each unit. There is also a question regarding the number of parking spaces.

Scott Boulas was sworn in. He and his family are new to the community and live in Lincoln Park in Chicago. Mr. Boulas spoke about the benefit to the Village from short term rentals and AirB&B. He has set a maximum of parking for 5 cars. They want to encourage using this property for use by families; such as family reunions. The units will be rented separately as well as being rented to one family to use all units. The petitioners are currently asking for 4 separate licenses. The property will be managed by Cassandra Waltrip (wife of Mr. Boulas). They are an hour and 15 minutes away (without traffic) but could contact their cleaner or handyman in case an immediate response is required. Mr. Boulas does not anticipate any problems. No water type vehicles will be offered to renters.

Cassandra Waltrip was sworn in. Cassandra has been managing most of their other rental properties for over 10 years. The properties are in several other cities. They do not live in the vicinity of most of those properties and there have been no problems. Several commissioners suggested that a local contact would be needed to respond to emergencies. The petitioners agreed that a local person will be available. No pets will be allowed. Will not provide motorized water vehicles.

Audience Comments: None

Motion to Approve: Commissioner Bell made a motion to recommend approval to the Village Board of the Special Use application to operate a Short Term Rental at the property commonly known as 258 Lippincott Lane in Fox Lake, in Lake County, Illinois. The standards for this special use have been satisfied in accordance with the Village of Fox Lake zoning code 9-1-6-10, subsection C. The items satisfied are 1,2, 3, 4, 5, and 6.



If approved, the variations are:

- 1) a variation to Section 6-2-7-7-10-8, to allow for a maximum occupancy of 2 in unit 3, and
- 2) a variation to section 6-2-7-7-12 to offer the same number of STR dwelling units on a residential property as granted through a Special Use permit. The conditions that we have existing are:
 - a) unit 2 will have a maximum occupancy of 2
 - b) unit 4 will have a maximum occupancy of 4

Commissioner Stewart verified that the occupancy for the entire property if all units were at maximum occupancy would be 14.

The motion was seconded by Commissioner Legge.

Discussion: Commissioners asked for clarification of the number of licenses. There are properties in the village with several units and holding one license that covers all and there are properties in the village with several units and each unit is licensed separately. Our ordinance allows 1 license per pin number.

Roll Call Vote:

		Yea	Nay
Commissioner:	Stephen Legge	<u> x </u>	<u> </u>
	Jeff Bell	<u> </u>	<u> x </u>
	Michelle Stewart	<u> </u>	<u> x </u>
Chairman:	Joe Bongiovanni	<u> </u>	<u> x </u>

Motion Failed.

Motion to Approve: Commissioner Bell made a motion to recommend approval to the Village Board of the Special Use application for a Short Term Rental permit at the property commonly known as 258 Lippincott Lane in Fox Lake, in Lake County, Illinois. The standards for this special use have been satisfied in accordance with the Village of Fox Lake zoning code 9-1-6-10, subsection C. The items satisfied are 1, 2, 3, 4, 5, and 6.

If approved, the variations are:

- 1) a variation to Section 6-2-7-7-10-8, to allow for a maximum occupancy of 2 in unit 3, and
- 2) a variation to section 6-2-7-7-12 to allow for 4 dwelling units on this



residential property as granted through a Special Use permit.

The conditions that we have existing are:

- c) unit 2 will have a maximum occupancy of 2
- d) unit 4 will have a maximum occupancy of 4

The motion was seconded by Commissioner Legge.

Discussion: Commissioner Legge asked for more clarification regarding multiple units on one property for future discussion of such matters. Jodi agreed that staff will provide more guidance in the future.

Roll Call Vote:		Yea	Nay
Commissioner:	Stephen Legge	<u> x </u>	<u> </u>
	Jeff Bell	<u> x </u>	<u> </u>
	Michelle Stewart	<u> x </u>	<u> </u>
Chairman:	Joe Bongiovanni	<u> x </u>	<u> </u>

Motion Passed.

4. Variations to Allow for the Construction of an Accessory Structure on a Lot Without a Primary Structure and to Exceed Maximum Size and Height Restrictions – 411 Madison Avenue- Brian Ohlrich

Open: 7:58 PM

Closed: 8:13 PM

Jake Boxrud introduced the petition. Jake acknowledged an error in the memo for this petition. The memo states that there is a large vacant property to the south of this location but there is an active business (The Town & County Utilities) at 750 Rollins Road.

Brian Ohlrich was sworn in. Mr. Ohlrich wants to build a storage building for pontoon boats, lawn tractors, garden carts, log splitters, truck, etc. There is a large marsh behind this property so it will not be able to be built on. This will replace the shed that is currently existing.

Chairman Bongiovanni said he will require a variation for height of the building. He also asked if combination of the pins has been considered. Mr. Ohlrich said that would change his real estate tax exposure. The height variation is included in this petition.

Commissioner Bell is concerned that someone else could come in and buy this property and then have a lot with a storage building but no primary unit.



Chairman Bongiovanni suggested that combining the pins is the proper route to take. Jodi advised the commission on different types of pin consolidation.

Audience Comments: None

Motion to Approve: Commissioner Stewart made a motion to recommend approval to the Village Board for variations to Section 9-1-5-2-8 allowing the construction of a 40 x 40 accessory structure on a lot without a primary structure at the property commonly known as 411 Madison Avenue, Ingleside, Lake County, Illinois. The standards for the variations are in accordance with Fox Lake Zoning Code 9-1-5-2, subsection A. The items satisfied are 1, 2, 3, 4, 5, and 6.

The motion was seconded by Commissioner Legge.

Discussion: Commissioner Legge feels that Commissioner Bell brings up a good point, however, in Fox Lake there are a lot of non-conforming properties and this is something that we will probably see on other properties. Commissioner Bell restated that there will be no impact to neighbors.

Roll Call Vote:

		Yea	Nay
Commissioner:	Stephen Legge	<u> x </u>	<u> </u>
	Jeff Bell	<u> x </u>	<u> </u>
	Michelle Stewart	<u> x </u>	<u> </u>
Chairman:	Joe Bongiovanni	<u> x </u>	<u> </u>

Motion Passed.

5. Sign Variation- 11 E Grand Avenue- Eddie Ringmeier

Open: 8:13 PM

Closed: 8:24 PM

Jake Boxrud introduced the petition.

Edward Ringmeier was sworn in. Mr. Ringmeier owns a construction company doing interior remodeling. He is asking for a sign variance to allow internally illuminated signage in the downtown zoning district. This is similar to the two neighboring businesses.

Audience Comments: None

Motion to Approve: Commissioner Stewart made a motion to recommend approval to the Village Board for variations to Section 10-1-8-B to allow for an LD message sign in the downtown zoning district at the property commonly known as 11 E Grand Avenue, Fox Lake, in Lake County, Illinois. The standards for the variation are in accordance with the Village of Fox Lake Zoning Code 10-1-8 Subsection B. The items satisfied are 1, 2, 3, 4, 5, and 6.



The motion was seconded by Commissioner Bell.

Discussion: None

Roll Call Vote:

		Yea	Nay
Commissioner:	Stephen Legge	<u> x </u>	<u> </u>
	Jeff Bell	<u> x </u>	<u> </u>
	Michelle Stewart	<u> x </u>	<u> </u>
Chairman:	Joe Bongiovanni	<u> x </u>	<u> </u>

Motion Passed.

6. Discussion

Nice job and welcome to the new Chairman, Joe Bongiovanni.

Jodi updated the commissioners that we have taken another step in the process of a Transit Development Oriented Zoning Grant from the RTA. This would give us staff to help us work on making downtown better zoned for redevelopment, walkability, perhaps some downtown sign ordinances updates. This will hopefully help to bring in more businesses.

The Village Board passed the redevelopment agreement with the Route12 and Big Hollow apartment complex last night. Final PUD will be before this commission again soon.

Jodi is trying to arrange a special meeting for July 16, 2025.

Regarding the Comprehensive Plan, Jodi will be meeting with them to discuss more refinement of the plans. The preliminary Downtown Master Plan has been delivered and will be reviewed.

We are working with NIU's Master's Program. We have applied to host an intern for 2 years. Jodi will be interviewing next week.

Jodi has booked Fox Lake for "Hometown Day" on WGN. This will be on the radio and on-line and will showcase the best of what Fox Lake has to offer. Our day will be May 29th. Many of our business owners will be showcased.

Jake has put together binders for each of the commissioners of the village zoning and sign ordinance.

Chairman Bongiovanni thanked Jodi and Jake for all their hard work in promoting and



growing the village.

7. Public Comment

In accordance with the Illinois Open Meeting Act, the public may address the Commission regarding any matter on the agenda or not on the agenda.

None

8. Adjournment

Motion to adjourn was made by Commissioner Stewart and seconded by Commissioner Legge.

Affirmative Vote

All in favor - Adjourned at 8:38 PM

Respectfully Submitted,

Patricia Russell