

MINUTES OF THE PLAN COMMISSION
November 10, 2025

The regular meeting of the Plan Commission was called to order by Chairman Eric Steffe at 7:01 p.m. at the Village Hall, 118 W. Cook Avenue.

Members present: Chairman Eric Steffe, Amy Flores, Richard Pyter, Thomas Rankin, Dale Sherman, Gregory Wheeler, and Aaron Zych.

Members absent: None.

A quorum was established.

Village Staff present: Heather Rowe, Director of Community Development; Tony Repp, Deputy Director of Community Development; David Smith, Senior Planner, Jeff Cooper, Deputy Director of Public Works/Village Engineer; and Crystin Gindorf, Administrative Services Coordinator.

Others present: Brooke Lenneman, Village Attorney.

Commissioner Wheeler moved, seconded by Commissioner Zych, to approve the October 27, 2025, Plan Commission meeting minutes.

Motion carried 7 - 0.

OLD BUSINESS: None.

NEW BUSINESS:

**PC 25-21 Village of Libertyville, Applicant
200 E. Cook Avenue**

Request is for a Special Use Permit for a Planned Development in order to construct a Municipal Police Station for property located in an IB Institutional Buildings District.

**PC 25-22 Village of Libertyville, Applicant
200 E. Cook Avenue**

Request is for a simultaneous submission of a Planned Development Concept Plan and Final Plan in order to construct a Municipal Police Station for property located in an IB Institutional Buildings District.

Chairman Steffe called the case and swore in all speakers who would be addressing the Commission, including those on the applicant team and members of the public.

Mr. Tony Repp, Deputy Director of Community Development, introduced the requests, which include a request for Special Use Permit for a Planned Development and Simultaneous Concept

Minutes of the November 10, 2025, Plan Commission Meeting
Page 2 of 7

and Final Planed Development in order to construct a new Municipal Police Station on the subject property at 200 E. Cook Avenue. Mr. Repp explained the requests, project background and project timeline.

Chairman Steffe then asked the applicant to come forward to address the Commission. Ms. Kelly Amidei, Village Administrator, presented the application materials to the Commission. Ms. Amidei introduced the various members of the development team, including:

- Mike Elliott of FGM Architects;
- Maggie Krieger of FGM Architects;
- Mike Renner of Eriksson Engineering;
- Gabrielle Walters of Eriksson Engineering;
- Josh Andersson of Eriksson Engineering;
- Marc Rogers of CCS acting as owner's representative; and
- Chief Ed Roncone of the Libertyville Police Department.

Ms. Amidei explained the need for a new police department facility and outlined the age, construction history and operational history of the existing building. Ms. Amidei also explained the Village Board involvement with the project. The Village Board had identified the need for a new Police Station and staff began planning and budgeting for a new facility several years prior. The Village Board officially added the new Police Department building to the Capital Plan in 2022. FGM Architects was selected earlier this year after various bids for architectural services were reviewed by the Village Board. Ms. Amidei provided additional background on Police Department staffing, facility needs, budgeting and scheduling for the proposed development. Ms. Amidei discussed the public bidding process as it relates to the proposed development. This public bidding process and the subsequent timeline necessitated the applicant's request for simultaneous concept and final plan approval related to the planned development request. Additionally, Ms. Amidei discussed the various public engagement steps that the applicant had undertaken including several meetings with the Village Board, Police and Fire Commission, and a community-wide open house held earlier this year.

Mr. Mike Elliott and Ms. Maggie Krieger, both of FGM Architects, came forward and discussed the proposed improvements. Mr. Elliott outlined the architectural thought and space planning needs that were considered prior to beginning the design. Ms. Krieger provided additional detail and displayed exhibits which showed the existing conditions (including building and parking lot footprints) as they related to the proposed building. The applicant also discussed the challenging site constraints on the property, including the existing water tower and various grade challenges. Several non-conforming grade or access issues are being corrected as part of the overall development plan.

Ms. Krieger discussed some of the various operational activities, including where patrol vehicles will enter and exit. The relocated drive aisle for patrol vehicles and addition of landscaping is intended to limit the impact of patrol vehicles on the surrounding neighborhood. Ms. Krieger also discussed the proposal for six (6) covered parking stalls adjacent to the staff entrance on the north side of the building. This would be officers temporarily returning to the station while on patrol to

Minutes of the November 10, 2025, Plan Commission Meeting
Page 3 of 7

complete paperwork, meet with a supervisor, or meet with a member of the public. Ms. Kreiger also reviewed the various landscape, lighting and parking plans for the Commission.

Mr. Elliott and Ms. Krieger discussed several other features of the design, including secured parking, more efficient internal operations and the addition of a community multi-purpose room.

Mr. Elliott stated that the architects also considered designs of other municipal buildings within the community. Mr. Elliott discussed the surrounding architectural examples in close proximity to the subject property. Due to the varying uses of the surrounding properties, there was no major architectural theme identified at the neighborhood level. Mr. Elliott discussed how the proposed building design fits the site constraints and aims to lessen the scale of the building where possible. This includes stepping back the 2nd floor and modelling some architectural rhythms seen in other municipal buildings and around the neighborhood.

Following the applicant's presentation, Chairman Steffe opened the public hearing for any members of the public to provide testimony.

Ms. Tara Jensen, 518 1st Street, provided comments to the Commission. Ms. Jensen stated that she lives across the street from the site. Ms. Jensen felt the project was an overall improvement. Ms. Jensen raised questions about the impacts of certain aspects of the lighting. Ms. Jensen asked if the proposed design would have a lot of light coming from the exterior fixtures and within the building. Ms. Amidei addressed the questions from Ms. Jensen. Ms. Amidei stated that this is a 24 hour facility, but was open to addressing any of the potential impacts with operational modifications or use of certain light blocking measures for interior space and exterior lights.

Mr. Don Koch, 624 1st Street, addressed the Commission. Mr. Koch had attended previous meetings related to the project. Mr. Koch felt that the proposal was missing the traditional character of Libertyville. Mr. Koch also felt that the project was overly large and overly expensive. Mr. Koch discussed various materials used in the building and how expensive they could be. Mr. Koch reiterated that he felt the design did not fit the architectural context of the community and was overly expensive.

Mr. Chris Wagren, 303 North Avenue, felt that there was limited opportunity for public input on the project before the building was designed. Mr. Wagren inquired about where patrol vehicles would enter the site. Mr. Wagren felt the proposed curved access road in the rear of the building was circuitous and would limit officers ability to egress the site quickly. Mr. Wagren wanted more community involvement and thought the location of parking was troublesome. Mr. Wagren also felt the building was very expensive and everything should be considered carefully. Ms. Amidei responded to the comments. She stated that the below grade garage would house patrol vehicles and many of the vehicles would come in and out of that area and not in the staff parking area. Police personnel would drive their personal vehicles into the site via Cook Avenue and would not typically traverse the rear access road. Trips from that area would be limited to officers visiting the site temporarily while on shift.

Mr. Bruce Hill, president of School Street Homeowner's Association, addressed the Commission. Mr. Hill asked for clarifications about sight lines into the site and potential light pollution issues.

Minutes of the November 10, 2025, Plan Commission Meeting
Page 4 of 7

Ms. Amidei discussed the various sight lines into the property. She stated that the improvements, both building and parking lot, would have similar locations to the existing facilities. Ms. Amidei further discussed the proposed screening and limits of light pollution shown on the photometric plan. Chairman Steffee asked for additional clarification regarding the grading and building height. Mr. Elliott provided further detail regarding the elevation and the limited massing of the sallyport, which is only one story and is closest to the residences.

Mr. Phil Jensen, 522 Wrightwood, stated that his daughter lives across the street. Mr. Jensen felt the project was an upgrade and was supportive of the Police Department. Mr. Jensen was concerned with construction impacts. Staff provided the permitted construction hours, and Ms. Amidei discussed how certain aspects of construction would be handled. Ms. Heather Rowe, Director of Community Development, also discussed how early starts or other complaints would be handled. Police personnel or Community Development staff would respond to any calls related to construction hours. Chairman Steffee asked if hours would be limited to weekdays only. Ms. Amidei stated that typically Village projects are limited to weekdays, but there may be need for some Saturday work at certain points. Ms. Amidei also stated that a construction manager would be on-site during the project.

Commissioner Sherman asked how provision of police services would be affected by the construction. Ms. Amidei stated that the department would be relocated to a temporary facility during construction. This space has not been identified as yet. Ms. Amidei also stated that a police records staff member would be stationed at Village Hall during construction so other police business could be conducted without asking the public to drive further out into the community where the temporary station may be located.

Mr. Rod Buss, owner of property to the west of the subject property, inquired about considerations given to impacts to his property regarding lighting and landscaping. Mr. Buss also inquired about how construction parking would be handled. Ms. Amidei stated that all construction vehicles should be housed on the site during construction. She went on to discuss the existing and proposed landscaping adjacent to Mr. Buss' property. Certain landscaping would be removed and replaced with new screening materials. She stated they would work closely with neighboring properties on landscaping.

There were no additional speakers from the public. Chairman Steffee closed the public hearing.

Commissioner Sherman had no additional inquiries and commended the applicant on their presentation.

Commissioner Flores inquired about the accessible parking on the site. Ms. Krieger displayed the plan which shows the location of accessible parking and the associated grade were to be constructed. The accessible parking stalls were on the same level as the main entrance, which is code compliant.

Commissioner Wheeler asked how complete the plans were at this point. Mr. Elliott stated the plans were about to go forward for full construction level drawings.

Minutes of the November 10, 2025, Plan Commission Meeting
Page 5 of 7

Commissioner Wheeler also asked if any portion of the building would be retained. Mr. Elliott stated that the building would be fully demolished. Commissioner Wheeler also asked if any vehicle maintenance would be conducted on-site. Mr. Elliott said no maintenance would be done on-site. The underground garage would house additional vehicles and equipment as well as the firing range.

Commissioner Wheeler asked if there was any intention to obtain LEED Certification. Mr. Elliott said there was no intention to obtain LEED Certification but the modern building codes mimic past components of LEED Certification.

Commissioner Wheeler asked how the project budget had been generated. Mr. Elliott stated that the owner's rep, CCS, Inc., has completed estimates based on all known aspects of the project.

Commissioner Pyter has been in Libertyville a long time and wants to make sure the building was up to the proper standard. Commissioner Pyter did not feel it was his place as a Plan Commissioner to comment on the cost. Commissioner Pyter asked how the building was deemed unsafe for employees. Mr. Ed Roncone, Police Chief, Village of Libertyville, came forward and discussed how inefficient certain aspects of the building were and how it could cause issues for Police Officers. Arrested individuals entering the station currently need to traverse several levels of stairs to complete the booking process. This poses potential dangers for Police and Fire staff transporting arrested individuals, particularly if they are uncooperative. The new design eliminates those issues and provides a smoother process in those cases.

Commissioner Pyter asked staff to clarify the request related to the addition of the covered parking structure in the rear of the property. It appears the Appearance Review Commission did not include this in their recommendation, but it has since be added back to the application. Mr. Repp stated that the Appearance Review Commission did not feel there was adequate information regarding the structure for approval. However, the applicant has provided the necessary materials and then requested that the Plan Commission consider this as part of the application. The material was posted and distributed with the most recent Plan Commission packet distribution.

Commissioner Pyter asked if the applicant was aware of all of the items in the supplemental memo provided by staff. Ms. Amidei confirmed that the team was aware of the contents of the memo and did not have any concern or objection to these issues.

Commissioner Pyter asked if the new station added to recruitment value for the Police Department. Ms. Amidei discussed the overall reduction in police candidates the Village and other communities have seen in recent years. Other communities compete for qualified candidates. Additionally, the proposed development includes additional facilities for female officers. Other communities are also building new stations to aid in recruitment.

Commissioner Rankin asked about how the water tower and public utilities would be protected during construction. Ms. Amidei discussed how the construction team would screen and protect the water tower.

Commissioner Rankin was supportive of the requests.

Minutes of the November 10, 2025, Plan Commission Meeting
Page 6 of 7

Commissioner Zych inquired about how the overall size of the building was generated during the design process. Ms. Amidei discussed the space planning study. The study actually called for total building size larger than what is proposed. Additional refinements based on site constraints, budget and department needs were studied and led to the proposed building being presented. Ms. Amidei also discussed how certain personnel within the department were sharing offices with 3 or 4 other staff members and how this could be detrimental to department operations.

Ms. Amidei discussed the various options considered before the current proposal was selected. This included relocating to an existing building and completing another addition to the existing building. Neither was feasible based on property availability or cost. She also discussed the financial aspects of the project. The Village has certain savings and revenue streams outlined for this purpose.

Commissioner Zych asked how stormwater would be handled on the site. Mr. Jeff Cooper, Deputy Director of Public Works/Village Engineer, pointed out the proposed stormwater detention system and stated that this is compliant with the requirements of the Village.

Commissioner Zych inquired about the 1st Street entrance and how adjacent properties might be impacted. Ms. Amidei stated that a small industrial building was directly across the street from the revised entrance location. This was thought to be preferable to having it directly adjacent to homes. Commissioner Zych and Ms. Amidei also discussed how snow piling would be handled on the site.

Chairman Steffe asked staff for clarification on inclusion of the covered parking structure in the motion. Mr. Repp stated that the motion presented in the report was inclusive of that portion of the design.

Chairman Steffe asked how the multi-purpose room would be used by the public. Ms. Amidei stated that it would be primarily used for staff training and administrative adjudication court proceedings. Additionally, one-time events from community partners would be allowed but typically limited to daytime hours. Ms. Amidei also discussed the size of the room and paths to the room for the public.

Chairman Steffe asked if the applicant was comfortable with the conditions contained within the reports and motion. The applicant confirmed they were comfortable with the conditions.

In the matter of PC 25-21, Commissioner Wheeler moved, seconded by Commissioner Flores, to recommend the Village Board of Trustees approve a Special Use Permit for a Planned Development in order to construct a Municipal Police Station for property located in an IB Institutional Buildings District, in accordance with the plans submitted.

Motion carried 7 - 0.

Ayes: Steffe, Flores, Pyter, Rankin, Sherman, Wheeler, Zych
Nays: None
Absent: None

Minutes of the November 10, 2025, Plan Commission Meeting
Page 7 of 7

In the matter of PC 25-22, Commissioner Wheeler moved, seconded by Commissioner Zych, to recommend the Village Board of Trustees approve a simultaneous submission of a Planned Development Concept Plan and Final Plan in order to construct a Municipal Police Station for property located in an IB Institutional Buildings District, subject to the following conditions:

That the following conditions shall be addressed at time of permit:

- 1. The landscape plan shall be revised to address parking lot screening through fencing and/or landscaping, specifically at the southeast corner near the three parking stalls and along the north and east perimeters near the retaining wall. Revisions shall be consistent with staff comments in the October 20, 2025, ARC report.*
- 2. All louvers, metal doors, and overhead or garage doors shall be finished in a color consistent with the adjoining wall material.*
- 3. Rooftop mechanical screening shall be finished in black or brown to match the brick or principal building material.*
- 4. The limestone used for the site retaining walls shall be similar in appearance to that proposed for the principal structure. A rubbed finish shall be applied to the retaining wall. The applicant shall consider how the wall visually transitions and blends with the adjacent residential properties.*
- 5. The grading and retaining wall design shall be coordinated with the adjacent property owners to ensure smooth grade transitions, adequate setbacks, and appropriate landscape restoration between properties.*
- 6. The plans shall be in compliance with staff conditions as outlined in the October 20, 2025, ARC Report.*

Motion carried 7 - 0.

Ayes: Steffe, Flores, Pyter, Rankin, Sherman, Wheeler, Zych

Nays: None

Absent: None

STAFF COMMUNICATIONS AND DISCUSSION:

Commissioner Pyter moved, seconded by Commissioner Wheeler, to adjourn the Plan Commission meeting.

Motion carried 7 - 0.

Meeting adjourned at 8:22 p.m.