

APPROVED MINUTES

**VILLAGE OF ANTIOCH
PLANNING AND ZONING BOARD – REGULAR MEETING
Municipal Building: 935 Skidmore Drive, Antioch, IL 60002
December 3, 2025**

A. CALL TO ORDER

Chairman McCarty called the December 3, 2025 regular meeting of the Planning and Zoning Board to order at 7:00 pm at the Antioch Municipal Building.

B. PLEDGE OF ALLEGIANCE

The Planning and Zoning Board led the Pledge of Allegiance.

C. ROLL CALL

Roll call indicated the following Commissioners were present: Sanfilippo, Carstensen, Madigan, Zakroczymski, and Turner. Also present were Chairman McCarty, Village Planner Janeck, Attorney Campbell, and Recording Secretary Thiel. Commissioner Misch was absent.

D. ANNOUNCEMENTS AND CORRESPONDENCE

None.

E. APPROVAL OF THE OCTOBER 1 AND OCTOBER 21, 2025 PLANNING AND ZONING BOARD (PZB) MEETING MINUTES AS PRESENTED

Commissioner Sanfilippo moved, seconded by Commissioner Madigan, to approve the October 1, 2025 PZB regular meeting minutes and October 21, 2025 PZB special meeting minutes as presented.

Upon roll call, the vote was:

YES: 6: Sanfilippo, Carstensen, Madigan, Zakroczymski, Turner, and McCarty.

NO: 0.

ABSENT: 1: Misch.

THE MOTION CARRIED.

F. PUBLIC COMMENT

None.

G. OLD BUSINESS

None.

H. NEW BUSINESS

1. PZB 25-13 – Consideration of a request for a variance related to setbacks from the front and side property lines for the construction of a garage to be located in the front yard at 40810 N. Grand Avenue, Antioch, Illinois 60002, and the Property Tax Number is 01-24-204-034

Village Planner Janeck provided a brief review of the staff report. He noted that the subject property is newly annexed. He explained that Village zoning requires that a detached garage be located in the rear or side yard of a residential property. The applicant is asking for relief to construct the proposed garage in the front yard. He further explained that the subject property is lake front and lake front homes typically have garages located on the street side or front yard to maintain the lake side of the property as the focal point.

Commissioner Madigan asked if the proposed structure would be an additional garage. Village Planner Janeck confirmed that the existing attached garage would remain.

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Commissioner Turner commented that lake front properties consider the lake side as the front yard. Village Planner Janeck shared that the Village's current zoning code considers the side of the property that faces the street as the front yard.

Secretary Thiel administered the oath to those wishing to testify.

Cynthia MacDonald, applicant and owner of 40810 N. Grand Avenue, shared that she is hoping to remodel the existing attached garage into living space.

Chairman McCarty asked Village Planner Janeck if he was aware of Ms. MacDonald's intentions to turn the existing garage into living space. Village Planner Janeck stated that the application is strictly for development of the detached garage.

Commissioner Turner moved, seconded by Commissioner Sanfilippo, to recommend approval of the Variance for PZB 25-13 as presented by staff.

Upon roll call, the vote was:

YES: 6: Sanfilippo, Carstensen, Madigan, Zakroczymski, Turner, and McCarty.

NO: 0.

ABSENT: 1: Misch.

THE MOTION CARRIED.

2. PZB 25-14 – Consideration of a request for a text amendment and special use for relief to allow the petitioner to construct and install an Electronic Message Board (EMB) on the existing masonry structure for the property commonly known as 433 Depot Street; PIN 02-09-200-022.

Village Planner Janeck explained that the applicant, School District 34, is requesting an electronic message board to be located at the subject property. The subject property is located in the Estate District and the Village's zoning code currently does not allow EMB signs outside of the Business District. The applicant would like to remove the existing sign and replace it with an EMB sign on the existing monument structure.

Secretary Thiel administered the oath to those wishing to testify.

Mr. Cuauhtomec Mendez, Director of Maintenance and Operations for District 34, explained that the other grade schools within the district have EMB signs and most of the funds for the sign were raised by the PTO.

Commissioner Carstensen asked for clarification on the requested text amendment.

Commissioner Madigan inquired about the size of the sign. Mr. Mendez explained that the message board will be approximately 3 feet tall, but the full sign will remain the same size. Commissioner Madigan expressed concerns about the use of graphics. Mr. Mendez stated the EMB sign will be mainly used to share public events, there will be no moving graphics, and the brightness will dim then turn off in the evening and turn back on at about 6:00 am.

Commissioner Turned asked if only the special use could be approved for this applicant. Village Planner Janeck explained that the requested text amendment will only allow EMB signs outside of the Business District as a special use for a property with a civic use.

Commissioner Turner moved, seconded by Commissioner Carstensen, to recommend approval of the Text Amendment and Special Use for PZB 25-14 as presented by staff, with the stipulation that the graphics used fall within the same guidelines and restrictions of other EMB signs.

Upon roll call, the vote was:

YES: 6: Sanfilippo, Carstensen, Madigan, Zakroczymski, Turner, and McCarty.

NO: 0.

ABSENT: 1: Misch.

THE MOTION CARRIED.

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3. PZB 25-15 – Consideration of a request for a text amendment and special use for relief to allow the petitioner to construct improvements to an existing structure located at the property commonly known as 1275 Main Street; PIN 02-17-200-046.

Village Planner Janeck explained that the subject property is located within the R-1 district and was previously a church. It was recently purchased by the applicant, Antioch Township, and they have relocated their offices to the property. The applicant would also like to move the assessor's office and other non-governmental organizations to the subject property. They are requesting a special use to be allowed to operate as a "civic use" within the R-1 district. Village Planner Janeck provided an overview of the proposed improvements, including adding a handicap ramp, pedestrian access to the lower level, and a future addition to the east end of the building.

Secretary Thiel administered the oath to those wishing to testify.

Kris Shepard, Antioch Township Trustee, shared that they would like to make the building ADA compliant. They would also like to have the ability to support community activities, such as youth sports leagues, senior services, and services for the general community.

Commissioner Sanfilippo asked if the construction will be done in phases. Mr. Shepard provided a brief review of each of the phases. Commissioner Sanfilippo asked if the existing parking lot is sufficient for the proposed uses.

Secretary Thiel administered the oath to those wishing to testify.

David Choi, principal architect with DFSAL Architects, provided a review of the parking lot and explained that there are 63 parking spots, which is more than what is required by the code.

Commissioner Carstensen asked for clarification on the additions. Mr. Choi explained that they are proposing to add locker rooms and a mezzanine, in addition to the ADA updates.

Chairman McCarty asked if the existing bathrooms will be adequate for the use. Mr. Choi stated a plumbing study was done and confirmed the bathrooms would be adequate.

Commissioner Madigan asked if the footprint of the structure will increase. Mr. Choi stated the footprint of the building will not increase. He added that there is a small lean-to connected to the building that will be removed.

Chairman McCarty asked if the adjacent building will be demoed. Mr. Sheppard answered that the building will be demoed and the building footprint on the property will decrease.

Commissioner Zakroczymski asked if the mezzanine will be built up. Mr. Choi clarified that the gym is already a two-story structure, and the proposed mezzanine will not go higher than the existing gym.

Commissioner Sanfilippo asked if there will be changes made to the lighting. Mr. Choi answered they do not have a lighting plan yet. He clarified that they will be replacing the existing emergency light and relocating two wall sconces. No additional lights will be added.

Chairman McCarty asked Mr. Choi that they come before the Village if they would like to add lighting to the parking lot in the future. Mr. Choi confirmed that they would. Village Planner Janek added that a photometric plan would need to be submitted by the applicant. Chairman McCarty asked Village Planner Janek if the photometrics would be approved by Village staff.

Commissioner Carstensen requested that the applicant incorporate native planting into their landscape plan.

Commissioner Sanfilippo moved, seconded by Commissioner Madigan, to recommend approval of the Text Amendment and Special Use for PZB 25-15 as presented by staff, with the following stipulations:

1. Compliance with the requirements of the Village Engineer,

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2. Compliance with the requirements of the Antioch Fire Protection District,
3. That the applicant adhere to all building codes of the Village at the time of construction.

Upon roll call, the vote was:

YES: 6: Sanfilippo, Carstensen, Madigan, Zakroczymski, Turner, and McCarty.

NO: 0.

ABSENT: 1: Misch.

THE MOTION CARRIED.

I. ADJOURNMENT

There being no further discussion, the Planning and Zoning Board regular meeting adjourned at 7:36 pm.

Respectfully submitted,

Rachel Thiel
Recording Secretary