



# **MINUTES OF THE REGULAR MEETING OF THE PLAN COMMISSION, VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS**

**January 19, 2023**

The meeting of the Plan Commission, Village of Tinley Park, Illinois, was held in the Council Chambers located in the Village Hall of Tinley Park, 16250 Oak Park Avenue, Tinley Park, IL on January 19, 2023.

**CALL TO ORDER** –CHAIRMAN GRAY called to order the Regular Meeting of the Plan Commission for January 19, 2023 at 7:00 p.m.

Lori Kosmatka, Associate Planner called the roll.

Present and responding to roll call were the following:

Chairman Garrett Gray  
James Gaskill  
Angela Gatto  
Andrae Marak  
Ken Shaw  
Kurt Truxal

Absent Plan Commissioners:

Terry Hamilton  
Eduardo Mani  
Brian Tibbetts

Village Officials and Staff:

Lori Kosmatka, Associate Planner  
Michael O. Whalen, Associate Planner

Petitioners:

Alex Genova, Representing Arcos Environmental Services, Inc.  
Aaron Villegas, Arcos Environmental Services, Inc.

Members of the Public:

none

COMMUNICATIONS – none

**APPROVAL OF THE MINUTES** - Minutes of the January 5, 2023 Regular Meeting of the Plan Commission were presented for approval. A motion was made by COMMISSIONER GATTO, seconded by COMMISSIONER SHAW to approve the January 5, 2023 minutes as presented. CHAIRMAN GRAY asked for a voice vote; all were in favor. He declared the motion carried.

**TO: VILLAGE OF TINLEY PARK PRESIDENT AND BOARD OF TRUSTEES**

**FROM: VILLAGE OF TINLEY PARK PLAN COMMISSION**

**SUBJECT: MINUTES OF THE JANUARY 19, 2023 REGULAR MEETING**

**ITEM #1: PUBLIC HEARING – ARCOS ENVIRONMENTAL SERVICES, INC., 18500 SPRING CREEK DRIVE – SPECIAL USE PERMIT**

Consider recommending that the Village Board grant the Petitioner, Aaron Villegas of Arcos Environmental Services, Inc. a Special Use Permit to operate a Contractor's Office and Shop at 18500 Spring Creek Drive in the ORI-PD (Office and Restricted Industrial, North Creek Business Center PUD).

Present and responding to roll call were the following:

Chairman Garrett Gray  
James Gaskill  
Angela Gatto  
Andrae Marak  
Ken Shaw  
Kurt Truxal

Absent Plan Commissioners: Terry Hamilton  
Eduardo Mani  
Brian Tibbetts

Village Officials and Staff: Lori Kosmatka, Associate Planner  
Michael O. Whalen, Associate Planner

Petitioners: Alex Genova, Representing Arcos Environmental Services, Inc.  
Aaron Villegas, Arcos Environmental Services, Inc.

Members of the Public: None

CHAIRMAN GRAY introduced Item #1. COMMISSIONER GASKILL made a motion to open the public hearing. Second was made by COMMISSIONER TRUXAL. CHAIRMAN GRAY requested a voice vote. Hearing no opposition, the motion was declared carried.

CHAIRMAN GRAY confirmed that he received certification of public legal notice being posted. He invited staff to present their report.

Michael O. Whalen, Associate Planner, presented the staff report.

CHAIRMAN GRAY confirmed the Petitioner was present and requested he speak at the dais is any

questions needed to be answered.

Alex Genova was sworn in. He provided an overview of the business and confirmed: the number of employees; number of vehicles parked on site; that there is adequate parking; and that there would be no outdoor storage of materials or vehicles.

Alex Genova stated that Arcos has been looking to relocate from 7413 Duvan Drive for four years. Once 18500 Spring Creek Drive was listed for sale, Aaron decided to attempt to acquire the property. He informed Aaron Villegas that a Special Use Permit for a Contractor's Office and Shops was required. He spoke to Lori Kosmatka about the Villages procedures. He submitted a Change of Use and answered questions posed by the Zoning Administrator, such as what materials will be stored, how many employees, and whether any testing on site. He stated that Arcos has been in business for over twenty years and has operated in Tinley Park for 13 years. He stated that Arcos works with federal, state, and local agencies to perform energy audits and other services to homeowners through grant programs, and that Arcos' services were good for the environment. The business conducts weatherization, insulation, HVAC installation, and installation of windows and doors. He stated the use is a light industrial use that will not have manufacturing or fabrication on site, and that the business does not generate noise. He stated that all work is performed at customers' homes and that business hours are from 8:00 to 4:30. He added that no commercial vehicles will be parked outdoors and non-commercial vehicles will not be parked outside of business hours. He stated that there will be no outdoor storage and that the business is compatible with its neighbors. He stated that the building is sprinkled and that the sprinkler system is sufficient for the materials stored on site. He added that Staff did a good job of describing the business's employees, with seven office employees and four field supervisors. He added that customers rarely visit, and if they do, it's to drop off payment. Finally he said that Aaron is under-contract to purchase the building contingent on approval of this Special Use Permit.

Aaron Villegas was sworn in, and stated he's been in Tinley Park since 2009. He added that the only problem he has had is catalytic converter theft and that's why vehicles will be stored indoors. He described his business as general construction with nothing out of the ordinary.

CHAIRMAN GRAY stated that he's aware of the catalytic converter thefts on Duvan Drive and that his business was also hit.

CHAIRMAN GRAY asked the Commissioners if they had any questions or comments, beginning with COMMISSIONER SHAW.

COMMISSIONER SHAW said the use was great and thanked Aaron Villegas for keeping Arcos in Tinley Park. COMMISSIONER SHAW had no further questions.

COMMISSIONER GATTO agreed with COMMISSIONER SHAW and asked about building security. Aaron Villegas confirmed that he would have security cameras.

COMMISSIONER GASKILL had no questions or comments.

COMMISSIONER MARAK said he appreciated the detailed overview.

COMMISSIONER TRUXAL said the business overview was well presented and thanked Staff for the detailed presentation. He stated he was also happy Arcos is staying in the Village.

CHAIRMAN GRAY said he agreed with his fellow Commissioners and that the nature of the use is appropriate and that there is adequate parking.

CHAIRMAN GRAY echoed what the other Commissioners said. He stated that he liked that no hazard materials would be stored and agreed that the use is a good use for the property.

CHAIRMAN GRAY asked for comment from members of the public but no one was present.

CHAIRMAN GRAY entertained a motion to close the public hearing. COMMISSIONER SHAW made a motion to close the public hearing. Second was made by COMMISSIONER GASKILL. CHAIRMAN GRAY requested a voice vote. Hearing no opposition, the motion was declared carried. He asked Staff to present the Standards.

Michael O. Whalen presented an overview of the standards.

COMMISSIONER SHAW asked how many SUPs there are in the development. He said it seems like a good use that should be allowed by right. Lori Kosmatka explained that Contractors' Offices and Shops is a Special Use because there is the potential for the use being somewhat intense. COMMISSIONER SHAW said that he understood.

There was one motion for this item.

CHAIRMAN GRAY entertained Motion #1

There were two motions for this item.

CHAIRMAN GRAY entertained Motion #1.

#### Motion 1 – Special Use Permit for a Contractor's Office and Shop

COMMISSIONER GASKILL made a motion to recommend that the Village Board grant the Petitioner, Aaron Villegas of Arcos Environmental Services, Inc. a Special Use Permit to operate a Contractor's Office and Shop at 18500 Spring Creek Drive in the ORI-PD (Office and Restricted Industrial, North Creek Business Center PUD) according to the submitted plans and adopt the Findings of Fact as listed in the January 19, 2023 Staff Report.

COMMISSIONER GATTO seconded the motion. The vote was taken by roll call; all were in favor.

Present and voting in the affirmative:

COMMISSIONER GASKILL  
COMMISSIONER GATTO  
COMMISSIONER MARAK

COMMISSIONER SHAW  
COMMISSIONER TRUXAL  
CHAIRMAN GRAY

CHAIRMAN GRAY declared the motion carried.

CHAIRMAN GRAY noted that the item will go to the Village Board on February 7, 2023.

**TO: VILLAGE OF TINLEY PARK PRESIDENT AND BOARD OF TRUSTEES**

**FROM: VILLAGE OF TINLEY PARK PLAN COMMISSION**

**SUBJECT: MINUTES OF THE JANUARY 19, 2023 REGULAR MEETING**

**ITEM #2: PUBLIC HEARING – 7413 DUVAN LLC, 7405-7417 DUVAN DRIVE – MASONRY VARIATION AND SITE PLAN/ARCHITECTURAL APPROVAL**

Consider recommending that the Village Board grant the Petitioner, Saul Zenkevicius of 7413 Duvan LLC a Variation from the Zoning Ordinance to permit masonry below the required 75% of the two face brick facades at 7405-7417 Duvan Drive in the MU-1 (Mixed Use Duvan Drive Overlay) Zoning District. Site Plan and Architectural Approval is also being requested for all facades of the building.

Present and responding to roll call were the following:

Chairman Garrett Gray  
James Gaskill  
Angela Gatto  
Andrae Marak  
Ken Shaw  
Kurt Truxal

Absent Plan Commissioners: Terry Hamilton  
Eduardo Mani  
Brian Tibbetts

Village Officials and Staff: Lori Kosmatka, Associate Planner  
Michael O. Whalen, Associate Planner

Petitioners: None were present.

Members of the Public: None.

CHAIRMAN GRAY introduced Item #2. CHAIRMAN GRAY stated that the Petitioner would like to continue the item to the February 2, 2023 meeting.

COMMISSIONER GASKILL made a motion to continue the public hearing for Item #2 as noted on the agenda until the February 2, 2023 Plan Commissioner Meeting as requested by the Petitioner. Second made by COMMISSIONER GATTO.

CHAIRMAN GRAY requested a voice vote. Hearing no opposition, the motion was carried.

The item was moved to the February 2, 2023 Plan Commission Meeting.

**Receive Comments from the Public**

None

### **Good of the Order**

Lori Kosmatka stated that staff is working with the Petitioner for Item #2 on options the Petitioner has been seeking. She stated that the Applicant is seeking a code compliant option which would eliminate the need for a Code variation. Staff will know shortly if the item can be pulled from the docket for the next meeting.

Lori Kosmatka informed the Commission that Dan Ritter has been formally appointed as the Community Development Director. She said he will remain acting Planning Manager until that position is filled. She added that that position will be posted in the next week or two.

Lori Kosmatka provided an update on developments:

- Ascend Cannabis has begun staining the brickwork, exterior framing, and window installation. She said the business will open later this year.
- D.R. Horton's Oak Ridge development is in the permit process for the townhomes section of the development. She said if approvals go as Staff hopes, the first two buildings will be started this spring. She added that later this year D.R. Horton will start construction on single family homes and that Staff is excited for the project to move along
- Smoothie King is working on scheduling final inspections.
- Pete's Fresh Market's core and shell permit was issued on January 18. She added that the timeline to go vertical is spring. She stated the substantial deviation from the PUD request was approved by the Village Board.

COMMISSIONER SHAW asked whether the Odyssey Club item was remanded back to the Plan Commission. Lori Kosmatka said that may have happened.

COMMISSIONER MARAK made a motion to adjourn the Meeting. Second by COMMISSIONER TRUXAL. CHAIRMAN GRAY requested a voice vote. Hearing no opposition, he declared the Meeting Adjourned at 7:25 p.m.

# PLAN COMMISSION STAFF REPORT

January 19, 2023 – Public Hearing

## Petitioner

Aaron Villegas, Arcos  
Environmental Services,  
Inc.

## Property Location

18500 Spring Creek Drive

## PIN

19-09-01-201-020-0000

## Zoning

ORI-PD (Office and  
Restricted Industrial,  
North Creek Business  
Center PUD)

## Approvals Sought

Special Use Permit

## Project Planner

Michael O. Whalen,  
Associate Planner

Lori Kosmatka,  
Associate Planner

## Arcos Environmental Services, Inc. Special Use

18500 Spring Creek Drive



Google Streetview of 18500 Spring Creek Drive

## EXECUTIVE SUMMARY

The Petitioner, Aaron Villegas, on the behalf of Arcos Environmental Services, Inc. (Arcos), is requesting a Special Use Permit to operate a *Contractors' Office and Shop* within the ORI-PD (Office and Restricted Industrial) zoning district in the North Creek Business Center PUD. This request allows the Petitioner to relocate Arcos' operation from their existing facility in the Village to the proposed location.

A Special Use Permit is required to operate a Contractor's Office and Shop in the ORI zoning district. The North Creek Business Center PUD maintains Special Use status for the Special Uses within the ORI zoning district. No changes are proposed to the site's architecture; landscaping; parking and access; or lighting.

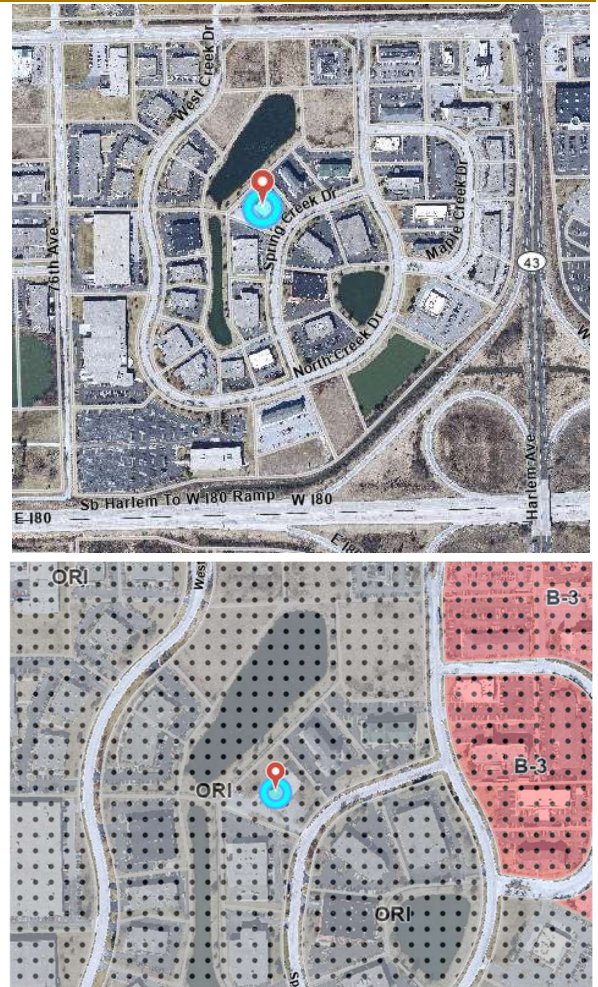
Arcos provides energy audits, weatherization, insulation, HVAC installation and maintenance services as well as limited residential remodeling. There will be no testing, hazardous materials, or chemicals on-site. All service work is at the customers' homes and customers rarely visit the property. No materials or products are picked up by customers. All storage of materials will happen inside of the building.



## EXISTING SITE, NEARBY LAND USES, & ZONING

The subject property at 18500 Spring Creek is an existing building that is approximately 12,000 sq. ft. on the north side of Spring Creek Drive. The site is part of the North Creek Business Center PUD, approved in 1991 by Ordinance (Ord. 91-O-083), and within the underlying ORI (Office and Restricted Industrial) zoning district. The PUD is northwest of Harlem and I-80, southeast of 183<sup>rd</sup> St. & 76<sup>th</sup> Avenue. The PUD was modified several times to grant Special Use Permits and Exceptions for other specific properties within the PUD. The PUD is mostly built out, with only two vacant parcels near Woodspring Suites remaining.

The Zoning Ordinance states that the ORI Office Restricted Industrial Zoning District is intended to provide land for medium to large office buildings, research activities, and non-objectionable industrial activities which are attractively landscaped and designed to create a “park-like” setting. The low intensity and limiting restrictions are intended to provide for permitted uses which will be compatible with adjacent residential and commercial developments. Parcels to the north, south, east, and west are all zoned ORI-PD within the same planned unit development. Immediately to the north is a retention pond with walking path; immediately to the east is a hotel; immediately to the south is an insurance agency; and immediately to the west is a labor union’s office. The general character of uses in the PUD is light industrial and office uses as well as several hotels. Commercial uses within the PUD are located along 183<sup>rd</sup> Street.



Location map (top) & zoning map (bottom)

## SPECIAL USE PERMIT APPROVAL

The Petitioner is requesting a Special Use Permit to operate a Contractor’s Office and Shop in the ORI (Office and Restricted Industrial) zoning district. The Zoning Ordinance does not provide a definition for Contractors’ Offices and Shops.

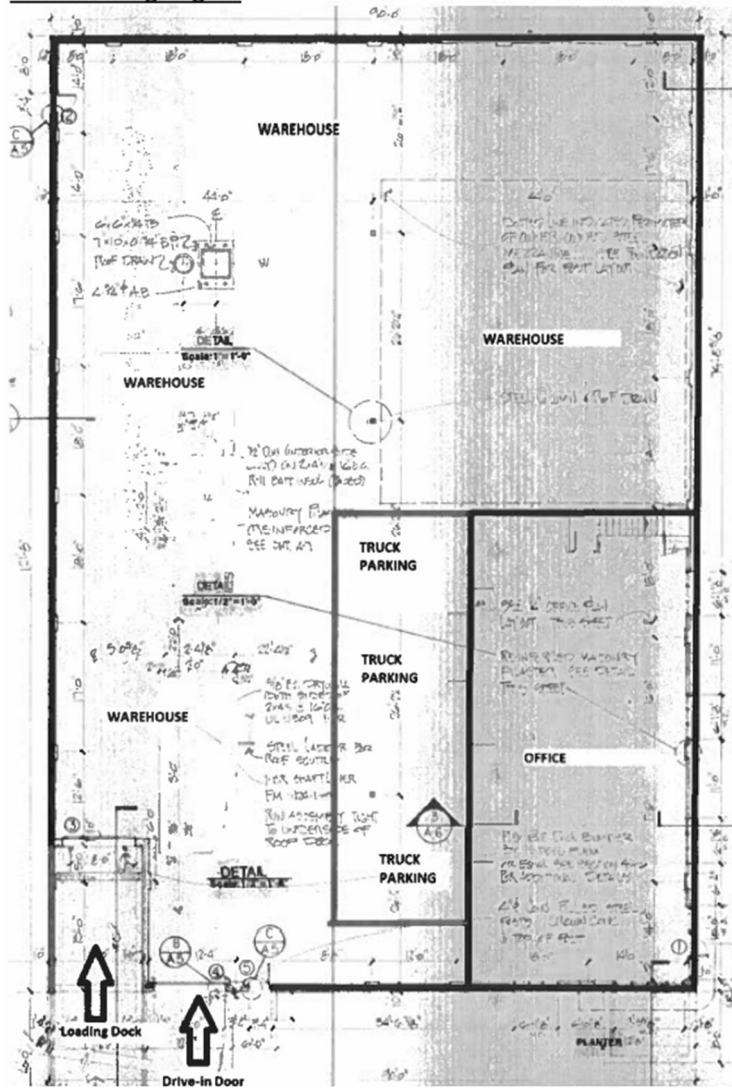
The Contractors’ Offices and Shops use is not addressed in the PUD and requires a Special Use Permit in the underlying ORI (Office and Restricted Industrial) zoning district. Contractors’ Offices and Shops is a permitted use in the M-1 (General Manufacturing) and MU-1 (Mixed Use Duval Drive Overlay) zoning districts. The Special Use Permit will only apply to the proposed business based on its business plan and information submitted with the request and does not run with the land. Potential concerns with this use include that the business may begin to store large amounts of materials and equipment on-site that is be more befitting of manufacturing or industrial districts as opposed to the ORI district.

## PROPOSED USE

Arcos provides energy audits, weatherization, insulation, HVAC installation, and maintenance services. The company also conducts limited residential remodeling, primarily of windows and doors. The company was founded in 2002 and relocated to Tinley Park in 2009. It participates in the Illinois Weatherization Program which provides low-income households with grants to improve home energy efficiency. The company has service agreements with Cook, Kankakee, and Will Counties agencies to provide households with energy efficiency improvement services. Finally, Arcos participated in a program with Nicor Gas to improve energy efficiency of homes within the Nicor service area. The company is licensed in Tinley Park, several other suburban municipalities, and the City of Chicago. It holds an Illinois State license for Lead Paint Abatement. The business is fully insured.

The company does not conduct testing or store hazardous materials and chemicals on site. All service work is performed at customers' homes, and customers rarely visit the office. No materials or products are picked up by customers. The Petitioner's operation will store insulation and HVAC materials, like ductwork components, in the building. Arcos owns seven box trucks (four 16', two 10', and one light duty 10') and will store them inside the existing building, except during loading and unloading via the loading dock. The Petitioner states that there are currently twenty-three employees, with seven of those being office employees and sixteen being field employees. Staff is anticipated to be on site from 8:00 a.m. - 4:30 p.m. Monday through Friday.

**Interior Parking Diagram**



*Interior building schematic depicting indoor parking area.*

## PARKING

Seven office employees will park on-site every day. Four of sixteen the field employees will park on-site and drive the business's vehicles to client sites. The remaining field employees travel directly to client sites and generally do not park at the office. The Petitioner states that nine to eleven cars will be parked at the office each day, and there is adequate parking for these vehicles. Trucks will be stored indoors, except during loading and unloading activities. No vehicles will be on-site outside of business hours. Customers will rarely, if ever, come to the office.



## STANDARDS FOR A SPECIAL USE

---

Section X.J.5. of the Zoning Ordinance lists standards that need to be considered by the Plan Commission. The Plan Commission is encouraged to consider these standards (listed below) when analyzing a Special Use request.

X.J.5. Standards: No Special Use shall be recommended by the Plan Commission unless said Commission shall find:

- a. That the establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
  - *The proposed special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare. The proposed special use is safe for the public, employees, and neighboring properties.*
- b. That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
  - *The proposal will not be injurious to the use and enjoyment of other property in the immediate vicinity nor substantially diminish and impair property values within the neighborhood. There will be no outdoor storage, nor will there be activity during nights and weekends. The special use will allow a Tinley Park business to relocate and grow within Tinley Park.*
- c. That the establishment of the Special Use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
  - *Neighboring properties are already developed and the proposal will not negatively affect any future development or redevelopment of neighboring properties.*
- d. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided;
  - *The site is already developed with adequate utilities and no additional utilities are needed.*
- e. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets; and
  - *The site is already developed with a driveway and parking areas. Traffic impacts will be minimal.*
- f. That the Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission. The Village Board shall impose such conditions and restrictions upon the premises benefited by a Special Use Permit as may be necessary to ensure compliance with the above standards, to reduce or minimize the effect of such permit upon other properties in the neighborhood, and to better carry out the general intent of this Ordinance. Failure to comply with such conditions or restrictions shall constitute a violation of this Ordinance.
  - *All other Village code requirements will be met.*
- g. The extent to which the Special Use contributes directly or indirectly to the economic development of the community as a whole.
  - *The proposal will keep an existing Tinley Park business in Tinley Park. The business is relocating to an owner-occupied space and will directly pay property taxes.*

It is also important to recognize that a Special Use Permit does not run with the land and instead the Special Use Permit is tied to the Petitioner. This is different from a process such as a variance, since a variance will forever apply to the property to which it is granted. Staff encourages the Plan Commission to refer to Section X.J.6. to examine the conditions where a Special Use Permit will expire.

## MOTION TO CONSIDER

---

If the Plan Commission wishes to act on the Petitioner's request, the appropriate wording of the motion is listed below. The protocol for the writing of a motion is to write it in the affirmative so that a positive or negative recommendation correlates to the Petitioner's proposal. By making a motion, it does not indicate a specific recommendation in support or against the plan. The Commission may choose to modify, add, or delete from the recommended motions and recommended conditions:

Special Use Permit:

"...make a motion to recommend that the Village Board grant the Petitioner, Aaron Villegas of Arcos Environmental Services, Inc. a Special Use Permit to operate a Contractor's Office and Shop at 18500 Spring Creek Drive in the ORI-PD (Office and Restricted Industrial, North Creek Business Center PUD), according to the submitted plans and adopt the Findings of Fact as listed in the January 19, 2023 Staff Report."

## LIST OF REVIEWED PLANS

---

Submitted Sheet Name		Prepared By	Date On Sheet
	Application (Redacted)	Petitioner	12/23/22
	Narrative	Petitioner	12/27/22
	Site and Floor Plan	Petitioner	12/27/22
	Special Use Addendum	Petitioner	12/27/22
	Title Survey	Petitioner	01/09/23



# Village of Tinley Park

## Memo

---

**Date:** January 19, 2023

**To:** Plan Commission

**From:** Lori Kosmatka, Associate Planner

**Subject:** Continuation of Item 2 – 7405-7417 (7413) Duvan Drive Masonry Variation

Item 2 on the meeting agenda for a public hearing for the masonry variation at 7405-7417 (also known as 7413) Duvan Drive has been requested for a continuation by the Petitioner. They continue to work through coordinating the submittal. Continuation is requested to the February 2, 2023 Plan Commission meeting.