



PLANNING AND ZONING COMMISSION

MARCH 24, 2026 AT 7:00 PM

VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339
(847) 359-9050 www.palatine.il.us

MINUTES

REGULAR MEETING

7:00 PM

I. CALL TO ORDER

Chairman Wood Called the meeting to order at 7:00 PM

II. ROLL CALL

PRESENT :	Planning & Zoning Chairman Jan Wood, Planning & Zoning Commissioner Cindy Roth Wurster, Planning & Zoning Commissioner Tim Schubert, Planning & Zoning Commissioner Eric Friedman, Planning & Zoning Commissioner Patrick Noonan, Planning & Zoning Commissioner Robert Kolososki
ABSENT :	Planning & Zoning Commissioner Kevin Cavanaugh, Planning & Zoning Commissioner Stephen Fedota, Planning & Zoning Commissioner Rodney Bettenhausen
ARRIVED :	

III. APPROVAL OF MINUTES

RESULT:	MOTION BY VOICE VOTE
MOVER:	Patrick Noonan
SECONDER:	Eric Friedman
AYES:	Jan Wood, Cindy Roth Wurster, Tim Schubert, Eric Friedman, Patrick Noonan, Robert Kolososki
NAYS:	None

A. Planning and Zoning Commission - Regular Meeting March 10, 2026

IV. PUBLIC HEARING

A. 887 E. Wilmette Road

1. Special Use Amendment to Ordinance #0-174-06, as amended, to permit the expansion of an alternative education facility, as a unique use at the subject property.

SU-000246-2026 – 887 E Wilmette Road

Notice was published in the Journal & Topics on March 5th, 2026 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. **Special Use Application**
2. **Proof of Ownership**
3. **Business Plan**
4. **Floor Plan**
5. **Plat of Survey**
6. **Traffic Management Plan**
7. **O-13-17**
8. **Public Notice**

Background:

The Petitioner is seeking approval to permit a Special Use Amendment to modify the business plan to increase the student count and expand the floor plan for an existing Alternative Education Facility at 887 E. Wilmette Road.

The petitioner is requesting a Special Use Amendment for Special Use Ordinance #0-174-06, as amended, to permit the expansion of an alternative education facility, as a unique use at the subject property. The expansion consists of additional classrooms.

Sworn in petitioner:

Erik Billings – Virtual Connections Academy -900 Technology Way, Libertyville, IL – Owner

Mr. Billings explains that the academy is a special education school that has been in operation since 2015 at 865 E. Wilmette Road. The school serves students in grades 1–12 who experience school anxiety or other challenges that prevent them from attending their home school. The program offers a hybrid learning environment, including virtual instruction via Zoom, in-home services, and in-person attendance at the facility, with the goal of transitioning students back to their home schools. He states that attendance varies daily, as students rotate between in-person and remote learning. The school currently has 65 enrolled students, with a maximum of

20 students in the building at any given time. The proposal would increase enrollment to 90 students, with a maximum of 40 students in the building at one time.

Chairman Wood confirms that 40 students would be the maximum occupancy at any given time, and Mr. Billings agrees.

Chairman Wood asks whether older students are permitted to drive themselves.

Mr. Billings states that students are not allowed to drive; all transportation is provided by school districts.

Chairman Wood asks about start and dismissal times.

Mr. Billings explains that start and dismissal times are staggered.

Commissioner Kolososki asks whether there is an official end-of-day dismissal time.

Mr. Billings states that dismissal is officially at 2:45 p.m., noting that typically only about 30% of enrolled students are present in the building on any given day.

Commissioner Kolososki asks about any history of security issues.

Mr. Billings states that there have been none.

Commissioner Schubert asks whether students will attend classes in both buildings.

Mr. Billings confirms that they will and states that students will be escorted by staff between buildings.

Commissioner Friedman asks how a safe and controlled transition between buildings will be ensured.

Mr. Billings states that staff will supervise and manage student movement between buildings.

Chairman Wood asks about staffing levels.

Mr. Billings states that there are currently 37 staff members, with approximately 19 in the building at any given time. With the expansion, staffing would increase to 55 total, with an estimated daily staff count of 28.

Commissioner Roth-Wurster asks whether the drop-off and pick-up locations will remain the same.

Mr. Billings confirms that they will.

Commissioner Friedman notes that a traffic plan is included in the packet and asks for staff input.

Mr. Auer explains that the request involves expanding the floor plan and increasing student capacity. The school was approved for a maximum of 20 students in 2017. The petitioner is requesting to increase the maximum student count to 40 students. This number was requested to accommodate for high volume; the petitioner anticipates an average daily student count of 25 students total.

Auer states that parking demand is based primarily on staff, as students are not permitted to drive and park at the school unless approved by the Village Manager. Staff is not aware of any parking approvals for students. The site has approximately

300 parking spaces available, which is sufficient for the total anticipated daily staff of 125 among the three education facilities.

Mr. Auer presents the existing and proposed floor plans and notes that parking conditions were evaluated and found to be adequate. He acknowledges that a letter of concern was received regarding traffic during drop-off and pick-up times. He presents photos of traffic conditions during peak periods and states that staff is not concerned, as the traffic conditions are consistent with the approved traffic management plan and the adverse traffic conditions subsided within a short time.

Commissioner Friedman asks whether this conclusion accounts for the proposed increase in students.

Mr. Auer confirms that it does.

Further discussion occurs regarding traffic patterns during peak hours and overall parking conditions for all tenants.

Mr. Billings clarifies that another school, New Connections, also operates within the building. He explains that the two schools function independently, with separate drop-off areas. Virtual Connections' drop-off occurs further south, and the proposed expansion would not impact New Connections' operations. He emphasizes that staggered drop-off times will help manage traffic flow.

Chairman Wood asks whether staff are present outside during drop-off and pick-up. Mr. Billings confirms that staff are stationed outside at both locations to assist students and coordinate vehicle flow.

Public Comment

Nancy Kairns, 405 Creekside Drive, expresses concern regarding traffic generated by the schools. She describes significant congestion during peak times, including queues of cars and buses, and is concerned about the increase in vehicles.

Applicant Response

Mr. Billings reiterates that the existing operations of the current school will not change and states that the additional impact from Virtual Connections will be minimal.

Staff Comment

Mr. Auer notes that the staff recommendation includes a condition requiring review of the traffic management plan. He states that staff will evaluate school operations and traffic conditions with the education administrators at a later date.

Staff Recommendation:

The Petitioner is requesting to amend a business plan to increase the student count and expand the floor plan for an existing Alternative Education Facility. The established conditions require a Special Use Amendment in any event of student(in-person) increase. Staff does not foresee the increase in students to bring forth adverse impacts upon the surrounding property. Furthermore, the unique business operation does not generate a parking demand to conflict with capacity. Therefore,

Staff recommends approval of the Special Use Amendment, subject to the following conditions:

1. The school shall substantially conform to the floor plan submitted by the petitioner, dated 03/18/26 and to the business plan for Virtual Connections submitted by Erik Billings, dated 02/18/26, except as such plans may be changed to conform to Village Codes and Ordinances.
2. Except as specifically modified by this Ordinance, all conditions of Ordinance # 0-174-06, as amended, shall remain in effect.
3. The number of permanent, in-person students will increase by 20.
4. Any permanent increase in the number of in-person students attending New Connections (Virtual Connections Academy), as anticipated in the 02/18/26 business plan, will require a Special Use Amendment.
5. The petitioner shall submit a Traffic Management plan in a manner acceptable to the Village of Palatine. The Village of Palatine shall conduct a 6-month review of the traffic management and school operations. Based upon the results, Staff reserves the right to propose additional Special Use conditions to the Village Council for the school.

Chairman Wood requested clarification regarding Item #4 of the Staff Recommendation, which initially referenced both New Connections and Virtual Connections. Mr. Auer clarified that this was an error and confirmed that the condition will be revised to apply only to Virtual Connections Academy.

There were no further questions. The public hearing was closed.

Commissioner Schubert Made a motion to approve subject staff's conditions; seconded by Commissioner Roth-Wurster

DISCUSSION:

Commissioner Schubert states this is a positive addition, noting that academies like this provide valuable services to the community and surrounding areas. He states that growth and expansion are a good problem to have and that the proposed addition will provide space for approximately 20 additional students. He does express some concern regarding traffic and suggests that alternative staging of vehicles be considered rather than lining up on the street. Overall, he views the proposal favorably.

Commissioner Roth-Wurster states there have been no reported issues since 2015 and believes this is a beneficial opportunity for students. She acknowledges the staggered scheduling and notes that staff has included conditions addressing traffic concerns. She is confident those measures will be effective.

Chairman Wood states the academy has demonstrated a strong 10-year track record with no concerns related to health, safety, or welfare. She acknowledges concerns regarding traffic and neighborhood impacts, particularly roadway congestion, but

notes that these conditions are common with both public and private schools. She adds that much of the congestion is attributed to a neighboring academy and not this petitioner. She notes that staff is working on a traffic management plan and states she is in favor of the request.

Chairman Wood summarized that this request has met the standards and was unanimously approved by a vote of 6-0. This item will tentatively go to Village Council on Monday April 20th, 2026.

RESULT:	APPROVED
MOVER:	Schubert
SECONDER:	Roth-Wurster
AYES:	Jan Wood, Cindy Roth Wurster, Tim Schubert, Eric Friedman, Patrick Noonan, Robert Kolososki
NAYES:	None

B. 746 S. Vermont Street, 136 E. Illinois Avenue, 116 E. Illinois Avenue and 223 E. Illinois Avenue.

1. Final Planned Development to permit an expansion of the American Ukrainian Youth Association Center and Selfreliance Federal Credit Union at 136 E. Illinois Avenue into the property at 746 S. Vermont Street. The expansion would also include a parking lot drive aisle connection to the Immaculate Conception Ukrainian Catholic Church at 116 E. Illinois Avenue and the conditioned inclusion of the property at 223 E. Illinois Avenue.
2. Rezoning from Manufacturing to Planned Development at 746 S Vermont Street.
3. Rezoning from R-1 (single-family residential) to Planned Development at 116 E. Illinois Avenue and 223 E. Illinois Avenue.

FPD-000243-2026 – 746 S Vermont St

Notice was published in the Journal & Topics on March 5th, 2026 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. **Application**
2. **Proof of Ownership**
3. **Engineering Plans**
4. **Elevations**

5. **Floor Plans**
6. **Landscape Plans**
7. **Business Plan**
8. **Special Event**
9. **Site Plan**
10. **Plats of Survey**
11. **Lewandowski Letter**
12. **Public Notice**

Ms. Bremanis provides Background:

The Subject Properties received Preliminary Planned Development approval in 2025 and have now applied for a Final Planned Development. The proposed plans would allow for the expansion of the American Ukrainian Youth Center and the Selfreliance Credit Union into the existing building at 746 S. Vermont Street. This includes an approximately 10,000-square-foot 2nd floor addition (east side of the building) for the credit union. The proposed site plan also includes parking and circulation improvements, an expansion of the existing parking lot, with additional parking spaces, and includes a new drive-aisle connection to 116 E. Illinois Street (Immaculate Conception Ukrainian Catholic Church) and cross-access between the 116 E. Illinois Avenue, 136 E. Illinois Avenue, and 746 S. Vermont Street properties. The Final Planned Development plans comply with the conditioned Preliminary Planned Development approval. The 223 E. Illinois Avenue property would also be rezoned to Planned Development, with conditional controls within the Planned Development to allow the Village and Village Council to evaluate the parking and traffic impacts upon the surrounding neighborhood, once the improvements are completed. This review would occur over a period of time at a date of 1 year after the issuance of the certificate of occupancy (746 S. Vermont Street) or an earlier date, as determined by the Village Manager. Therefore, the Petitioner is requesting:

1. Final Planned Development to permit an expansion of the American Ukrainian Youth Association Center and Selfreliance Federal Credit Union at 136 E. Illinois Avenue into the property at 746 S. Vermont Street. The expansion would also include a parking lot drive aisle connection to the Immaculate Conception Ukrainian Catholic Church at 116 E. Illinois Avenue and the conditioned inclusion of the property at 223 E. Illinois Avenue.
2. Rezoning from Manufacturing to Planned Development at 746 S Vermont Street.
3. Rezoning from R-1 (single-family residential) to Planned Development at 116 E. Illinois Avenue and 223 E. Illinois Avenue.

Sworn In:

Vitaliy Kutnyy, 2332 W. Chicago Avenue – President and COO, Selfreliance Credit Union

Irene Moroko, 222 Wildwood Lane, Fox River Grove – Youth Center Representative
Father Yaroslav Mendyuk, 116 E. Illinois Avenue – Pastor, Ukrainian Catholic Church

Mr. Kutnyy states that the preliminary application was approved in 2025 and that they have been working with Village staff on final plans, specifically addressing traffic flow and parking concerns. He notes that the final application substantially conforms to the preliminary plans, with minimal changes, and is present to answer any questions.

Commissioner Friedman asks the petitioner to explain the potential use and frequency of the parking lot located south of Illinois Avenue.

Ms. Moroko states that they do not intend to develop or use that property as a parking lot. It is being held as a contingency in the event additional parking is needed.

Chairman Wood asks staff to confirm whether the Illinois Avenue property will remain undeveloped.

Ms. Bremanis explains that conditions of approval restrict development of that property for at least one year and allow for potential release from the Planned Development. She further states that if additional parking is determined to be necessary in the future, the request would go before Village Council, and surrounding residents would receive notice and have the opportunity to provide input.

Mr. Kutnyy adds that additional parking spaces are being provided within the current plan to serve all three entities and anticipates that the 223 E. Illinois Avenue property will not be needed for overflow parking. He confirms the property is currently residential and will remain so.

Commissioner Schubert asks whether large events are anticipated.

Mr. Kutnyy explains that the building at 746 S. Vermont Street includes approximately 25,000 square feet for the youth center and 10,000 square feet for the credit union. Credit union employees will park in a designated lot, and the youth center will be relocating operations from the Illinois Avenue property to the Vermont location.

Ms. Bremanis provides additional details, noting that the request includes a variation to allow 152 parking spaces instead of the previously required 203 spaces. Due to the differing hours of operation between the uses, staff has determined that the shared parking arrangement should be adequate.

Additional variations include:

- Allowing parking up to the lot line
- Eliminating landscape islands within the parking lot to maximize parking capacity

She notes that conditions have been satisfied and that only minor floor plan changes have been made, with no change to overall square footage. She also reviews the building addition on the east side and explains that three of the six existing curb cuts will be removed to improve traffic flow and site circulation.

Chairman Wood asks how shared parking between the church, credit union, and youth center will be managed.

Ms. Bremanis confirms that all parking will be shared among the uses through an agreement.

Public Comment:

Noris Harstad, 735 S. Oak Street, is sworn in.

Mr. Harstad states that the revised parking plan is an improvement over the previous layout and provides better organization. He also notes that Public Works has sent notification letters to the surrounding community regarding special events.

Chairman Wood states that the Police Department and Village staff are actively working on traffic management plans for special events.

Staff Recommendation:

The Petitioner's final plans significantly conform to the Preliminary Planned Development approval. Therefore, Staff recommends approval of the Final Planned Development, subject to the following conditions.

1. The Planned Development shall substantially conform to the site plan and business plan submitted by the Petitioners, except, as such, plans may be changed to conform to Village Codes and Ordinances.
2. The existing home located at 223 E. Illinois Avenue shall either remain unoccupied and maintained in accordance with all Village property maintenance standards, or be demolished subject to the applicable Village regulations. Following one year after the issuance of the Certificate of Occupancies for the entire building located at 746 S. Vermont Street, or at an earlier date at the discretion of the Village Manager, the Village Council shall review the traffic and parking impacts of the properties at 746 S. Vermont Street, 136 W. Illinois Avenue, and 761 S. Benton Street. This review will occur at a Village Council meeting and include a courtesy notice to all properties within 250 feet of the total site (including 116 E. Illinois Avenue, 136 E. Illinois Avenue, 746 S. Vermont Street, and 223 E. Illinois Avenue). Should the Village Council determine that there is no adverse impact on the surrounding neighborhood, the Village Council may, without further notice, take action to remove the 223 W. Illinois Avenue property from the Planned Development. Should the Council remove the 223 W. Illinois Avenue property from the Planned Development, it shall revert to the R-1 Single Family District zoning classification. Should the Village Council determine that an adverse traffic and/or parking impact has been created or exists, the Village Council, in their sole determination, may require the construction of additional parking consistent with the Planned Development.
3. The 116 E. Illinois Avenue shall continue to follow the R-1 Single-Family Residential District zoning requirements (current underlying zoning), unless otherwise modified or specifically approved as part of this Planned Development.
4. The final landscaping/screening plan shall be submitted in a manner acceptable to the Director of Planning and Zoning.
5. A license agreement shall be submitted in a manner acceptable to the Village Attorney and Director of Planning and Zoning for the landscaping and encroachments within the right of way.

- 6. The final business/operations plan shall be revised in a manner acceptable to the Village.
- 7. A revised parking agreement between the American Ukrainian Youth Center, Immaculate Conception Church, and Selfreliance Credit Union shall be submitted in a manner acceptable to the Village Attorney and Director of Planning and Zoning. The Special Event off-site parking agreements in the surrounding area, should also be submitted in a manner acceptable to the Village.
- 8. If required by the Village Engineer, a public improvement security deposit shall be submitted in a manner acceptable to the Village Engineer and Director of Planning and Zoning.
- 9. A construction management plan shall be submitted in a manner acceptable to the Director of Planning and Zoning and the Village Engineer and shall outline the proposed development schedule and identify the material delivery routes and proposed parking areas for the contractors, in conjunction with the building permit application submission.

Chairman Wood & Ms. Bremanis discuss #2 of recommendation wording.

There were no further questions. The public hearing was closed.

Commissioner Noonan Made a motion to approve subject staff’s conditions; seconded by Commissioner Kolososki

DISCUSSION:

Commissioner Kolososki stated he appreciates the collaboration between all parties to reach a solution. He noted that the revisions provide clarity and expressed that the outcome should be satisfactory to all involved.

Chairman Wood stated that significant effort was put into developing the revised proposal. She commented that the solution is favorable to both the petitioner and neighboring properties and does not create negative impacts. She expressed support for the request.

Commissioner Roth-Wurster stated that considerable thought went into the proposal and acknowledged the collaborative effort to reach a solution. She noted that the conditions provide clarity and establish a clear framework for the project. She expressed support for the request.

Chairman Wood summarized that this request has met the standards and was unanimously approved by a vote of 6-0. This item will tentatively go to Village Council on Monday April 6th, 2026.

RESULT:	APPROVED BY ROLL CALL
MOVER:	Noonan
SECONDER:	Kolososki

AYES:	Jan Wood, Cindy Roth Wurster, Tim Schubert, Eric Friedman, Patrick Noonan, Robert Kolososki
NAYES:	None

V. PUBLIC COMMENT

No One Came Forward

VI. COMMUNICATIONS

606 E Kenilworth request for Stoop Expansion was approved by Village Council

763 N Franklin request to consolidate 2 lots was approved by Village Council

VII. ADJOURNMENT

RESULT:	APPROVED TO ADJOURN BY VOICE VOTE AT 8:30PM
MOVER:	Noonan
SECONDER:	Schubert
AYES:	Jan Wood, Cindy Roth Wurster, Tim Schubert, Eric Friedman, Patrick Noonan, Robert Kolososki
NAYES:	None

SUBMITTED BY:
Annette Schwab
Support Services