

1 **MINUTES OF A REGULAR MEETING**
2 **PLAN AND DESIGN COMMISSION**
3 **OF THE CITY OF HIGHLAND PARK, ILLINOIS**
4

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6 **MEETING DATE:** Tuesday, November 4, 2025
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8 **MEETING LOCATION:** Council Chambers, City Hall, 1707 St. Johns Avenue, Highland Park, IL
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10 **CALL TO ORDER**

11 At 7:07 p.m., Chairperson Moore called the meeting to order. Staff was asked to call the roll.
12

13 **ROLL CALL**

14 Commissioners Present: Chairperson Moore; Commissioners Fettner, Henry, Ihnchak, Kerch, Mantis &
15 Nanus
16

17 Councilmember Present: Ross
18

19 Student Council Absent: Fallas
20

21 Staff declared that a quorum was present.
22

23 Guests Present: Ryan Razowsky, Agent/RDK Ventures LLC & President/Rmarts LLC
24 Michael Lubelfeld, Superintendent of Schools/North Shore School District 112
25

26 Staff Present: Fontane, Burhop, & Mistretta
27

28 Others Present: Marcus Martinez, Corporation Counsel/Elrod Friedman LLP
29 Gale Cerabona/Recorder
30

31 **APPROVAL OF MINUTES**

32 *Regular Meeting of the Plan and Design Commission – October 21, 2025*
33

34 Commissioner Kerch moved to approve the October 21, 2025, PDC regular meeting minutes. Commissioner
35 Fettner seconded the motion.
36

37 Commissioner Nanus amended to add this sentence, on page 4, end of line 19.....*He wishes to defer to Staff's*
38 *opinion for the graphic on the sign.*
39

40 Commissioners Kerch & Fettner accepted the amendment.
41

42 On a voice vote

43 Voting Yea Chairperson Moore; Commissioners Fettner, Henry, Ihnchak, Kerch, Mantis & Nanus

44 Voting Nay: None
45

46 Chairperson Moore declared that the motion passed unanimously.
47

48 **SCHEDULED BUSINESS**

1 1. #DES-2025-00081, Design Review & Sign Package Amendment with Variations from the City Code (10
2 Skokie Valley Road)

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4 Planner Mistretta reviewed the proposal:

- 5 • Project Summary (northwest corner of Lake Cook and Skokie Valley Roads)
 - 6 ○ rebranding
 - 7 ○ new digital sign
 - 8 ○ convenience store is Rmarts
- 9 • Commission Consideration
- 10 • Sign Package (adding side panel)
 - 11 ○ 3 new wall signs
 - 12 ○ 3 new wall signs on car-wash façade
 - 13 ○ 2 new signs on existing pole mounts
- 14 • Site Plan was shown
- 15 • Neighborhood Context (no residences)
- 16 • Elevations were illustrated
 - 17 ○ existing accent lighting
- 18 • Sign Package
- 19 • Standards for Sign Packages
- 20 • Approval Process & Recommendation

21
22 Some PDC comments are.....

- 23 • Chairperson Moore said this is a 5% increase from what currently is on the wall sign area. It is a 44%
24 increase from what currently is on the ground sign.
- 25 • Commissioner Mantis said the mirror size isn't changing. Planner Mistretta & Senior Planner Burhop
26 concurred.

27
28 Mr. Ryan Razowsky, Agent with RDK Ventures LLC & President of Rmarts LLC, noted this Shell station has
29 been a family business since 1951. The reason for the exterior redesign is to stay competitive. They look
30 forward to continuing to do great business in Highland Park.

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32 More PDC comments are.....

- 33 • Commissioner Kerch asked what Rmart means. Mr. Razowsky said it is an operating entity. They have
34 5 locations.
- 35 • Commissioner Mantis asked if:
 - 36 ○ the red light would stay white light. Mr. Razowsky said yes. Senior Planner Burhop advised
37 the lighting can remain with no new lighting.
 - 38 ○ anything would prohibit or allow a red light to be switched out. Senior Planner Burhop said
39 that is not proposed.
- 40 • Commissioner Ihnchak asked how much signage is visible from the street. Mr. Razowsky illustrated
41 same, and indicated the convenience store hides the car wash; hard to see currently. The signage is
42 not visible when a car is on the track. Senior Planner Burhop shared the new sign's square footage is
43 mainly on the west side.

44
45 Councilperson Ross referred to signs, and noted they appear to be hidden.

46
47 Chairperson Moore asked if anyone in the audience wishes to speak on this matter. There was no one.

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Commissioner Kerch moved to approve the Design Review & Sign Package Amendment with Variations as presented. Commissioner Nanus seconded the motion.

On a roll call vote

Voting Yea Chairperson Moore; Commissioners Fettner, Henry, Ihnchak, Kerch, Mantis & Nanus
Voting Nay: None

Director Fontane declared that the motion passed unanimously.

2. Public Hearing #PUD-2025-00067 for an Amendment to a Special Use Permit in the nature of a Planned Development, Design Review, & Modifications from City Code (763 Dean Avenue, known as Ravinia School)

Senior Planner Burhop reviewed the proposal:

- Location (approved in 2023)
- South Parking
 - 13 new parking spaces (not previously approved)
- North Parking
 - 3 additional parking spaces (were previously approved)
- New Landscaping
- Zoning Modifications
 - Applicant worked with City Staff
- Neighborhood/Aerial View
- City Department Comments
- Recommendation

Commissioner Kerch:

- asked if there is accessibility from Roger Williams. Senior Planner Burhop illustrated same.
- said no one would back out onto Roger Williams. Senior Planner Burhop concurred.

Chairperson Moore swore in Dr. Michael Lubelfeld, Superintendent of Schools for North Shore School District 112, who said they realize there are more adults than originally anticipated. They should have designed the lot as approved; wish to maximize the property; are using permeable pavers. He noted this would be a 3-week process.

Some PDC comments are.....

- Commissioner Nanus advised 2 of his children are currently at Ravinia Elementary. He shared that children congregate in the 3 parking spots (lower right of lot on site plan) before entering school. Dr. Lubelfeld said those 3 spots may have cars parked in them before the students’ arrival. If those spaces are open, he would work with Staff, so there is no conflict.
- Commissioner Ihnchak said she would like to see no disruption regarding key trees. Dr. Lubelfeld concurred, and said they worked with the City Forester.
- Chairperson Moore asked if the spots on the south are for Staff only. Dr. Lubelfeld said – likely, yes.
- Commissioner Mantis:
 - asked if there would be a future request for parking in Phase II. Dr. Lubelfeld said Phase II would be done as soon as possible and in the spring.

- is concerned about taking up green space. Dr. Lubelfeld shared the revised plan was nixed to allow for green space.

Chairperson Moore asked if anyone in the audience wishes to speak and swore in the following:

- Yanina Sosonkin said parking at the Metra station is underutilized. She is concerned where spaces are added in the circle, as they may be unsightly. Delivery drivers back up, and it may be dangerous especially where children are congregating.
- Ryan Sherling asked if the spaces cover the extra need. He noted trucks cannot get through Baldwin Road when there's snow, etc.

Dr. Lubelfeld said he respects residents' views, and noted they do operate 8 other schools. He stated there would not be any danger. The Metra east lot is 2/10's of a mile away. They don't want to rely on Metra parking. Baldwin Road is a public way. No one would block driveways, etc. Dr. Lubelfeld indicated School District 112 restricts more than 5 cars to be parked there. He noted they work diligently, are good neighbors, will work together with everyone, and respect neighbors.

Chairperson Moore asked where busses pick up. Dr. Lubelfeld said on Dean Avenue.

- Dennis Smithenry submitted an Appearance Form and discussed Phase III parking. He asked why the 3 spots weren't in effect originally as well as turning left (right) into the circle (west side). Mr. Smithenry concurs with Ms. Sosonkin in that there is a lot of children activity in parking spaces; odd coordination for Staff, parents, people in playground. He indicated the public notice is not correct.

Chairperson Moore said the public notice indicates the original plan. Senior Planner Burhop apologized for the confusion. He noted 2 sentences should have been deleted.

Dr. Lubelfeld said they made a mistake by not adding the 3 spaces initially, and noted there would be no additional parking later.

- Ms. Sosonkin returned and asked if parking inside the circle is parallel. It was stated it is.

More PDC comments are.....

- Commissioner Kerch said it is a very difficult site.
- Chairperson Moore noted those on Dean Avenue are city parking spaces. She shared original plans cannot be changed.
- Commissioner Henry:
 - stated the 3 spaces seem to be located near play areas, basketball courts. He asked if they could be moved to the Dean Avenue side. Dr. Lubelfeld said they exhausted every option (avoiding utilities). These were already reduced to 3 spaces. They don't believe there are safety concerns.
 - asked why there are no safety concerns. Dr. Lubelfeld said it is a busy space. There are a minimum amount of spaces in the best place.
- Chairperson Moore asked if there would be signage for those spaces. Mr. Lubelfeld said yes.
- Commissioner Ihnchak asked if parking there could be separated with bollards, fencing. Dr. Lubelfeld said bollards and a gate are there presently.
- Commissioner Nanus asked if the playground would be open earlier. Dr. Lubelfeld said he would suggest that.

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Councilperson Ross said she understands District 112 is adding Staff, asked if that’s true, and if additional staff would park at the Metra station. Dr. Lubefeld said they don’t believe more staff will be needed.

Commissioner Kerch moved to adopt the Findings of Fact recommending approval. Commissioner Henry seconded the motion.

On a roll call vote
Voting Yea Chairperson Moore; Commissioners Fettner, Henry, Ihnchak, Kerch, Mantis & Nanus
Voting Nay: None

Director Fontane declared that the motion passed unanimously.

OTHER BUSINESS

1. Information Item: Administrative Design Review Update

There were no updates.

2. Next Regular Meeting – November 18, 2025

Senior Planner Burhop noted this meeting will likely be cancelled.

4. Case Briefing

Director Fontane noted on October 30, 2025, City Council approved a Preliminary Amendment for a PUD at 1700 Old Deerfield Road (Solo Cup site).

Corporation Counsel Martinez advised about pending legislature in Springfield where a senate bill passed to eliminate municipalities to require minimum parking requirements. He expounded, and said if signed by the Governor, this would go into effect January 1, 2026. Director Fontane said Staff expects this to be signed, and noted the local code would not apply, and an Amendment would be added. He emphasized this goes beyond the Repark Rule and is regarding new development.

BUSINESS FROM THE PUBLIC

There was no Business from the Public.

ADJOURNMENT

Commissioner Henry moved to adjourn the meeting at 8:18 p.m. Commissioner Fettner seconded the motion.

On a voice vote
Voting Yea Chairperson Moore; Commissioners Fettner, Henry, Ihnchak, Kerch, Mantis & Nanus
Voting Nay: None

Chairperson Moore declared that the motion passed unanimously.

Respectfully Submitted,

Gale Cerabona/Recorder

MINUTES OF A REGULAR MEETING ON NOVEMBER 4, 2025, WERE APPROVED WITH CORRECTIONS.