

DEVELOPMENT REVIEW COMMITTEE MEMORANDUM

**VILLAGE OF LIBERTYVILLE
COMMUNITY DEVELOPMENT DEPARTMENT
200 EAST COOK AVENUE
LIBERTYVILLE, ILLINOIS 60048-2090**

FROM: PLANNING DIVISION

DATE: August 21, 2025

SUBJECT: Development Review Committee (DRC) Reports for Cases Scheduled for Consideration on **Monday, August 25, 2025**

The DRC Meeting was held on **Monday, July 21, 2025**. DRC members present included:

Heather Rowe	Director of Community Development
Tony Repp	Deputy Director of Community Development
Wil Richardson	Planner
Keith Gronke	Building Division Manager/Building Commissioner
Jeff Cooper	Deputy Director of Public Works/Village Engineer
Harrison Meyer	Senior Project Engineer
Mike Weaver	Director of Fire Prevention

Attached herewith are the DRC Reports for the following cases:

Zoning Board of Appeals

Plan Commission

PC 25-16

PC 25-15, PC 25-17, and PC 25-18

CASE NOS.: PC 25-16 Final Plat of Subdivision

DATE FILED: July 11, 2025

REQUESTED ACTION:

PC 25-16 Request is for a Final Plat of Subdivision in order to create six (6) single family residential lots, four (4) of which will be in an R-6 Single Family Residential District and two (2) of which will be in an R-4 Single Family Residential District for property located at 245 Walnut Street.

APPLICANT INFORMATION:

Applicant: Charles Meyer, Come Tomorrow, LLC
Owner: Charles Meyer, Come Tomorrow, LLC
Agent: Nick Patera, Principal, Teska Associates Inc.
Address: 245 Walnut Street

SITE INFORMATION:

Location: The property is commonly known as 245 Walnut Street
Current Zoning and Land Use: R-4 Single Family Residential District
R-6 Single Family Residential District
OS Open Space District
Unincorporated Lake County
Size: The subject site is located on a lot approximately 16.5 acres in land area.
Surrounding Zoning:
North: R-1 Single Family Residential District
OS Open Space District
South: R-4 Single Family Residential District
OS Open Space District
East: Unincorporated Lake County
West: R-6 Single Family Residential District
Land Use Plan: Single-Family Attached Residential (SFAR)
Parks and Open Space (POS)
Road Classification: Walnut Street is owned and maintained by Village of Libertyville and classified as a Minor Street.
Physical Characteristics: The site is currently has an existing single family residential structure with accessory structures.

STAFF ANALYSIS:

Background:

The petitioner, Charles Meyer, Come Tomorrow, LLC, is requesting approval for a Final Plat of Subdivision in order to create six (6) single family residential lots, four (4) of which will be in an R-6 Single Family Residential District and two (2) of which will be in an R-4 Single Family Residential District for property located at 245 Walnut Street.

The Plan Commission may recall that the petitioner was before them twice seeking a recommendation for approval for a Zoning Map Amendment, a Preliminary Plat of Subdivision on February 24 2025 and again on April 14, 2025. The Plan Commission recommended approval and the Village Board adopted ordinance 25-O-37 approving the preliminary plat of subdivision on June 10, 2025.

The subject property is 16.5 acres consisting of 10 acres within the Village of Libertyville and 6.5 acres in unincorporated Lake County and runs approximately 1,900 feet in an east/west direction and approximately 400 feet in a north/south direction. The property presently has one single family residence and three detached accessory structures on the western Libertyville portion of the property. A single driveway currently provides access to the property from Walnut Street. The eastern part of the property contains open lawn, fenced horse pastures and transitions to mature woods extending across to the east shore of the Des Plaines River. The Des Plaines River trail is on the west shore running north and south parallel to the river. The Des Plaines River floodplain, wetland and floodway zones occupy the eastern part of the subject property.

Current Zoning:

Within the Village of Libertyville corporate limits, the existing residential zone for the westernmost part of the property is 2.4 acres is R-6 Single Family Residential District. The central part of the property is 3.3 acres and is zoned R-4 Single Family Residential District and the eastern portion is zoned OS Open Space District. The unincorporated Lake County portion is a wedge shaped delineation at the northeastern corner and is county zoned R-1 and OS Open Space.

Proposed Subdivision and Zoning Map Amendment:

The applicant is proposing to subdivide the westerly portion of the subject property into six (6) single family residential lots. Lots 3, 4, 5, and 6 will be zoned R-6 Single Family Residential District and lots 1 and 2 will be zoned R-4 Single Family Residential District. The applicant is not seeking any variations. A new proposed public road cul-de-sac is planned to connect to Walnut Street. The existing driveway, residence, fences and accessory structures will be removed. New residential dwelling requests are not part of this application, and will be sought on an individual basis by future lot owners. All six (6) of the proposed lots exceed the minimum required lot sizes as regulated in the Zoning Code. The applicant is proposing to annex the 6.5-acre unincorporated portion of the subject site and rezone the western portion to R-4 Single Family Residential District and the eastern portion as OS Open Space District.

Traffic:

During the preliminary plat review, the applicant has provided a Traffic Impact Study completed by KLOA dated January 7, 2025. Traffic from the proposed subdivision will access to Walnut Street and to Carriage Hill Circle and to Milwaukee Avenue. KLOA has concluded that the proposed residential development is projected to generate a limited volume of traffic during the critical morning and evening peak periods. Furthermore, KLOA has concluded that the existing roadway system has sufficient reserve capacity to accommodate the proposed residential development traffic, and no roadway improvements or traffic control modifications are required.

KIMLEY HORN:

Please note that the Village stormwater management engineering consultant Kimley Horn has reviewed and made comments on the applicants site engineering for conformance with the Village of Libertyville Codes and the Lake County Watershed Development Ordinance (WDO) and offers comments on the attached Kimley Horn Memorandum dated July 30, 2025.

Staff have completed a review of the petitioner’s application and offers the following comments for your consideration.

DEVELOPMENT REVIEW COMMITTEE REVIEW AND REPORT FORMAT:

Staff has completed a review of the petitioner’s application and offers review comments formatted in two (2) components as follows:

1. A separate **Supplemental Review Memorandum** from the Development Review Committee lists review comments that Staff recommends the petitioner address satisfactorily at a later stage, prior to any site development permits or building permits for construction and are not deemed to be required as conditions for the ordinances for the Preliminary Plat of Subdivision. See attached memorandum.
2. The remaining Development Review Committee review comments that are provided in this Development Review Committee staff report shall be incorporated as conditions for approval of the proposed final plat of subdivision.

PLANNING DIVISION COMMENTS:

1. Ordinances approving the Zoning Map Amendment and Site Plan Permit shall be adopted by the Village Board concurrently with the approval and adoption of the ordinances approving Final Plat of Subdivision, Development Agreement and the Annexation of subject unincorporated parcel.

ENGINEERING DIVISION COMMENTS:

1. **Landscape Plan** – The revised landscape plan substantially addresses the previously issued comments. Staff recommends the following condition of approval:

Prior to planting, the proposed parkway trees shall be re-evaluated by the Village Arborist for acceptance of all final planting locations and species. This is needed in order to address any concerns that arise regarding sight lines or proximity to other facilities located within the public right-of-way.

2. **Sanitary Sewer** – The sanitary sewer layout on the current utility plan is acceptable. As noted during previous review, this sanitary main is proposed to be installed along the side lot line between 334 and 402 E Winchester Rd. Staff recommends the following condition of approval:

Prior to Village Board approval of the final plat, it is the applicant's responsibility to make contact with the property owners of 334 and 402 E Winchester to explain the work proposed to occur within the limits of their property. The Village should be copied on all correspondence.

3. **Declaration of CCRs** – Prior to final plat approval by the Village Board, a draft Declaration of CCRs shall be provided for staff review and approval. The Declaration will need to include provisions for the following items:
 - a. The association of homeowners is responsible for all maintenance of plantings within the median island and the cul-de-sac island.
 - b. The stormwater management improvements within the stormwater management easement shall be maintained by the association of homeowners, and the approved stormwater management maintenance plan shall be included as an exhibit to the Declaration.
4. **Final Plat** – Staff has the following comments on the proposed subdivision plat:
 - a. The title of the document shall be corrected to revise “Preliminary Plat” to “Final Plat” on each of the (3) sheets.
 - b. Floodplain compensatory storage areas shall be subject to a restriction prohibiting any modification of the compensation area. It is noted that the depicted compensation area extends over a proposed P.U. & D.E. and beyond the limits of the proposed stormwater management easement (Lot 2). The limits and provisions of easements on the plat shall be revised to clarify the prohibition on modification of the compensation area.
 - c. It will be required that either (i) the P.U. & D.E. shall not extend through the compensation /stormwater management area as currently proposed, or (ii) if the P.U. & D.E. must extend through the compensation / stormwater management area, the P.U. & D.E. provisions must state that no above-grade facilities or modification of ground elevations is permitted within the compensation / stormwater management area.
 - d. The plat should be revised to delineate and label the proposed wetland buffer boundary.
 - e. Restriction should be placed on all wetland and wetland buffer areas in accordance with Lake County Stormwater Management Commission (SMC) standard language. This language can be found on the SMC website or provided by Village staff upon request. This language could be incorporated in the provisions of the conservancy easement, or separate provisions could be identified for wetland and wetland buffer areas.
 - f. The provisions of the conservancy easement covenant reference “the pedestrian path to be constructed through the conservancy area” although plans have not been submitted for such a pedestrian path. The provisions should be revised to omit reference to a pedestrian path, or to clarify that any pedestrian path that may be proposed shall be

- subject to review and permit authorization as required by the Village of Libertyville and any other regulatory agency.
- g. The easterly limits of the conservancy easement should be clearly identified. If it does not cover all wetland and wetland buffer areas, then a separate restriction should be shown on the plat for wetland and wetland buffer areas.
 - h. A copy of Document Number 3089988 (existing 100' easement) should be provided for Village review and records.
 - i. The Blanket Easement provisions for electric and communication appear to be intended for a condominium development, and no "Blanket Utility Easement" is shown on the plat. It appears these provisions should be replaced with a set of provisions for the Public Utility and Drainage Easements. This should be clarified by the Applicant as needed.
 - j. The Village Utility Easement provisions should be replaced with provisions for the proposed Sanitary Sewer Easement.
 - k. The Public Service and Utility Easement provisions need to be revised to omit language that does not apply, including, but not necessarily limited to landscaping easements, easement designations that are not identified on the plat, communication pedestal coloring and screening, etc.
 - l. The provisions of the easement for Stormwater Management need to be coordinated with the plat regarding the designation of the "Stormwater Management Easement"
 - m. The plat shall be revised to address the above comments, and the revised plat shall be submitted for staff review and approval. Preferred easement provisions language can be provided as applicable.

STAFF RECOMMENDATION -- PRIOR TO PUBLIC HEARING:

Regarding **PC 25-16**, Staff recommends **APPROVAL** for a Final Plat of Subdivision in order to create six (6) single family residential lots, four (4) of which will be in an R-6 Single Family Residential District and two (2) of which will be in an R-4 Single Family Residential District for property located at 245 Walnut Street, subject to the following conditions:

That the following items shall be addressed prior to final plat and plan approvals by the Village Board:

- 1. A draft Declaration of CCRs shall be provided for staff review and approval. The Declaration will need to include provisions addressing the comments within the DRC Staff Report dated August 21, 2025
- 2. The plat of subdivision shall be revised to address comments within the DRC Report dated August 21, 2025, and the revised plat shall be submitted for staff review and approval.
- 3. The Developer shall execute, or provide verification of its intent to execute, a Development Agreement in a form acceptable to Village staff.

4. It is the applicant's responsibility to make contact with the property owners of 334 and 402 East Winchester to explain the proposed sanitary sewer installation work to occur within the limits of their property. The Village should be copied on all correspondence.

That the following items shall be addressed prior to issuance of a site development permit:

5. Submittal documents shall be revised to address comments within the Supplemental Review Memorandum dated August 19, 2025 and the revised documents shall be submitted for staff review and approval.

That the following items shall be addressed prior to installation of parkway trees:

6. The proposed parkway trees shall be evaluated by the Village Arborist for acceptance of all final planting locations and species. This is needed in order to address any concerns that arise regarding sight lines or proximity to other facilities located in the right-of-way.



July 30, 2025

Village of Libertyville
200 East Cook Avenue
Libertyville, IL 60048

Attention: Mr. Jeff Cooper. PE

Subject: ***Meyer Subdivision
245 Walnut Street
Libertyville, Lake County, IL
Engineering Review No. 1***

At the request of the Village of Libertyville, Kimley – Horn and Associates, Inc. has completed a review of the above referenced project. The purpose of this review was to evaluate the engineering plan for conformance of the proposed development with respect to the Lake County Watershed Development Ordinance (WDO).

The following item was provided for review:

- Final Engineering Plans for Meyer Subdivision, 245 Walnut Street, prepared by Pearson, Brown & Associates, Inc, dated June 5, 2025.
- Stormwater and Floodplain Management Design Report, Meyer Subdivision, prepared by Pearson, Brown & Associates, Inc. Dated June 5, 2025.

We have reviewed the material provided and offer the following comments:

1. The proposed development exceeds the new impervious area that allows for the standards of Appendix P of the Libertyville adopted Lake County Watershed Development Ordinance (Ordinance) to be applied. Therefore, the proposed development must meet the requirements of standard provisions of the Ordinance.
2. It is our understanding that the Unincorporated Lake County parcel included with the development will be annexed to the Village of Libertyville. No response is necessary.
3. The development will hydrologically disturb greater than one acre and will require an Illinois Environmental Protection Agency (IEPA) National Pollution Discharge Elimination System (NPDES) ILR10 Permit prior to issuance of the development permit. This should be provided upon receipt.
4. The off-site tributary area should be to include additional area tributary to the southwest corner of the development parcel. Based on our preliminary review, there is an additional 0.6 acres that may be tributary to the development. This should be revised or clarified, as necessary.
5. The allowable impervious lot coverage should be noted to verify that the proposed storm water management system is adequately sized to convey the required design rainfall events.

6. The outlet control structure of the development requires two restrictors that are less than the Ordinance allowed 4-inch diameter. Therefore, a single 4-inch restrictor placed at the Normal Water Level is allowable in this case.
7. The total disturbed area should be limited to the extent of development. The proposed overall development area included in the stormwater calculations extends to areas outside the limits of grading activities. Our review of the total developed area reduces the total area from 4.5 acres used in all calculations to approximately 3.2 acres. Please revise or clarify, as necessary. It should be noted that the revision to the total hydrologically disturbed area may require updates to additional calculations provided.
8. The emergency overflow weir of the stormwater management basin should be sized for the peak 100-year flow rate for the total tributary area. The provided calculations include a portion of the development parcel that is not tributary to the basin and excludes a portion of offsite tributary that should be considered.
9. The emergency overflow weir of the stormwater management basin utilizes a coefficient of 3.0, this is consistent with the use of a concrete spillway. Please clarify if a concrete spillway will be constructed as part of the development or revise the coefficient to reflect an earthen embankment.
10. The following items were noted as part of the storm sewer calculations provided. Please revise or clarify as necessary:
 - a. The 10-year calculations should be provided to verify that the proposed system is adequately sized to convey the 10-year peak rainfall event under full flow conditions.
 - b. Hydraulic Grade Line calculations should be included to verify the storm sewer is adequately sized to convey both the 10- and 100-year rainfall events.
 - c. The tributary area exhibit provided does not align with the proposed grading plan. This should be clarified or revised, as necessary.
 - d. As previously noted, the impervious area per lot should be noted to verify that the receiving storm sewer is adequately sized to convey both the 10-year and 100-year rainfall event.
 - e. If additional storm sewers are to be included as part of the two eastern development parcels, those should be included to verify 100-year capacity.
11. Compensatory Storage calculations were provided by the engineer. The format provided makes it difficult to understand if excavated and filled areas are double counted as part of the calculations. It is recommended that a cross section be obtained in the direction of flow to verify that the cut and fill volume proposed aligns with what was provided in the stormwater report.
12. Prior to permit closeout, the following items will be required:
 - a. As-Built survey of all stormwater management features including but not limited to:
 - i. Stormwater Management Basins
 - ii. Storm Sewer
 - iii. Critical overland flow path locations
 - b. Placement of all stormwater management features in a deed or plat restriction.

- c. Maintenance plan for all stormwater features that clearly identifies the maintenance task, the frequency the tasks are performed and funding source.

13. Additional comments may be provided upon receipt and review of the requested information.

Please do not hesitate to contact me via phone (815.529.3553) or email at Scott.Griffith@kimley-horn.com with any questions.

Sincerely,



Scott Griffith, P.E.
Kimley-Horn and Associates, Inc.

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SUPPLEMENTAL REVIEW MEMORANDUM

To: Applicant, Charles Meyer, Come Tomorrow, LLC,

Date: August 19, 2025

Subject: **245 Walnut St – Proposed Subdivision**
Request for Annexation, Zoning Map Amendment, Final Plat of Subdivision, and Site Plan Permit

Prepared By: Village Staff

This Memorandum is supplemental to the Development Review Committee (DRC) Staff Report dated 8/21/2025. Please refer to the DRC staff report for comments that should be addressed as soon as possible for further review, in connection with the current request for Annexation, Preliminary Plat, and Site Plan approval.

The comments in this memorandum are being provided to summarize items that were noted by Village staff which will require attention **prior to issuance of a Site Development Permit** for the potential development. These comments are provided for the Applicant's reference only at this time and should be considered supplemental to any comments included within the DRC Report referenced above. Comments included within this Memorandum are considered items that would not have a direct impact on the actions requested by the Plan Commission or the Village Board, but they will need to be addressed as the project advances.

The provision of this Memorandum or any specific comment herein shall not be construed as an assumption of positive recommendations and/or approvals from Staff or any Village Boards or Commissions. Subsequent permit issuances are subject to obtaining proper Village Board approvals as may be required.

This Memorandum is not intended as a comprehensive review of the construction documents. Additional review comments should also be anticipated at time of permit submittal.

ENGINEERING DIVISION

1. **Stormwater Management** – In addition to staff review, engineering review of the site plans has been conducted by the Village's consultant. Please be sure to address all comments in the attached review letter dated July 30, 2025, prepared by Kimley-Horn and Associates, Inc.
2. **Sanitary Sewer Main** – Engineering staff finds the proposed *off-site* sanitary sewer route and connection point to be acceptable. As previously noted, this sanitary main is proposed to be installed along the side lot line between 334 and 402 E Winchester Rd. The following items shall be addressed:
 - a. Staff notes that the depth of the proposed sanitary sewer may be below the foundations of adjacent residential structures. Prior to issuance of a site development permit, the design

engineer shall provide cross-section drawings depicting the sanitary sewer location and depth with respect to the foundation structures of the adjacent homes. These drawings shall depict the “zone of influence” for the existing foundation structures and must demonstrate that the proposed sanitary sewer installation will not disturb it.

- b. It is the applicant's responsibility to make contact with the property owners of 334 and 402 E Winchester to explain the work proposed to occur within the limits of their property. The Village should be copied on all correspondence. As noted in the DRC report referenced above, this is required prior to Village Board approval of the final plat.
3. **Utility Plan** – Engineering staff finds the utility plan generally acceptable. The following items shall be addressed prior to issuance of a site development permit:
- a. Storm sewer main and sanitary sewer main are shown paralleling each other in close proximity within the cul-de-sac island. The plan should be revised to provide minimum 5’ clear separation between the mainline pipes. It appears this could be achieved by shifting storm manhole #5 to the west.
 - b. The profile on sheet 11 should be revised to show the existing water main location and depth on the north side of East Winchester Road.
 - c. Sanitary sewer, storm sewer, and water service stubs have been shown on the utility plan, as previously requested. All sanitary and water service stubs should be situated generally perpendicular to the roadway as much as possible. Staff notes that the current configuration of the sanitary service for Lot 6 should be revised accordingly.
4. **Roadway Grading** – The revised grading plan substantially addresses the previously issued comments. Based on the revised plans, the following new comments shall be addressed prior to issuance of a site development permit:
- a. Staff notes a concern with the proposed roadway slope for outgoing vehicles, which exceeds 7% at the intersection and creates a likelihood of vehicles bottoming out when transitioning to the pavement of Walnut Street. The design engineer should propose revised intersection grading for review and approval. Consider lowering the elevation of the outbound lane adjacent to the planted median, to avoid an abrupt grade change from the new roadway to Walnut Street for outgoing vehicles.
 - b. Slopes along the curblin should be labeled for the full length of the new roadway.
 - c. The location of the roadway summit should be clarified and shown correctly. The drawing appears to show a graphical summit line in the wrong location, based on the spot elevations given.
5. **Street Lighting** - The plan shows a new street light in the cul-de-sac island and a street light relocation along Walnut. The following comments shall be addressed before street light installations will be authorized to proceed:
- a. Provide complete street lighting design plans for review and approval.
 - b. Obtain an electrical permit from the Village’s Building Division.
6. **General** – Based on the revised plans, the following new comments shall be addressed prior to issuance of a site development permit:
- a. Review the Site Data Table on Sheet 5, and verify that maximum lot coverage calculations are accurate for each lot (40% vs. 45%). Revise as needed to correct any figures. Additionally, include a column for the square footage of assumed lot coverage for detention sizing, to demonstrate that this information is coordinated with the calculations in Appendix 1 of the stormwater management report.

- b. Show lot numbers on all plans for reference.
 - c. Show rim elevations of all utility structures on the grading and utility plans.
 - d. Sheet L-2.0 (tree protection & removals plan) should be revised to show missing background drawing information.
 - e. Show the Village's standard detail for a residential street light on the engineering plans. This was not found on the drawings.
 - f. Street sign location is subject to further review and approval.
7. **Final Plat** – Prior to Village Board approval of the final plat, comments within the DRC report referenced above shall be addressed for our review and approval.
 8. **Development Agreement** – Prior to Village Board approval of the final plat, the Developer shall execute, or provide verification of its intent to execute, a Development Agreement in a form acceptable to Village staff.
 9. **Declarations / Association** – Prior to Village Board approval of the final plat, a draft Declaration of CCRs shall be provided for staff review and approval. The Declaration will need to include provisions addressing the comments within the DRC Staff Report referenced above.
 10. **Public Improvements (Resident Engineer)** – This comment has been previously acknowledged and remains for reference. The project will include the construction of public improvements. Therefore, the project will be subject to the requirements described in Section 9 of the Village's "Engineering Design & Construction Standards" (available on the Engineering Division webpage).
 11. Permits will be required from the following outside agencies:
 - a. **IEPA Sanitary Construction Permit**

The Applicant has submitted IEPA Sanitary Permit application documents for our review, and comments will be provided under separate cover after we have completed a detailed review of these documents. LCPW will also need to sign applicable areas of the IEPA Sanitary Permit application.
 - b. **IEPA Water Construction and Operating Permit**

The Applicant has submitted IEPA Water Construction Permit application documents for our review, and comments will be provided under separate cover after we have completed a detailed review of these documents.
 - c. **IEPA NPDES Permit (for construction disturbance greater than 1 acre)**
 - d. **US Army Corps of Engineers and/or Lake Co Stormwater Management Commission**

Provide a written determination of no wetland impact (e.g. LONI), or other required authorization as determined by LCSMC or USACE.