

# Lake County Illinois

*Lake County Courthouse and Administrative Complex  
18 N. County Street  
Waukegan, IL 60085-4351*



## Meeting Minutes - Final

Wednesday, June 25, 2025

10:30 AM

or 10 minutes after the conclusion of the Public Works and  
Transportation Committee, whichever is later.

Assembly Room, 10th Floor or register for remote attendance at:  
<https://bit.ly/4n5bt0a>

**Planning, Building, Zoning and Environment**  
**Committee**

**1. Call to Order**

*Chair Altenberg called the meeting to order at 10:31 a.m.*

**2. Pledge of Allegiance**

*Chair Altenberg led the Pledge of Allegiance.*

**3. Roll Call of Members**

**Present** 7 - Chair Altenberg, Member Campos, Member Frank, Member Knizhnik, Vice  
Chair Pedersen, Member Schlick and Member Wasik

*\*Electronic Attendance: Member Schlick*

**Other Attendees**

*In Person:*

*Krista Barkley Braun, Planning, Building and Development*

*John Muellner, Public*

*Karl Fuchs, Facilities and Construction Services*

*Vijay Gadde, Planning, Building and Development*

*Isaiah Gauwitz, Public*

*Robin Grooms, County Administrator's Office*

*RuthAnne Hall, County Administrator's Office*

*Bailey Wyatt, Communications*

*Kevin Quinn, Communications*

*Carl Kirar, Facilities and Construction Services*

*Eric Waggoner, Planning, Building and Development*

*Matt Meyers, County Administrator's Office*

*Patrice Sutton, County Administrator's Office*

*Theresa Glatzhofer, County Board Office*

*Electronically:*

*Sandy Hart, County Board Chair*

*Jon Nelson, Division of Transportation*

*Taylor Gendel, Planning, Building and Development*

*Yvette Albarran, Purchasing*

*Michael Wheeler, Finance*

*Christine Sher, Stormwater Management*

*Maegan Trygstad, Public*

*Abby Krakow, Communications*

*Mick Zawislak, Daily Herald*

*Sonia Hernandez, County Administrator's Office*

*Brea Barnes, Finance*

*Alex Carr, Communications*

*Tiffany Becker, Facilities and Construction Services*

*Natalia Fic, Planning, Building and Development*

*Melanie Comer, Planning, Building and Development*

**4. Addenda to the Agenda**

*There were no additions or amendments to the agenda.*

**5. Public Comment**

*Public Comment for items not on the agenda was made by:  
Isaiah Gauwitz*

**6. Chair's Remarks**

*There were no remarks from the Chair.*

**7. Unfinished Business**

*There was no unfinished business to discuss.*

**8. New Business**

**CONSENT AGENDA (Items 8.1 - 8.2)**

**\*MINUTES\***

**8.1 25-0853**

Committee action approving the Planning, Building, Zoning and Environment Committee minutes from May 28, 2025.

**Attachments:** [PBZ&E 5.28.25 Final Minutes](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Knizhnik, seconded by Member Frank, that these minutes be approved. The motion carried by the following voice vote:**

**Aye:** 7 - Chair Altenberg, Member Campos, Member Frank, Member Knizhnik, Vice Chair Pedersen, Member Schlick and Member Wasik

**8.2 25-0854**

Committee action approving the Planning, Building, Zoning and Environment Committee minutes from June 4, 2025.

**Attachments:** [PBZ&E 6.4.25 Final Minutes](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Knizhnik, seconded by Member Frank, that these minutes be approved. The motion carried by the following voice vote:**

**Aye:** 7 - Chair Altenberg, Member Campos, Member Frank, Member Knizhnik, Vice Chair Pedersen, Member Schlick and Member Wasik

**REGULAR AGENDA**

**\*ENVIRONMENTAL SUSTAINABILITY\***

**8.3 25-0876**

Joint resolution approving a contract with Living Habitats, LLC, Chicago, Illinois, for Professional Landscape Master Plan Design Services for Lake County in the amount of \$119,630 and authorizing a line-item transfer between General Operating Expense and the County Administrator's Office.

**Attachments:**    [SOI 25191 VDS](#)  
                              [Summary ScoreMatrix](#)  
                              [LIT Landscape Master Plan](#)  
                              [2025-06-13 SOI#25191 Professional Landscape Master Plan Design Servi](#)

*Robin Grooms, Sustainability Programs Manager, explained that this item is a contract for Professional Landscape Master Plan Design Services for the former Winchester House site in Libertyville. Discussion ensued.*

**A motion was made by Member Frank, seconded by Member Campos, that this resolution be approved and referred on to the Financial and Administrative Committee. The motion carried by the following voice vote:**

**Aye:** 7 - Chair Altenberg, Member Campos, Member Frank, Member Knizhnik, Vice Chair Pedersen, Member Schlick and Member Wasik

**8.4    [25-0875](#)**

Presentation on annual greenhouse gas inventory for the year 2024.

**Attachments:**    [Greenhouse Gas Inventory - 2024 Emissions \(Revised 6 18 25\)](#)

*Robin Grooms, Sustainability Programs Manager, provided a presentation about the results of the 2024 greenhouse gas inventory. Discussion ensued.*

**\*PLANNING, BUILDING AND DEVELOPMENT\***

**8.5    [25-0846](#)**

Resolution directing the Lake County Zoning Board of Appeals to conduct a public hearing on proposed text amendments to Chapter 151 of the Lake County, Illinois, Code of Ordinances relating to posted notice requirements in unincorporated Lake County.

**Attachments:**    [Info Paper Public Hearing Signs Final](#)  
                              [Exhibit A Proposed Amendments to 151.045](#)

*Eric Waggoner, Director of Planning, Building and Development (PB&D); Krista Barkley Braun, Deputy Director and Zoning Administrator, PB&D; and Vijay Gadde, Manager, PB&D, provided background regarding the need to alter the posted notice requirements for public hearings held by the Zoning Board of Appeals. Discussion ensued.*

*Member Frank left the meeting at 11:01 a.m.*

**A motion was made by Member Knizhnik, seconded by Member Campos, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:**

**Aye:** 6 - Chair Altenberg, Member Campos, Member Knizhnik, Vice Chair Pedersen, Member Schlick and Member Wasik

**Not Present:** 1 - Member Frank

**8.6    [25-0024](#)**

Director's Report - Planning, Building and Development.

*Eric Waggoner, Director of Planning, Building and Development, provided an update about the Lake County Affordable Housing Coalition. Discussion ensued.*

**9. County Administrator's Report**

*RuthAnne Hall, Assistant County Administrator, announced that Lake County will be recognized for its work on bird friendly building design and the tree planting initiative by the National Association of Counties (NACo). Discussion ensued.*

**10. Executive Session**

*The Committee did not enter into Executive Session.*

**11. Member Remarks and Requests**

*There were no Member remarks or requests.*

**12. Adjournment**

*Chair Altenberg declared the meeting adjourned at 11:14 a.m.*

**Next Meeting: July 30, 2025**

*Meeting minutes prepared by Theresa Glatzhofer.*

*Minutes were approved on July 30, 2025, by the Planning, Building, Zoning and Environment Committee.*