

**Minutes of the Regular Meeting of
the Planning and Zoning
Commission
March 20, 2019**

A. CALL TO ORDER

The Regular Meeting of the Planning and Zoning Commission was held on Wednesday, March 20, 2019 at the Village Hall Board Room, 10 North Water Street. The meeting was called to order at 6:00 p.m. by **Dione Stirmell**.

B. ROLL CALL

Commissioners present were: **Tom Kusswurm, Leo Metz, Jason Micklevitz, Cynthia Tarka and Rich Watson**.

Members absent were: **Chairman Brian Carlson and Vice-Chairman Jennifer McClure**.

Staff present were: Director of Community Development, **Nancy Hill**, Planner, **Lauren Blayney**, Recording Secretary, **Dione Stirmell** and Village Attorney **Derke Price**.

Dione Stirmell explained that since **Chairman Brian Carlson and Vice-Chairman Jennifer McClure** were absent the Commission first needed to appoint a Chairman Pro Tem.

A motion by **Member Watson** to appoint **Member Micklevitz** to be the Chairman Pro Tem for the March 20, 2019 Regular Meeting of the Planning and Zoning Commission, which was seconded by **Member Metz**. There was no further discussion of the motion. Vote as follows:

Ayes:	Kusswurm, Metz, Micklevitz, Tarka, Watson
Nays:	None
Abstain:	None
Absent:	Carlson, McClure

The motion carried (5-0-0-2)

C. DISCUSSION

Planning and Zoning Commissioners Training Session as presented by the ILAPA representative.

Nancy Hill introduced Laurie Marston of Illinois Chapter of the American Planning Association, 205 N. Michigan Avenue Suite 1200 Chicago, IL 60601-5927. She stated Ms.

Marston would be presenting information to the Planning and Zoning Commission for training purposes.

Ms. Marston began her presentation by discussing a brief history of planning. She provided an overview of the importance of the Comprehensive Plan, long range planning, public participation, and plan implementation. She offered tips on managing public participation during public hearings and explained various types of development regulations. She also touched on community's regulations of zoning codes, building codes, sign codes, annexations,

findings of fact, special uses standards and variation standards. She explained the general roles of elected officials and staff members, as well as the Village Attorney. She then elaborated on the responsibilities of a Planning and Zoning Commission. She touched on the duties of the Planning and Zoning Commission Chair. She discussed tips on how to run efficient and effective meetings.

She concluded her presentation with a discussion of ethics and conflicts of interest at public hearings. She touched on the Open Meeting Act (OMA) and provided helpful resources available to the Commissioners.

D. PUBLIC COMMENT

No citizens came forward to address the Commission.

E. ADJOURNMENT

Having no further business, a motion made by **Member Watson** to adjourn the regular meeting of the Planning and Zoning Commission, which was seconded by **Member Kusswurm**. With a voice vote of all ayes and no nays, **Chairman Pro Tem Micklevitz** adjourned the meeting at 8:48 p.m.

Respectfully submitted,



Dione Stirmell
Recording Secretary



Plan Commission Training Sign-in Sheet

Please be sure to **print your name** clearly and exactly as you would like it on your certificate. If you wish to be added to the Chaddick Institute email list for periodic announcements of events and programs, please include your email address. If you prefer not to receive emails from the Chaddick Institute, do not include your email address.

1. Tom Kusswurm

2. Jason Micklevitz

3. Rich Watson

4. Leo Mel

5. Duke Ince

6. Lauren Blayney

7. Nancy Hill

8. Cynthia Tarka

9. Dione Stirmell

10.