

**Minutes of the Regular Meeting  
of the Planning and Zoning Commission  
May 15, 2019**

**A. CALL TO ORDER**

The Regular Meeting of the Planning and Zoning Commission was held on Wednesday, May 15, 2019 at the Village Hall Board Room, 10 North Water Street. The meeting was called to order at 7:00 p.m. by **Chairman Brian Carlson**. **Chairman Carlson** stated the role of the Planning and Zoning Commission and the procedures for the meeting.

**B. ROLL CALL**

Commissioners present were: **Chairman Brian Carlson, Tom Kusswurm, Vice-Chairman Jennifer McClure, Leo Metz and Rich Watson.**

Members absent were: **Jason Micklevitz and Cynthia Tarka.**

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

**C. APPROVAL OF MINUTES**

Minutes of the February 20, 2019 Regular Planning and Zoning Meeting

A motion by **Member Watson** to approve the minutes of the February 20, 2019 Regular Meeting of the Planning and Zoning Commission was seconded by **Vice-Chairman McClure**. A voice vote of all ayes and no nays. **Chairman Carlson** and **Member Kusswurm** abstained. There was no further discussion of the motion. Vote as follows:

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

The motion carried (3-0-2-2).

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

A motion by **Member Kusswurm** to approve the minutes of the March 20, 2019 Regular Meeting of the Planning and Zoning Commission was seconded by **Member Metz**. A voice vote of all ayes and no nays. **Chairman Carlson** and **Vice-Chairman McClure** abstained. There was no further discussion of the motion. Vote as follows:

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

The motion carried (3-0-2-2).

#### **D. DISCUSSION**

Overview and training on the Unified Development Ordinance (UDO), as presented by the Chicago Metropolitan Agency for Planning (CMAP) representatives.

**Nancy Hill** introduced the CMAP staff, and turned the meeting over to its representatives Patrick Day, Maggie Jarr, Jared Patton, Dominick Argumedo and Kendra Kuehlen.

Mr. Day introduced the CMAP project team and explained that the purpose of this workshop would be to provide training and guidance of the newly adopted UDO document. He explained this workshop would provide an opportunity to ask questions about the new regulations. He also asked for feedback on the document so that staff can make modifications as needed.

Mr. Day briefly went over how this document came to fruition. He provided some project background. He explained the Unified Development Ordinance has taken three years to be completed. He discussed the various sections of the document and how the Ordinance is part of the implementation of several of the community plans, primarily the Comprehensive Plan and the Bike and Pedestrian Plan. He explained the recurring themes while drafting the UDO was to refine administrative procedures; to streamline application review; support economic development in the Village; create a sense-of-place for the Village Center; simplify and update bulk requirements for lot size and lot coverage to better match existing conditions and desired future development; create clear, enforceable sign standards that provide greater flexibility; and promote walkability and connectivity to commercial areas, parks, and adjacent neighborhoods with new subdivision standards. He added the goal was to make a user-friendly ordinance by simplifying regulatory language and creating consistency.

Mr. Day explained the minor subdivision process with the flow chart. He highlighted that if the request does not include a planned development, a variation or deviation request associated with the minor subdivision, the minor subdivision would go to the Zoning Administrator for review and approval. **Chairman Carlson** questioned who would be signing the plat for a minor subdivision. He felt the Zoning Administrator should be required to sign the plat since the Chairman of the Planning and Zoning Commission would not be reviewing the minor subdivision. **Nancy Hill** agreed that Staff would sign the plat since Staff would be reviewing it.

**Vice-Chairman McClure** questioned whether the Planning and Zoning Commission would still be conducting aesthetic design reviews. Mr. Day explained that with the new UDO regulations, the Planning and Zoning Commission would recommend approval for an aesthetic design reviews when an applicant seeks a Major Site Plan Review. Mr. Day then explained the Zoning Administrator's authority is to grant an Administrative Adjustment and this would aid in expediting minor zoning requests in a more reasonable time frame. **Nancy Hill** assured them that if the request were more substantial she would require the petitioner to go through the planning and zoning approval process. **Chairman Carlson** and **Vice-Chairman McClure** wanted to make sure a petitioner was not trying to circumvent the approval process by seeking

approval from them then going back and requesting additional approvals through the Zoning Administrator. The Commission asked staff to review this section of the UDO and make recommendations to address concerns about the Administrative Adjustments section of the UDO.

**Member Watson** understood that it would make sense to have the applicant seek approval with the Zoning Administrator for minor requests. He suggested that Staff provide a report once or twice a year showing the Administrative Adjustment requests that were approved by the Zoning Administrator. **Nancy Hill** agreed to provide a report, and she thanked **Member Watson** for that suggestion.

Mr. Day continued the discussion touching on Applications Processes, Street Standards, Subdivision Standards, Zoning Districts, Parking Requirements, Floodplain Overlay District, Table of Uses, Parking Requirements, Landscaping Requirements, Signs and Nonconformities.

**Nancy Hill** added that Staff is planning to make annual updates to the UDO, and already noted a few items that need to be clarified, expanded on, or re-visited. A public hearing on proposed UDO text amendments will likely be held this summer.

#### **E. PUBLIC COMMENT**

There was no public comment to report.

#### **F. NEW BUSINESS**

There was no new business to report.

#### **G. ADJOURNMENT**

Having no further business, a motion made by **Member Watson** to adjourn the regular meeting of the Planning and Zoning Commission was seconded by **Member Kusswurm**. With a voice vote of all ayes and no nays, **Chairman Brian Carlson** adjourned the meeting at 8:31 p.m.

Respectfully submitted,



Dione Stirmell  
Recording Secretary