

PLAN AND ZONING COMMISSION
MEETING MINUTES
May 3, 2022

CALL TO ORDER: The meeting was called to order at 7:02pm on Tuesday May 3, 2022.

ROLL CALL:

Members Present: Robert DeAtley, Bob Buchanan, Earl Seamands, Mike Buzicky, Phillip Schaefer, Steve Briney and Mandi Simeone.

Members Absent: None.

Others Present: Village Administrator Patrick Brown, Village Attorney Joe Chamley, and Planner Abby Heckman.

APPOINTMENT OF PZC CHAIR (TO BE ACTED UPON):

Patrick Brown stated that the chair resigned from the Commission therefore a new chair needed to be chosen by the group.

Patrick Brown asked for a nomination for the PZC chair.

Buchanan moved to nominate Mr. DeAtley as the PZC chair. Schaefer seconded the motion. ROLL CALL. 7-0. Motion Passed.

MINUTES: January 4, 2022

Abby Heckman stated that Mr. Buchanan had pointed out an error in the draft minutes from January. There was a copy and paste error on page 4 from the CU2022-01 heading through to the CU2022-01 heading on page 6. All of that text needed removed.

Joe Chamley clarified that even if a Commission member was not in attendance at a meeting, they can still vote on approval of minutes, if they so choose.

Buchanan moved to approve January 4, 2022 minutes as corrected. Buzicky seconded the motion. ROLL CALL. 6-0-1. Simeone abstained. Motion Passed.

PUBLIC COMMENT: No one came forward.

MINUTES: April 5, 2022

DeAtley moved to approve April 5, 2022 minutes. Buchanan seconded the motion. ROLL CALL. 6-0-1. Simeone abstained. Motion Passed.

COMMISSIONER / STAFF COMMENTS: NEXT PZC MEETING – JUNE 7, 2022

Patrick Brown stated that we pulled the Commission together to assign a chair because the chair is a member of the Administrative Rules Committee, and the Village Engineer has some Administrative Rule items to address.

Abby Heckman stated staff didn't want to wait another month in case there was no meeting in June. The deadline for June is Friday. Part of the Administrative Rules Committee's responsibilities is approval of the Infrastructure Design Manual that goes along with the Subdivision Ordinance. The Village Engineer would like to move forward with proposed changes to the IDM.

Patrick Brown discussed the Governor's executive order related to remote meetings. The Mayor will not extend the declaration allowing remote meetings due to timing of some Village legal notices and meetings related to the budget.

Abby Heckman stated as of now the Village will continue to offer meeting viewing for the public over Zoom but any public comments would need to be either in person or submitted in writing in advance of the meeting.

Mr. Buzicky asked for clarification related to approval of the IDM.

Abby Heckman stated the Subdivision Ordinance gives the Administrative Rules Committee the authority to approve the IDM. Sometimes it is just a rules determination if there is an area of the IDM isn't clear but once there have been multiple determinations made then it is time to adopt a new IDM which includes the determination language and there will be other changes the Village Engineer would like to see in the IDM.

Mr. DeAtley stated those determinations are sent out to the PZC.

Abby Heckman stated yes, once a determination or an IDM change is made by the Administrative Rules Committee those are sent to both the PZC and BOT members and if there are two (2) objections from either group then the change does not go into effect and the Committee would have to start over or send the issue through the PZC and BOT.

Patrick Brown stated the Administrative Rules Committee must be unanimous to pass changes.

Patrick Brown discussed payment of PZC members and that those are sent out once a year in the spring.

Abby Heckman stated there is a Regional Planning Commission training opportunity for elected and appointed officials on May 11, 2022 and encourage the Commissioners to take advantage of the training.

The Commission and staff discussed the economic interest disclosure requirements and the related Illinois Municipal League determination.

Joe Chamley stated the IML determination is the best to help you complete the disclosure. He stated that disclosure of mutual funds or anything in a retirement fund is not required.

Mr. Buzicky and other Commissioners thanked Mr. DeAtley for taking the chair position.

ADJOURN:

Buchanan moved to adjourn the meeting. Schaefer seconded the motion. ROLL CALL. 7-0. The meeting was adjourned at 7:22 pm.

Respectfully,
Abby Heckman, Planner