



COMMUNITY DEVELOPMENT COMMISSION
MINUTES

Meeting Date: March 19, 2018
Present: Ron Damasco, Brad Karich, Richard Petersen, Dave Shimanek, Rick St. Marie (arrived at 7:20 pm), Dave Woods
Absent: George Vant
Also Present: Kelley Chrisee, Sean Conway, Mo Khan
Meeting Convened: 7:07 P.M.

APPOINTMENT OF CHAIRMAN PRO-TEM

Mr. Woods made a motion, seconded by Mr. Petersen, to appoint Mr. Karich as Chairman Pro-Tem of the Community Development Commission for tonight's meeting. Motion carried unanimously on a voice vote.

APPROVAL OF MINUTES

Chairman Pro-Tem Karich made a motion, seconded by Mr. Shimanek, to approve the minutes of the October 16, 2017 meeting. Motion carried unanimously on a voice vote.

BUSINESS ITEMS

COMMUNITY DEVELOPMENT COMMISSION TRAINING

Chairman Pro-Tem turned the meeting over to Ms. Chrisee and Mr. Conway to begin the Commissioner Training. Ms. Chrisee outlined the importance of planning and why it is necessary for a Community. The planning frame work, which guides the community's planning, may include Comprehensive Plans, Neighborhood Plans, Design Guidelines and Regulations. The Comprehensive Plan is general in nature and offers a city-wide guideline for the Community; Neighborhoods Plans are more specific to geographic areas; and Design Guidelines and Regulations help retain specific character for a given area of the community as well provide technical requirements and limitations of a development.

Comprehensive Plan provides a document that looks at what goals can be achieved in 10-15 years. It looks at the existing transportation infrastructure, utility networks, parking access, housing stocks, and business climate and how various goals address to make improvements to those area. The Comprehensive Plan is a policy instrument that guides City Official in their decision making process for specific projects and improvements.



The current Comprehensive Plan was adopted 20 years ago and included a Strengths, Weakness, Opportunities, and Threats (SWOT) Analysis, Future Land Use Plan/Map, Housing Plan, Infrastructure and Recreation. The current Comprehensive Plan was revised with the 2003 Comprehensive Plan Supplement that provided a detailed analysis and goals for the Irving Park, Wood Dale, and Thorndale Corridors.

Ms. Chrissy provided the Commissioners an update on the current update to the Comprehensive Plan and stated the final draft is in progress and it will be brought in front of the CDC in the near future as part of the Final Plan Adoption process.

Development Regulations are done through the Unified Development Ordinance (UDO) in Chapter 17 that includes Zoning, Stormwater, and Subdivision regulations, Chapter 13 is the Sign Code and Chapter 12 is the Building Code. The CDC would hear matters in regards to the UDO and Sign Code.

The role of the CDC and the Commissioners were outlined. The CDC is a recommending body. When a zoning relief request comes forward, the CDC makes a recommendation to the City Council to grant or deny the request. When making a recommendation the CDC has to adopt the finding of facts of either the Staff or the applicant's in the case where the CDC does not agree with Staff's recommendation. The City Council makes the final decision and does not have to abide by the CDC's recommendation. Mr. Conway explained that his role as the City Attorney is to provide legal counsel and answers questions about proceedings and legal questions. City Staff's role is to provide interpretation of the code and to provide the CDC a recommendation of granting or denial of a zoning relief.

City Staff's job is to provide an interpretation of the code adopted by City Council, whether Staff agrees with the code or not. Staff's goal is to work with applicant to meet the code requirements, however, at times zoning relief is needed or wanted by the applicant. The applicant can always proceed without Staff's recommendation of approval. Ms. Chrissy gave the example of 238 E. Irving Park Rd. where Staff recommended denial, however, the CDC recommended approval and the City Council approve the Special Use request. If they are questions regarding code interpretation/clarification reach to Community Development Staff.

The different type of zoning reliefs were discussed including Special Use, Variations, Text Amendments, Plat of Subdivision or Lot Consolidation and Planned Unit Developments. It was added that CDC may recommend to add conditions onto an approval for a Special Use or Planned Unit Development, however, City Council would have to make the final decision to attach any conditions to the approval.

The CDC is also responsible for hearing appeals to decisions made by the Development Administrator and these cases the CDC is a decision making body.



Meeting procedures were outlined to the Commissioners. The Public Hearing is where testimony is gathered and heard and these include testimony from Staff, the applicant, and any other interested parties that may support or oppose the request. During the Public Hearing, no deliberation can occur between the Commissioners and any questions the Commissioners have for Staff, the Applicant or the other parties present must be asked during the Public Hearing. Once the Public Hearing has been closed no other questions can be asked to Staff, Applicant or other parties. After the Public Hearing, the Commissioner will have deliberations where they discuss the matter amongst the Commission. If more information is required, the Commission can choose to continue the hearing to the next meeting.

Commissioners were informed regarding ex parte contacts, conflicts of interest and impartiality. Reviewed requirements of Open Meetings Act and stated that when a majority of a quorum is present, public hearing items cannot be discussed before or after the meeting.

STAFF LIAISON REPORT

Mr. Khan provided an updated on public hearing items that have went in front of the CDC in the past. Projects discussed were 1500 N Michael, 1555 Mittel, 1235 Mittel, 238 E Irving Park and 276 E Irving Park. Mr. Khan reviewed the zoning relief that each of the cases sought and the current status of them in relation to City Council's decision on the request and construction/operation status.

ADJOURNMENT

Mr. Shimanek made a motion to adjourn, which was seconded by Mr. Petersen. The motion carried unanimously by voice vote. The meeting was adjourned at 8:18 P.M.

*Minutes taken by Mo Khan
Approved April 16, 2018*