

MINUTES
MEETING OF THE OAK PARK PLAN COMMISSION
VILLAGE HALL- ROOM 201
Nov. 2, 2017
7:00 p.m.

PRESENT: Chair David Mann; Commissioners Glenn Brewer, Lawrence Brozek, Jeremy Burton, JoBeth Halpin, Greg Marsey and Paul May

EXCUSED: Commissioner Kristin Nordman

ALSO PRESENT: Craig Failor, Village Planner

Roll Call

Chair Mann called the meeting to order at 7:02 p.m. Roll was called. A quorum was present.

Non-Agenda Public Comment

None.

Approval of Minutes

Commissioner Marsey moved to approve the minutes as submitted from July 11, 2017. Commissioner Brozek seconded. A voice vote was taken and the motion was approved unanimously.

Commissioner Brewer moved to approve the minutes as submitted from August 3, 2017. Commissioner Brozek seconded. A voice vote was taken and the motion was approved unanimously.

Commissioner May moved to approve the minutes as submitted from August 10, 2017. Commissioner Brozek seconded. A voice vote was taken and the motion was approved unanimously.

Commissioner Marsey moved to approve the minutes as submitted from September 21, 2017. Commissioner Brozek seconded. A voice vote was taken and the motion was approved unanimously.

Public Hearing

None.

Other Business

Rules of Procedure- review

Mr. Failor explained there were changes made to the Rules of Procedure due to the updated Zoning Ordinance. He noted some language was simplified and references to the zoning code were updated. Chair Mann directed commissioners page by page for questions and comments. Commissioner Brewer suggested adding a 1.6 section to include the last line of section 1.2. Commissioners agreed. Chair Mann suggested adding the chairperson shall attend Village Board meetings as necessary; also suggested a change in the appointment of the acting chairperson. Commissioners decided on having a rotating system based on seniority for acting chair.

Chair Mann suggested a statement that the Zoning Ordinance would include amendments. Commissioner Burton suggested a definition section defining proprietary interest and adding information regarding the zoning ordinance as amended. Commissioners agreed.

Commissioner Burton suggested clarifying the transcription fee section. Commissioners agreed. Commissioner Marsey suggested putting recommendations before findings of fact in the rules of procedure. Commissioners agreed.

Commissioner Halpin moved to approve the rules of procedure as amended. Commissioner Brewer seconded. A voice vote was taken and the motion was approved unanimously.

Mr. Failor reviewed an updated submittal requirements checklist for planned development applications. A short discussion ensued regarding some items that were not necessary for the Plan Commission packet but would still be supplied to staff:

- Cancelled check for planned development fee
- Addresses where notice was sent
- Commissioner Marsey suggested some notice of a redevelopment agreement in place for village-owned property on the application
- Chair Mann suggested a summary on the environmental assessment rather than the entire document

Chair Mann suggested some changes to the chapter organization of the packet. Commissioners agreed.

Remanded Zoning Ordinance Provisions - schedule

Mr. Failor explained there were five topics coming back to the Plan Commission for further discussion. He suggested taking up community residences first, as a moratorium was set to expire soon. The other items were accessory structures, impact fees, inclusionary zoning and design guidelines for single family homes. He said staff would compile information to help with the discussion.

Commissioners agreed the first topics of discussion would be at the next meeting on December 7, 2017.

Commissioner Marsey suggested having a representative from a community that has inclusionary zoning come speak to the Plan Commission. Mr. Failor said he would look into finding someone from the city of Chicago for early next year.

Commissioner Brozek suggested giving a developer the option to have a pre-application meeting with the Plan Commission, especially to give architectural input. He said the meeting would be nonbinding and comments would be initial impressions. He said this was standard in a lot of communities. Mr. Failor said further discussion was needed. Commissioner Marsey suggested a subcommittee of the Plan Commission. Commissioner Brozek argued it should be the full commission. Commissioner Brewer said he had concerns it would circumvent the public hearing process. Chair Mann said he was familiar with preliminary site-process review meetings, which looked at an application, public hearing, site planning but did not get into details like architecture- he felt it could lengthen the process for planned developments. Commissioner Brozek clarified it would be an option, not required. Commissioner Brozek asked staff to look at other communities.

A short discussion ensued regarding the village's architectural design consultant. Mr. Failor said the village would go out for an RFP on an architectural review consultant for the next year. Commissioner Burton said staff gives developers initial feedback on projects and questioned commissioners having an initial opinion on a project before a public hearing. Commissioner Marsey said staff should discuss with the village manager's office the possibility of having a subcommittee of architects provide the review rather than an outside consultant. Commissioner Halpin was not in favor of having a subcommittee; she suggested improving on the current process.

Commissioner Burton moved to accept a cloture on discussion on the topic. Commissioner Halpin seconded. A voice vote was taken and the motion was approved unanimously.

Adjournment

Commissioner Burton moved to adjourn. Commissioner Halpin seconded. The meeting adjourned at 9:05 p.m.

Angela Schell,
Recording Secretary