



MINUTES
REGULAR MEETING OF VILLAGE OF FRANKFORT
PLAN COMMISSION / ZONING BOARD OF APPEALS
MARCH 22, 2018 – VILLAGE ADMINISTRATION BUILDING
432 W. NEBRASKA STREET

Call to Order Chair Don Schwarz called the meeting to order at 6:30 P.M.

Commissioners Present: Margaret Farina, Alicia Hanlon, Jessica Petrow, Maura Rigoni, and Don Schwarz

Commissioners Absent: Gene Savaria and Lisa Hogan

Staff Present: Village Administrator Robert A. Piscia, Assistant Village Administrator Jeff Cook, Assistant Director of Development Services Zach Brown, and Administrative Assistant Marina Zambrano

Elected Officials Present: Trustee Mike Stevens, Trustee Keith Ogle, Trustee John Clavio, Trustee Cynthia Heath, and Village Clerk Adam Borrelli

A. Approval of the Minutes from March 8, 2018.

Commissioners requested the minutes be modified to include discussion that the upcoming CMAP training and possible future historic preservation training were important and that the Village should continue to pursue training opportunities.

Members requested the discussion on the Crystalbrook be modified to include a note that final engineering approval of the drainage and revised bridge design would be required.

Motion (#1): Approve the minutes from February 22, 2018 meeting as amended.

Motion by: Farina

Seconded by: Petrow

Approved: (4 to 0)

B. Plan Commissioner Training: Chicago Metropolitan Agency for Planning training session, under the CMAP Local Technical Assistance Program, regarding roles, and core functions of the Plan Commission.

Assistant Director of Development Services Zach Brown introduced Maggie Jarr and Patrick Day with CMAP. Mr. Brown noted that prior to the CMAP presentation Village Attorney George Mahoney would provide an overview of the requirements of the Open Meetings Act of Illinois.

Attorney Mahoney gave an overview of the Open Meetings Act covering the responsibilities of the Plan Commission as a public body. He suggested Commissioners continue taking the open meetings electronic training administered by the Illinois Attorney General's Public Access Counselor yearly. During the discussion:

- Commissioners requested clarification on the procedure for public comment;
- Mr. Mahoney clarified what constitutes a quorum;
- Mr. Mahoney discussed requirements for modifying the start time of a regularly scheduled public meeting;

At the conclusion of Mr. Mahoney's discussion staff introduced Maggie Jarr and Patrick Day with CMAP who began their presentation. The presentation covered the role of the Plan Commission, the place of the Commission in the larger development review process, meeting preparation, and approval criteria for both variances and special use permits.

Mr. Day and Ms. Jarr conducted a hands on exercise covering two fictitious applications for Plan Commission Zoning Board of Appeals review. During the discussion:

- Commissioners discussed the reversion process;
- Members questioned their role in the annexation of property into the Village;
- Meeting etiquette was discussed along with the Robert's Rules of Order. Commissioners suggested an abbreviated copy of Robert's Rules be provided to all new Commissioners as part of their onboarding process;
- Commissioners requested staff reports include more photographs for their reference;
- Members suggested that the standards of variance language be included in all staff reports;

C. Public Comments

None

D. Village Update

Trustee Mike Stevens provided an update on recent Village Board discussions and noted that a Village committee discussed possible changes to the zoning ordinance and building codes regarding firearm sales.

E. Other Business

None


F. Attendance Update

Members confirmed their availability for the next Plan Commission Meeting to be held on April 12, 2018.

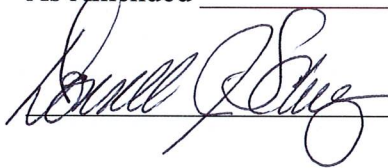
Motion (#2): Adjournment (9:24 PM)

Motion by: Farina Seconded by: Hanlon
Unanimously approved by voice vote.

Approved April 12, 2018

As Presented  _____

As Amended _____

 _____ /s/Donnell Schwarz, Chairman

 _____ /s/ Secretary