

VILLAGE OF HUNTLEY
PLAN COMMISSION MEETING
Monday, September 9, 2019
MINUTES

5

CALL TO ORDER

Chairman Tom Kibort called to order the Village of Huntley Plan Commission meeting for September 9, 2019 at 6:30 pm in the Municipal Complex Village Board Room at 10987 Main Street, Huntley, Illinois 60142. The room is handicap accessible.

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PLEDGE OF ALLEGIANCE

Chairman Tom Kibort led the Pledge of Allegiance.

ROLL CALL

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PLAN

COMMISSIONERS: Commissioners Ron Hahn, Darci Chandler, Terra DeBaltz, Lori Nichols, Vice Chair Dawn Ellison, and Chairman Tom Kibort.

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COMMISSIONERS

ABSENT: Commissioner Rob Chandler was absent.

ALSO PRESENT: Director of Development Services Charles Nordman and Development Manager Margo Griffin

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4. Public Comments None.

5. Approval of Minutes

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A. Approval of the August 12, 2019 Plan Commission Meeting Minutes

No additions or corrections were noted.

A MOTION was made to approve the August 12, 2019 Plan Commission Meeting Minutes.

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MOVED: Vice Chair Ellison

SECONDED: Commissioner Darci Chandler

AYES: Commissioners Hahn, Nichols, Darci Chandler, Vice Chair Dawn Ellison, and Chairman Tom Kibort

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NAYS: None

ABSTAIN: Commissioner DeBaltz

MOTION CARRIED 5:0:1

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5. Public Hearing(s)

A. Petition No. 19-9.1, Village of Huntley, petitioner, Requesting to amend Chapter 156, entitled "Zoning Ordinance," of Title XV, entitled "Land Usage" of the Huntley Code to provide for members of the Plan Commission to be appointed by the Village President and Board of Trustees to serve concurrently as members of the Zoning Board of Appeals.

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A MOTION was made to open the public hearing to consider Petition No. 19-9.1.

MOVED: Vice Chair Ellison
SECONDED: Commissioner Hahn
AYES: Commissioners Ron Hahn, Darci Chandler, Terra DeBaltz, Lori Nichols, Vice Chair Dawn Ellison, and Chairman Tom Kibort.
NAYS: None
ABSTAIN: None
MOTION CARRIED 6:0:0

10 Chairman Kibort stated that a public hearing is being conducted and all audience members that would like to speak tonight must be sworn in. Chairman Kibort asked anyone wishing to speak to stand and be sworn in. The following individuals were sworn in:

15 Charles Nordman, Director of Development, village of Huntley
Margo Griffin, Development Manager, Village of Huntley

SUMMARY

20 Director Nordman presented a PowerPoint overview of the petition for text amendment. The Plan Commission and Zoning Board of Appeals (“ZBA”) are currently two separate advisory bodies that each consist of seven appointed members. Presently, there are four vacancies on the ZBA. The ZBA typically meets two to three times a year. The Plan Commission has no vacancies and meets up to twenty-four times a year.

25 The Zoning Board of Appeals reviews and conducts public hearings for simplified residential zoning variations, appeals regarding Zoning Ordinance interpretations, and other matters as referred to it by the Board of Trustees. The Plan Commission reviews and conducts public hearings for special use permits, planned unit developments, site plans, plats of subdivision, amendments to the Zoning Ordinance, and other matters as referred to it by the Board of Trustees.

30 Director Nordman stated, in light of the limited activity of the ZBA and the membership vacancies, the proposed amendments would modify the Zoning Ordinance to provide for members of the Plan Commission to concurrently serve as members of the Zoning Board of Appeals.

STAFF ANALYSIS

35 Director Nordman reviewed Section 156.202 of the Zoning Ordinance which establishes a Zoning Board of Appeals for the Village and provides for, among other things, the ZBA to consist of seven members appointed by the President and Board of Trustees. Due to attrition, only three members currently serve on the ZBA, and the terms of all three current members have expired. Over the years, the Village has encountered difficulties in identifying qualified volunteers to serve on the ZBA. In order to more effectively staff the Plan Commission and ZBA with resident members and facilitate a more efficient development review process, the proposed text amendment would provide for members of the Plan Commission to be appointed by the Village President and Board of Trustees to serve concurrently as members of the Zoning Board of Appeals.

The specific amendments to the Zoning Ordinance were reviewed by Director Nordman, as follows:

45 Section 156.202, entitled “Zoning Board of Appeals” of Article XVI, entitled “Zoning Administration and Enforcement,” of Chapter 156, entitled “Zoning Code,” of Title XV, entitled “Land Usage” of the Huntley Code is hereby amended in part as follows:

50 § 156.202 ZONING BOARD OF APPEALS.

(A) *Established.*

5 (1) *Creation; Membership.* The Zoning Board of Appeals shall consist of ~~seven~~
members appointed by the President and the Board of Trustees, voting jointly the
seven members of the Plan Commission as appointed by the President and
10 Board of Trustees pursuant to § 156.201. All members shall be residents of the
Village. The members appointed by the President and Board of Trustees shall
serve, respectively, for the following terms: one for one year, one for two years,
one for three years, one for four years, one for five years, one for six years, and one
15 for seven years and until their successors have been appointed and qualified for
office. A vacancy that may occur shall be filled for the balance of the unexpired
term by appointment of the President, with the advice and consent of the Board of
Trustees. All appointments of successors upon the expiration of any term of any
20 member shall be for a period of five years and until a successor has been appointed
and has qualified for office. Notwithstanding the foregoing, as of [INSERT
DATE], 2019, the effective date of this amendatory provision, the term of each
member of the Plan Commission serving jointly on the Zoning Board of
Appeals shall be the term for which such member is appointed to the Plan
Commission pursuant to § 156.201. The resignation or removal of any
member serving concurrently on the Plan Commission and Zoning Board of
Appeals shall be deemed a resignation or removal, as the case may be, from
both such bodies. A member shall be eligible for reappointment.

25 (2) *Chairperson and Vice Chairperson.* The President, with the advice and consent of
the Board of Trustees, shall name one member of the Zoning Board of Appeals as
Chairperson, to preside at all meetings and hearings and to fulfill the customary
functions of that office, and another member as Vice Chairperson. As of [INSERT
DATE], 2019, the effective date of this amendatory provision, the current
Chairperson and Vice Chairperson of the Plan Commission shall be deemed to
be appointed as Chairperson and Vice Chairperson, respectively, of the
Zoning Board of Appeals. The Chairperson and Vice Chairperson may administer
30 oaths. In the absence of the Chairperson, the Vice Chairperson, or, in the absence
of the Vice Chairperson, a Temporary Chairperson elected by the Board of Appeals
shall act as Chairperson and shall have all of the powers of the Chairperson. The
Vice Chairperson shall have, in addition, such other powers and duties as may from
35 time to time be provided by the rules of the Zoning Board of Appeals.

* * *

40 SECTION III: Section 156.201, entitled “Plan Commission” of Article XVI, entitled “Zoning
Administration and Enforcement,” of Chapter 156, entitled “Zoning Code,” of Title XV, entitled “Land Usage” of
the Huntley Code is hereby amended in part as follows:

(A) *Established.*

45 (1) *Creation; Membership.* The Plan Commission shall consist of seven members
appointed by the President and the Board of Trustees, voting jointly. All
commissioners shall be residents of the Village of Huntley. The members appointed
by the President and Board of Trustees shall serve, respectively, for the following
50 terms: one for one year, one for two years, one for three years, one for four years, one
for five years, one for six years, and one for seven years and until their successors
have been appointed and qualified for office. A vacancy that may occur shall be filled
for the balance of the unexpired term by appointment of the President, with the

advice and consent of the Board of Trustees. All appointments of successors upon the expiration of any term of any member shall be for a period of five years and until a successor has been appointed and has qualified for office. During their term of office, the members of the Plan Commission shall serve concurrently as members of the Zoning Board of Appeals in accordance with § 156.202. The resignation or removal of any member serving concurrently on the Plan Commission and Zoning Board of Appeals shall be deemed a resignation or removal, as the case may be, from both such bodies. A member shall be eligible for reappointment.

(3) *Chairperson and Vice Chairperson.* The President, with the advice and consent of the Board of Trustees, shall name one member of the Plan Commission as Chairperson, to preside at all meetings and hearings and to fulfill the customary functions of that office, and another member as Vice Chairperson. The Chairperson and Vice Chairperson of the Plan Commission shall serve concurrently as Chairperson and Vice Chairperson, respectively, of the Zoning Board of Appeals. The Chairperson and Vice Chairperson may administer oaths. In the absence of the Chairperson, the Vice Chairperson, or, in the absence of the Vice Chairperson, a Temporary Chairperson elected by the Board of Appeals shall act as Chairperson and shall have all of the powers of the Chairperson. The Vice Chairperson shall have, in addition, such other powers and duties as may from time to time be provided by the rules of the Plan Commission.

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STANDARDS FOR AMENDMENTS

Director Nordman stated that in accordance with Section 156.211(E) of the Zoning Ordinance, amending the Zoning Ordinance is a matter committed to the legislative discretion of the Board of Trustees and is not dictated by any set standard.

REQUESTED ACTION

Director Nordman reviewed the requested action for the petition, stating the Plan Commission is requested to recommend approval of Petition No. 19-9.1 amending Chapter 156, entitled “Zoning Ordinance,” of Title XV, entitled “Land Usage” of the Huntley Code to provide for members of the Plan Commission to be appointed by the Village President and Board of Trustees to serve concurrently as members of the Zoning Board of Appeals.

Director Nordman concluded his presentation and stated he was available to answer questions from the Commission.

Chairman Kibort asked if there any comments from members of the public. There were none.

All Commissioners stated they believed the text amendment made sense and were in favor of passing it as written. In addition, all Commissioners stated they were willing to serve as members on both Advisory Boards.

Chairman Kibort asked if there were any additional questions or comments from members of the Plan Commission. There were none.

A MOTION was made to close the public hearing to consider Petition No. 19-9.1.

MOVED: Vice Chair Ellison
SECONDED: Commissioner Hahn
AYES: Commissioners Ron Hahn, Darci Chandler, Terra DeBaltz, Lori Nichols, Vice Chair Dawn Ellison, and Chairman Tom Kibort.

NAYS: None
ABSTAIN: None
MOTION CARRIED 6:0:0

5 **A MOTION was made to approve Petition No. 19-9.1, Village of Huntley, petitioner, Requesting to amend Chapter 156, entitled “Zoning Ordinance,” of Title XV, entitled “Land Usage” of the Huntley Code to provide for members of the Plan Commission to be appointed by the Village President and Board of Trustees to serve concurrently as members of the Zoning Board of Appeals., in accordance with the text changes which have been reviewed, and are on file with, the Village of Huntley.**

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MOVED: Vice Chair Ellison
SECONDED: Commissioner Darci Chandler
AYES: Commissioners Ron Hahn, Darci Chandler, Terra DeBaltz, Lori Nichols, Vice Chair Dawn Ellison, and Chairman Tom Kibort.

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NAYS: None
ABSTAIN: None
MOTION CARRIED 6:0:0

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7. Discussion

Director Nordman advised the Commissioners the next regularly scheduled Plan Commission meeting is Monday, September 23, 2019, however, no petitions are scheduled at this time. He advised the Commission he would send an email if the meeting was to be cancelled. No further comments were added.

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8. Adjournment

At 6:40 pm, a MOTION was made to adjourn the September 9, 2019 Plan Commission meeting.

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MOVED: Vice Chair Ellison
SECONDED: Commissioner Nichols
AYES: Commissioners Ron Hahn, Darci Chandler, Terra DeBaltz, Lori Nichols, Vice Chair Dawn Ellison, and Chairman Tom Kibort.

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NAYS: None
ABSTAIN: None
MOTION CARRIED 6:0:0

Respectfully submitted,

Margo Griffin

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Development Manager
Village of Huntley