

CITY OF DARIEN

PLANNING AND ZONING COMMISSION

Wednesday, April 18, 2018

7:00 PM

City Hall Council Chambers

1702 Plainfield Road

AGENDA

1. Call to Order
2. Roll Call
3. Regular Meeting:
 - A. **Workshop - Procedures**
4. Correspondence
5. Old Business
6. New Business
7. Approval of Minutes: **April 4, 2018**
8. Next Meeting: May 2, 2018
9. Public Comments
10. Adjournment

CITY OF DARIEN
PLANNING AND ZONING COMMISSION

PUBLIC HEARING GUIDELINES

NOTICES

Everyone can attend

Regular meetings are first and third Mondays except holidays.

Notice of each hearing is published in local newspaper, mailed to neighbors, and sign placed on property.

Agendas, these guidelines, petitioner's plans, and staff reports are posted on City website and in City Hall.

PARTICIPATION

Everyone will get a chance to participate in the process.

Comments and questions before the hearing can be sent to the City Planner, who will share with all at the hearing.

During each hearing, the Chairperson will ask for your input. Everyone has the right to cross-examination.

At the end of each meeting, the Chairperson will ask if you want to speak on topics other than the hearing.

Inspire us!

SEQUENCE

During the hearing, feel free to ask questions. In general, the following sequence will be used:

1. Staff - Introduce the hearing, summarize the proposal, document the notices
2. Petitioner - Present the plan, studies, rational, and other information as needed
3. Audience - Ask questions and offer testimony. We ask for your oath and name but not your address.
4. Commission members - Make findings of fact and vote

DISCUSSION

We need your civility and respect so we can hear, learn, understand, exchange ideas, and make the best decisions.

(if people are repeating comments from others, it is okay to ask for no repeats)

(if people are rambling, it is okay to ask for focus on the relevant issues)

(if people are dominating the conversation, it is okay to ask to give others a chance)

(if people are interrupting, it is okay to ask to wait their turn)

(Shouting, distractions, obscenities, etc are counter-productive and should cease)

(if the hour is late, may continue to next meeting)

FINDINGS OF FACT

It is the evidence that supports a conclusion

It includes an understanding of cause and effect

It forecasts future impacts and predicts what is best for the community

It provides the reasons for wise and fair decisions

The decision criteria in code help identify which findings are most relevant

The findings of fact for each criteria should be discussed openly before voting

The best findings of fact will educate, persuade, and lead to consensus

**MINUTES
CITY OF DARIEN
PLANNING & ZONING COMMISSION MEETING
April 4, 2018**

PRESENT: Chairperson Lou Mallers, Bryan Gay, Robert Cortez, Michael Desmond, Robert Erickson, Brian Liedtke, Ralph Stompanato, Steven Manning - City Planner, Elizabeth Lahey - Secretary

ABSENT: John Laratta, Mary Sullivan

Chairperson Mallers called the meeting to order at 7:00 p.m. at the Police Station Meeting Room, 1710 Plainfield Road, Darien, Illinois and declared a quorum present.

A. Workshop - Procedures

Mr. Steven Manning, City Planner reported that the Commission that he is preparing a manual of procedures per the request of the Commission. He questioned if anyone was wishing to receive the manual or future meeting packets by email only. The Commission agreed that they would all like to keep getting paper copies and a 3-ring binder for the manual.

Mr. Manning and the Commission reviewed the packet. There was discussion regarding duties, the Open Meetings Act, Public Hearing procedures, and other topics relating to the workshop. It was discussed and proposed to use Public Hearing Guidelines to be adopted by the Commission based on the Rules adopted by the City Council. The Commission agreed that more informal discussion can be more productive.

Commissioner Gay stated that it is somewhat difficult to draft a motion after hearing testimony. He stated that there is not enough time.

Chairperson Mallers stated that the motions were pre-written in the past.

Commissioner Cortez questioned if there was a motion worksheet available.

Commissioner Desmond stated that he did not feel comfortable having a motion pre-written before hearing from the petitioner.

The Board agreed that staff would provide the facts and findings for and against the petition in order to assist in making a motion.

Commissioner Gay questioned if having an alderman appointed as a non-voting liaison would be beneficial. Chairperson Mallers said that Aldermen have occasionally attended in the past on their own.

The Board agreed to schedule another workshop on April 18 since there were no other items pending for the next regular meeting.

CORRESPONDENCE

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Manning reported that Diamond Edge Academy is interested in Darien as a new location for a sports facility next to the Public Works garage.

APPROVAL OF MINUTES

Commissioner Erickson made a motion and it was seconded by Commissioner Desmond to approve the March 21, 2018 Regular Meeting Minutes.

Upon roll call vote, THE MOTION CARRIED UNANIMOUSLY 6-0. Commissioner Gay abstained.

NEXT MEETING

Mr. Manning announced that the next meeting is scheduled for Wednesday, April 18, 2018 at 7:00 p.m.

ADJOURNMENT

With no further business before the Commission, Commissioner Liedtke made a motion and it was seconded by Commissioner Cortez. Upon voice vote, THE MOTION CARRIED unanimously and the meeting adjourned at 9:00 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

Elizabeth Lahey
Secretary

Lou Mallers
Chairman