

**MINUTES
CITY OF DARIEN
PLANNING & ZONING COMMISSION MEETING
April 18, 2018**

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

ABSENT: John Laratta

Chairperson Mallers called the meeting to order at 7:00 p.m. at City Hall - City Council Chambers, Darien, Illinois and declared a quorum present.

A. Workshop - Procedures

Mr. Steven Manning, City Planner reported that all Commissioners were sent a three-ringed binder containing the Manual of Procedures that we have developed so far. He stated that Public Hearing Guidelines document therein is a redraft based on the discussion from the last workshop provided for discussion tonight.

Commissioner Sullivan suggested exercising time limits for public comment especially for hot topics.

The Commissioners agreed that time limits could be helpful when there is a large crowd. Mr. Manning offered to redraft to include this procedure to be used at the Chairperson's discretion.

Chairperson Mallers said that it would be helpful to the petitioner to have good guidance on the decision criteria so they can better prepare for their hearing.

Mr. Manning said that another document was drafted and included in the packet for tonight's workshop entitled Variation Petition – Findings of Fact, which is intended to provide that guidance. He stated that facts and findings come from many different sources. He stated that if the Commission feels that some vital information is missing and the petitioner is willing to obtain, then continuing the hearing is an option.

Commissioner Gay suggested including this document in the application packet until new decision criteria are approved.

Commissioner Liedtke suggested open dialog among the Commissioners before making a motion.

Commissioner Erickson made a motion and it was seconded by Commissioner Liedtke to approve the Public Hearing Guidelines as presented.

Upon voice vote, THE MOTION CARRIED UNANIMOUSLY 8-0.

There was discussion regarding public hearing procedures and the timing and closing of public hearings. It was agreed to open the public hearing and suspend public comment allowing the

Commissioners to discuss and then reopen public comment and close the public hearing after the Commission has discussed the facts and findings.

Mr. Manning provided the Commission with variation decision criteria examples. After much discussion, Mr. Manning reported that he would draft new criteria for the next workshop.

CORRESPONDENCE

None.

OLD BUSINESS

None.

NEW BUSINESS

None.

APPROVAL OF MINUTES

Commissioner Desmond made a motion and it was seconded by Commissioner Erickson to approve the April 4, 2018 Regular Meeting Minutes.

Upon roll call vote, THE MOTION CARRIED UNANIMOUSLY 8-0.

NEXT MEETING

Mr. Manning announced that the next meeting is scheduled for Wednesday, May 2, 2018 at 7:00 p.m. No new petitions have been received so the next workshop will be on the agenda.

ADJOURNMENT

With no further business before the Commission, Commissioner Sullivan made a motion and it was seconded by Commissioner Cortez. Upon voice vote, THE MOTION CARRIED unanimously and the meeting adjourned at 9:10 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

Elizabeth Lahey
Secretary

Lou Mallers
Chairman