



COMMITTEE OF THE WHOLE MINUTES  
MARCH 22, 2018

CALL TO ORDER

Mayor Pro Tem Mike Stevens called the Committee of the Whole meeting to order at 6:35 P.M. on Thursday, March 22, 2018, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

This meeting convened concurrently with the Regular Meeting of the Plan Commission/Zoning Board of Appeals on March 22, 2018.

ROLL CALL

In attendance were Mayor Pro Tem Mike Stevens, Village Clerk Adam Borrelli, Trustees John Clavio, Cindy Heath, and Keith Ogle. Staff in attendance included Village Administrator Rob Piscia and Asst. Administrator Jeff Cook. Mayor Holland, Trustee Kennedy, and Trustee Trevarthan were absent.

APPROVAL OF MINUTES (February 20, 2018)

Trustee Ogle made a motion (#1), seconded by Trustee Heath, to approve the Committee of the Whole minutes of February 20, 2018, as presented. A voice vote was taken. All were in favor. The motion carried.

PLAN COMMISSIONER TRAINING: CHICAGO METROPOLITAN AGENCY FOR PLANNING TRAINING SESSION, UNDER THE CMAP LOCAL TECHNICAL ASSISTANCE PROGRAM, REGARDING ROLES, DUTIES, AND CORE FUNCTIONS OF THE PLAN COMMISSION, VILLAGE BOARD AND STAFF

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;

#### OTHER BUSINESS

None.

#### PUBLIC COMMENTS

None.

#### ADJOURNMENT

Hearing no further business, Trustee Heath made a motion (#2), seconded by Trustee Ogle, to adjourn the Committee of the Whole meeting of Thursday, March 22, 2018. A voice vote was taken. All were in favor. The motion carried. The meeting adjourned at 9:25 P.M.