

**Special Meeting of the  
PLANNING & ZONING COMMISSION & THE PARK BOARD**  
City Council Chambers  
800 Game Farm Road, Yorkville, IL  
Wednesday, November 9, 2016 6:00pm

**Planning & Zoning Commission Members in Attendance:**

Randy Harker	Bill Gockman
Reagan Goins	Deb Horaz
Richard Vinyard	Jeff Olson
Don Marcum (arr. 6:52pm)	

**Park Board Members in Attendance:**

Gene Wilberg	Deb Horaz
--------------	-----------

Absent: Amy Cesich, Mark Dilday, Sash Dumanovic, Dan Lane,

**Other City Staff**

Erin Wilrett, Interim Assistant City Administrator (left 7pm)  
Krysti Barksdale-Noble, Community Development Director  
Jason Engberg, Senior Planner  
Tim Evans, Director of Parks and Recreation

**Other Guests**

Courtney Kashima, ILAPA	Michael Blue, ILAPA
-------------------------	---------------------

**Meeting Called to Order**

Planning and Zoning Commission Chairman Randy Harker called the meeting to order at 6:02pm.

**Roll Call**

Roll call was taken and a quorum was established.

**Previous Meeting Minutes** September 14, 2016

The minutes of the previous Planning and Zoning Commission meeting were approved on a motion and second by Commissioners Goins and Gockman, respectively.  
Roll call: Gockman-yes, Goins-yes, Horaz-yes, Olson-yes, Vinyard-yes, Harker-yes.  
Passed 6-0.

**Citizen's Comments** None

**Public Hearings** None

## **New Business**

(out of sequence)

### **2. Planning and Zoning Commission Meeting Schedule**

Chairman Harker asked Commission members to notify Ms. Noble of any conflict with the meeting schedule.

#### **1. Presentation**

Mr. Blue and Ms. Kashima introduced themselves and shared their credentials and work experience with the meeting participants. They showed and discussed the “Citizen Planner Training Workshop” PowerPoint presentation at this meeting. Each of the Board/Commission members introduced themselves and gave a brief background of their time on their respective commissions.

Some of the highlights included:

1. Ms. Kashima presented a history of planning
2. Illinois does not mandate plans, however, if trying for a grant, the requestor will be asked if there is a Comprehensive Plan in place. This provides a more compelling case and can help prevent lawsuits
3. Planning and Zoning are 2 different subjects
4. The City will be updating the Subdivision Control Ordinance in the near future
5. Having no market analysis is a common error in municipalities
6. Variances should be rare
7. Next year the City will address 18 parcels that are completely surrounded by the City
8. Annexation Agreement, SSA's and covenants were discussed
9. Information was shared for conducting the respective meetings and procedure of hearings and taking testimony
10. Board members should refrain from sending texts during meetings as they may be “discoverable” and become public
11. When Board members will be absent, but wish to attend via phone, they must secure prior permission and give notice of the hardship such as illness or out of town for business (vacations are not recognized as valid excuses)
12. Deputy City Clerk will be asked to email refreshers on Open Meeting Act
13. Plan Commission members can add items to agenda
14. Was recommended to ask questions/get clarifications prior to meetings

The presentation concluded at 8:30pm.

**Old Business** – None

**Additional Business** None

## **Adjournment**

There was no further business and the meeting was adjourned at 8:35pm on a motion by Mr. Vinyard and second by Mr. Gockman.

Respectfully submitted by Marlys Young, Minute Taker