

**SPECIAL MEETING OF THE
PLANNING & ZONING COMMISSION
AND THE PARK BOARD**

**Wednesday, November 13, 2024, 5:00pm
Yorkville City Hall Council Chambers
651 Prairie Pointe Drive, Yorkville, IL**

Meeting Called to Order

Planning & Zoning Commission Chairman Richard Vinyard called the joint meeting to order at 5:00pm and roll was called for the Planning & Zoning Commission and the Park Board

Roll Call

PZC: Greg Millen-yes, Marge Linnane-yes, Richard Vinyard-yes, Danny Williams-yes, Ryan Forristall (arr. 5:05pm), Rusty Hyett

Park Board: Rusty Hyett-yes, Gene Wilberg-yes

City Staff

Krysti Barksdale-Noble, Community Development Director

Sara Mendez, Planner I

Tim Evans, Director Parks & Recreation

Megan Lamb, City Attorney

Jori Behland, Yorkville City Clerk

Katelyn Gregory, City of Yorkville

Other Guests

Stan Popovich, Director Community Development, Village of Downers Grove

Tom Farace, Planning & Economic Development Manager, Village of Carol Stream

Citizen's Comments None

Presentation

The purpose of this joint meeting was to participate in training presented by representatives of the Illinois Chapter of the American Planning Association (APA) and titled "Citizen Planner Training".

Mr. Stan Popovich and Mr. Tom Farace gave the presentation. Following are the main topics covered by them.

Roles of the Commission Members

1. Role of the Commission
2. Role of Elected Officials
3. Role of the Planner/Staff
5. Examples of Related Commissions/Boards & Other Key People
6. Developer's Role and Perspective
7. Regional Planning Commission

Responsibilities of Commission Members

8. Commissioner Responsibilities
9. Items not Reviewed by Commission
10. Responsibilities of the Chair
11. Taking Testimony

Findings of Fact

12. Special/Conditional Uses
13. Variations

The Fine Print

14. Ex Parte Communications
15. Ethics & Conflict of Interest (conflicts should be disclosed on record)
16. Open Meetings Act (need quorum)

Tools of the Trade

17. Policy Planning
18. Comprehensive Plan (Ms. Noble noted that Yorkville's plan won the Daniel Burnham Award
19. Public Participation in Planning
20. Plan Implementation
21. Regulating Development
22. Zoning, Zoning Districts, Types of Zoning Approval, Keeping Zoning Current
23. Planned Development, Subdivisions, Subdivision Regulations
24. Annexation

Adjournment

As the training was completed and there was no other business, the meeting adjourned at 6:45pm on a motion by Mr. Williams and second by Mr. Millen. Unanimous vote to adjourn.

Respectfully submitted by
Marlys Young, Minute Taker