**PLANNING AND ZONING COMMISSION MEETING**

**VILLAGE OF HOFFMAN ESTATES**

**COUNCIL CHAMBERS**

##### 1900 HASSELL ROAD

**HOFFMAN ESTATES, IL 60169**

#### DECEMBER 21, 2022

**1. CALL TO ORDER: 7:00 P.M.**

**Members Present**

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| Chairperson Combs | Minerva Milford (arrived at 6:50) |
| Tom Burnitz | Nancy Trieb |
| Lon Harner | Denise Wilson |
| Lenard Henderson | John Wise |
| Daniel Lee (arrived at 6:08) |  |

**Members Absent**

Vice-Chairperson Bauske, Myrene Iozzo (all excused)

A quorum was present.

## Administrative Personnel Present:

## Jennifer Horn, Director of Planning and Transportation; Phil Green, Transportation & Long Range Planner; Daisy Dose, Assistant Planner

**2. APPROVAL OF MINUTES**

Approval of the November 16, 2022 meeting minutes will be on the next meeting agenda.

**3. CHAIRPERSON’S REPORT**

None.

**4. OLD BUSINESS**

None.

**5. NEW BUSINESS**

None.

**6. STAFF DISCUSSION ITEMS – INFORMATIONAL MEMO - ZONING/DEVELOPMENT CODE UPDATE – CONSULTANT KICK OFF MEETING**

Phil Green presented the informational item to the Planning and Zoning Commission.

Consultants from Teska Associates (Andrew Dunham) and Ancel Glink (David Silverman, AICP and Dan Bolin) conducted a feedback session for the zoning code update. The consultants discussed their proposal and the approach that they are taking to amend the current code. The consultants discussed the project goals of a modernized code, aligning the code with the current comprehensive plan and associated subarea plans, updating the bulk regulation and use list, reviewing current standards for approval, and ensuring that the code helps streamline economic development objectives, administrative procedures, and legal procedures.

The consultants informed the Commission that there is a project website that they, and the public, can go to for copies of existing plans and the municipal code. There is also a section in which interested parties can provide feedback to the consultants about the code.

The consultants and staff guided the Commission through a series of questions and discussion points including what type of information they found useful when evaluating projects, how useful traffic studies are when considering a project, and what the role of the Commission is in the development process.

The Commission shared their thoughts and had feedback including when it is appropriate to provide reasoning behind decisions they make, the use of the standards for approval, third party reviews, and when it is appropriate to ask staff questions.

Staff and the consultant team thanked the Commissioners for their valuable input, and noted that the feedback would be incorporated into the first deliverable which is an Existing Conditions Memorandum. This memo would be shared with the Commission at a public open house to be conducted in the first quarter of 2023.

**7. MOTION TO ADJOURN**

Commissioner Harner moved, seconded by Commissioner Henderson, to adjourn the meeting at 7:53 p.m. Voice Vote: 9 Ayes, 2 Absent (Vice-Chairperson Bauske, Iozzo). Motion Carried.

*Minutes prepared by Daisy Dose, Assistant Planner.*

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| Chairperson’s Approval |  | Date Approved |