

**MINUTES FOR A SPECIAL MEETING
OF THE ZONING AND SUBDIVISION ORDINANCE
STEERING COMMITTEE
VILLAGE OF CAMPTON HILLS
MAY 25, 2016
7:00 P.M.**

**VILLAGE OF CAMPTON HILLS
VILLAGE HALL
40W270 LAFOX ROAD, STE B
CAMPTON HILLS, IL 60175**

1. Call to Order

President Blecker called the meeting to order at 7:05 p.m.

2. Roll Call

Administrator Johnsen, acting as recording secretary, called the roll:

Present: President Blecker, Trustee Tyrrell, Joe Carpenter, Dave Newkirk, Ron D'Aversa

Absent: Mike Millette

Also Present: Arista Strungys (Camiros), Chris Jennette (Camiros), Administrator Johnsen, Building and Zoning Officer Chris Ranieri, and Attorney Tappendorf

3. Public Comments – Sign-up sheets are at the rear of the room. Please limit remarks to 3 minutes per person and please do not repeat topics previously discussed; total time allotted is 30 minutes. Please note, questions will not be answered during this time.

There were none.

4. Discussion and consideration of a motion to provide comments to the Plan Commission regarding the Campton Hills Technical Review and Approaches Report prepared by Camiros

Ms. Strungys reviewed the process to date and the goals of the zoning and subdivision process. She talked about the technical report as well as the draft ordinance and how the ordinance will attempt to incorporate the goals of the Comprehensive Plan adopted in 2012. She reviewed the organization of the code. She talked about the compartmentalization, use of generic terms, elimination of the cumulative use approach, use standards, matrix for uses, and temporary uses.

Mr. Jennette discussed the structure of the districts which are being proposed. He talked about the concept of allowing development to occur by right instead of having every development be done under a PUD. He discussed the categories of residential estate, residential, multi-family, local commercial, general commercial, and research and development districts. He then discussed the special purpose districts including the farming, farm-business, overlay, open space, environmentally sensitive areas overlay districts.

Ms. Strungys addressed the need to include provisions for accessory structures. She stated that the existing lighting ordinance will be incorporated in the zoning ordinance. She discussed the need for the ordinance to include allowances for encroachments as well as the keeping of animals on site.

Ms. Strungys talked about off-street parking and loading requirements. She talked about the need to update the existing sign code especially with a recent Supreme Court ruling and other changes that should be incorporated into the new ordinance.

Ms. Strungys talked about the need for landscape and maintenance standards as well as a tree preservation ordinance as recommended by the Comprehensive Plan.

Ms. Strungys reviewed the PUD process which would include optional meetings with staff and an optional concept plan review by the Plan Commission/ZBA. She also talked about the approvals for amending a PUD.

Ms. Strungys discussed the reorganization of the administrative process of the ordinance including zoning approvals, site plan review, and nonconforming regulations.

Ms. Strungys discussed the requirements of the subdivision ordinance which would be separate from the zoning ordinance.

Questions and Comments

Ms. Strungys asked for questions and comments.

Member D'Aversa commented about the PUD process. He stated that he liked the concept to eliminate the questions by both parties.

Ms. Strungys explained the reasons for moving away from all PUDs.

Member Tyrrell asked what similar communities Camiros has worked with. Ms. Strungys explained her work with Winnebago County and McHenry County, Rome, NY, and Gurnee which were similar in nature.

Member Tyrrell asked what elements fed into the data gathering completed by the Camiros. Ms. Strungys stated the ideas used from the stakeholder meetings. She talked about the tour of the Village and the significant GIS analysis that was conducted.

Attorney Tappendorf commented about the number of zoning districts and the R-4 District. Administrator Johnsen explained that the R-4 District would only be allowed in a conservation design platform with 30-40% open space. Member Tyrell discussed the need to look at water and sanitation services in the proposed locations of the districts. Ms. Strungys also stated that the R-4 will not go on the map but would need to be applied for through the zoning process.

Member Tyrell asked if the PowerPoint would be provided to the Committee. Ms. Strungys stated that she would email the PowerPoint tomorrow.

Attorney Tappendorf asked about how the properties would be rezoned. President Blecker asked about nonconformities. Ms. Strungys confirmed that the properties within a PUD will be put into a district but the PUD would remain in place.

Member Tyrell spoke about his concern about rezoning properties and asked about Camiros experience in rezoning properties. Ms. Strungys explained that the process of educating the public about how the name and, in many cases, the districts are not changing and stated that they will be handling the rezoning process.

Member Tyrell asked about the process for the Zoning and Subdivision Ordinance and the projected timetable. Ms. Strungys stated that it is her hope to complete the process in one year but the timeline can become longer during the public review of the draft ordinance due to the response by the public. She stated that the next step could be the Plan Commission or the Board. Administrator Johnsen and President Blecker recommended that the next step go to the Plan Commission as outlined in Camiro's scope.

Member Tyrell asked about the public process for the ordinance. Ms. Strungys stated that it could be done in various formats and it will be determined once we get closer to that process.

Member Carpenter asked about if there are overlapping regulations in the County that the Village would be subject to. Ms. Strungys stated there are none.

Administrator Johnsen asked about standards for the County zoning petitions within 1.5 miles of the Village. Ms. Strungys stated that the Village could use the same ones used for petitions within the Village.

The Committee expressed the concern over the urban example. The Committee stated the need to remove some images and label others as example.

Administrator Johnsen expressed her concern about the Zoning Administrator being the Village Administrator and suggested that it should be the Building and Zoning Officer. The Committee agreed that it should remain under the Village Administrator with the Building and Zoning Officer being the designee.

Member Carpenter distributed the document from the Plan Commission about their desire for environmentally friendly regulations. Camiros stated that they can incorporate the ideas where appropriate.

Member Newkirk ask if a checksheet could be included to help the Zoning Administrator with the review. Ms. Strungys stated that checksheets are not within the scope of the work they are performing. Administrator Johnsen stated that we could get an estimate from Camiros upon the completion of the ordinance.

Administrator Johnsen asked when the Plan Commission meeting should be scheduled. Camiros stated that is should be scheduled in July. Administrator Johnsen stated that she would try to schedule a special meeting of the Plan Commission in July. Camiros confirmed that it would not be a public hearing.

Member Newkirk requested that the Public Works Committee be invited to the Plan Commission meeting as well. Administrator Johnsen will notify all Committees and the public about the meeting. Camiros will send a list of available dates.

Attorney Tappendorf stated the need to include the impact fee into the zoning ordinance. Camiros agreed.

5. Adjournment

Member Tyrrell made a motion to adjourn. Member Carpenter seconded. By a voice vote, the motion carried. The meeting adjourned at 8:38 p.m.

Respectfully Submitted By: Jennifer Johnsen, Village Administrator