

**City of Rolling Meadows  
Planning and Zoning Commission  
City Council Chambers  
7:30 PM  
May 7, 2019**

**APPROVED**

**Motion to Open the Meeting**

Chairman Pro Tem Whitney asked for a motion to open the May 5<sup>th</sup> Planning and Zoning Commission meeting. Mr. Rataiczky moved to open the meeting and Mr. Lynch seconded. Motion carried. Roll call:

**Presiding:** Chairman Pro Tem Whitney

**Present:** Lynch, Rataiczky, Rybarczyk, Stefaniuk, Whitney

**Absent:** Fink

**Also Present:** Fred Vogt, Public Works Director; Elizabeth Payne, Administrative Services Coordinator; Barry Krumstok, City Manager; Judy Brose, Deputy City Clerk (Recording Secretary)

**Call to Order**

**Chairman Pro Tem Whitney** called the meeting to order at 7:31 pm and declared a quorum.

**Approval of Minutes**

**Chairman Pro Tem Whitney** asked for a motion to approve the minutes from the April 17, 2019 Planning and Zoning Commission. Mr. Rataiczky moved to approve the minutes as written and Mr. Rybarczyk seconded.

**Roll call:**

**Mr. Lynch:** Yes

**Mr. Rataiczky:** Yes

**Mr. Rybarczyk:** Yes

**Mr. Stefaniuk:** Yes

**Chairman Pro Tem Whitney:** Yes

Motion carried. Minutes approved as written.

**Upcoming Public Hearings: NONE**

**Pending Business: NONE**

**New Business: NONE**

**Miscellaneous Business:**

**1. Planning and Zoning Commission officer elections (Term May, 2019-April, 2020)**

**Mr. Lynch** made a motion to nominate Mr. Whitney as Chairman and Mr. Rybarczyk seconded.

**Roll call:**

**Mr. Lynch:** Yes  
**Mr. Rataiczky:** Yes  
**Mr. Rybarczyk:** Yes  
**Mr. Stefaniuk:** Yes  
**Chairman Whitney:** Yes

Yeas – (5) – Lynch, Rataiczky, Rybarczyk, Stefaniuk, Whitney

Nays – (0) - NONE

Absent – (1) – Fink

Abstain – (0) – NONE

**Motion Approved.**

**Mr. Lynch** made a motion to nominate Mr. Rataiczky as Vice Chairman and Mr. Stefaniuk seconded.

**Roll call:**

**Mr. Rybarczyk:** Yes  
**Mr. Stefaniuk:** Yes  
**Mr. Lynch:** Yes  
**Mr. Rataiczky:** Yes  
**Chairman Whitney:** Yes

Yeas – (5) –Rybarczyk, Stefaniuk, Lynch, Rataiczky, Whitney

Nays – (0) - NONE

Absent – (1) – Fink

Abstain – (0) – NONE

**Motion Approved.**

**Mr. Rybarczyk** made a motion to nominate Mr. Lynch as Secretary and Mr. Rataiczuk seconded.

**Roll call:**

**Mr. Lynch:** Yes

**Mr. Rataiczuk:** Yes

**Mr. Rybarczyk:** Yes

**Mr. Stefaniuk:** Yes

Yeas – (5) –Stefaniuk, Rataiczuk, Rybarczyk, Lynch, Whitney

Nays – (0) - NONE

Absent – (1) – Fink

Abstain – (0) – NONE

**Motion Approved.**

**Ms. Payne** stated that Mr. Fink is not here tonight but he did email in advance and this is exactly the layout that he might like to see.

**2. Discussion/workshop on pending Zoning Code update**

**Ms. Payne** stated that the Comprehensive Plan was adopted April 23, 2019. The next step is to update the Zoning Code which hasn't been updated in over 40 years. It is very confusing and not user friendly. The City will continue to use Teska as a consultant, and they use the law firm of Ancel Glink to assist with sign code updates. This is a project that is mainly Staff's responsibility as it is a technical document used as a tool for guiding potential developers before they appear before this Commission. It certainly is a document that bears on volunteering as Commissioners. It is something that staff will request input on moving forward.

Previously, staff asked that the Commission look at the Zoning Code as existing and provide opinions. Staff has held several discussions with the consultant, Teska Associates, regarding the Zoning Code. It is their intention to start from scratch and rebuild the structure of the Zoning Code in a friendlier manner so it can be used more effectively by both staff and developers.

Moving forward, it is Staff's intention to bring completed sections to the Commission for review and discussion. The target date for completion is December 31, 2019.

**The Planning and Zoning Commission** discussed the Zoning Code Update and the process. There was discussion regarding the appeal process, hardships, the general guidelines, parameters, legal ramifications, modifying districts, text amendments and keeping the Zoning Map as is. There will be more conversations once the Commission reviews the first half of the updated Zoning Code in July.

**QUESTIONS AND COMMENTS FROM THE AUDIENCE:**

**Chairman Whitney opened the meeting for comments from the public.**

**Jon Bisesi, 2210 Birch Lane, Rolling Meadows, IL** was sworn in by Chairman Whitney.

**Mr. Bisesi** stated that he has a little experience of being on the Commission in the past and one thing they he always kept in mind that whenever there was a text amendment, he always looked at it as the Commission being the recommending body and should the Council decide that they want to go ahead with the text amendment that they would have the opinions of the Planning and Zoning Commission if that were to happen.

**Matters Not on the Agenda:**

**Ms. Payne** announced that it is not likely there will be a June meeting but if there is, it would be the alternate Wednesday date of June 19, 2019.

Fred Vogt's last day is May 31, 2019, he will be sorely missed.

**Mr. Vogt** thanked everyone for their kind wishes.

**Reports:**

**Ms. Payne** stated that Meadow Square engineering plans were reviewed and first comments were sent back to the developer.

**Adjournment**

A motion to adjourn was made by Mr. Stefaniuk and seconded by Mr. Rataiczky. Motion carried by unanimous voice vote. The regular meeting of the May 7, 2019 Planning and Zoning Commission was adjourned at 8:53 pm.

Respectfully Submitted,

*Judy Brose*

Judy Brose

Deputy City Clerk

**Distribution:**

Mayor

City Manager

Planning and Zoning Commissioners

Community Development Department

Clerk's Office

**Minutes approved at the July 2, 2019 Planning and Zoning Commission meeting as written.**