

**City of Rolling Meadows
Planning and Zoning Commission
Remote Meeting - Zoom
7:30 PM
May 5, 2020
APPROVED**

Motion to Open the Meeting

Assistant Director Public Works Jo Ellen Charlton asked for a motion to open the May 5th Planning and Zoning Commission meeting. Mr. Rataiczuk moved to open the meeting and Mr. Fink seconded. Motion carried.

Roll call:

Presiding: Assistant Director Public Works Jo Ellen Charlton

Present: Buckingham, Duvall, Fink, Morrison, Rataiczuk, Sheehan, Sipple

Absent: None

Also Present: Rob Horne, Director Public Works; Jo Ellen Charlton, Assistant Director Public Works Elizabeth Payne, Administrative Services Coordinator; Judy Brose, Deputy City Clerk (Recording Secretary)

Call to Order

Assistant Director Public Works Jo Ellen Charlton called the meeting to order at 7:40 pm and declared a quorum.

Motion to Deviate: Election of Officers

Assistant Director Public Works Jo Ellen Charlton asked for a motion to deviate from the agenda. **Mr. Rataiczuk** made a motion to deviate and Mr. Fink seconded.

Planning and Zoning Commission Chairman for a Period of One (1) Year (May 2020 - April 2021)

Mr. Fink made a motion to nominate Mr. Rataiczuk as the Chairman and Mr. Duvall seconded.

Mr. Rataiczuk stated that he is willing and interested to accept the nomination. He has been on the Commission for quite a while and feels confident and comfortable in running the meetings.

Mr. Sipple stated that he supports the nomination and thinks it's a good idea as well.

Mr. Fink stated that the other reason he nominated Mr. Rataiczuk because last year he had the second most votes and showed the most interest. He's the longest serving Commissioner and brings wisdom and thinks it's a good thing moving forward especially with all the new Commissioners.

Ms. Payne stated that she was the only Staff present last year when Dave Whitney was elected Chairman, Mr. Rataiczuk was elected Vice Chairman and Mr. Lynch was elected Secretary. Mr. Rataiczuk was next in line as of last year for Chairman.

Roll call:

Mr. Buckingham: Yes
Mr. Duvall: Yes
Mr. Fink: Yes
Ms. Morrison: Yes
Ms. Sheehan: Yes
Mr. Sipple: Yes
Chairman Rataiczky: Yes

Yeas – (7) – Buckingham, Duvall, Fink, Morrison, Sheehan, Sipple, Rataiczky

Nays – (0) - NONE

Absent – (0) – NONE

Abstain – (0) – NONE

Motion Approved.

Approval of Minutes

Assistant Director Public Works Jo Ellen Charlton asked for a motion to approve the minutes from the March 3, 2020 Planning and Zoning Commission. Chairman Rataiczky moved to approve the minutes as written and Ms. Morrison seconded.

Roll call:

Mr. Duvall: Yes
Mr. Fink: Yes
Ms. Morrison: Yes
Ms. Sheehan: Yes
Mr. Sipple: Yes
Mr. Buckingham: Yes
Chairman Rataiczky: Abstain

Yeas – (6) – Buckingham, Duvall, Fink, Morrison, Sheehan, Sipple

Nays – (0) - NONE

Absent – (0) – NONE

Abstain – (1) – Chairman Rataiczky

Motion carried. Minutes approved as written.

Chairman Rataiczky stated that he believes that there are two (2) other officer positions, Vice Chairman and Secretary that need to be nominated and filled.

Assistant Director Public Works Jo Ellen Charlton stated that she checked the code and didn't see those positions listed. However, based on what Ms. Payne said it seems to be past practice. Certainly, if there is a Vice Chairman identified it makes it a lot easier when the Chairman can't attend the

meeting. A Vice Chairman position can be added to the next agenda for discussion, nomination and vote.

Upcoming Public Hearings: NONE

Pending Business: NONE

New Business – Public Hearings:

- 1. Special Use to allow outdoor storage at 4000 Industrial Avenue, M-1 Manufacturing, Michael DeCarlo, DeCarlo Construction, Petitioner**

Assistant Director Public Works Jo Ellen Charlton asked for a motion to open the Public Hearing on this matter. Mr. Sipple made the motion and it was seconded by Mr. Buckingham. By unanimous voice vote, the Public Hearing is now open.

Assistant Director Public Works Jo Ellen Charlton asked for a motion to continue this matter to our June 2, 2020 meeting.

Mr. Buckingham moved that the Rolling Meadows Planning and Zoning Commission continue the request for a Special Use for outdoor storage and variations to the required rear and side yard pavement setbacks for the property at 4000 Industrial to the next regular meeting of the Planning and Zoning Commission on June 2, 2020 at 7:30 pm.

Mr. Sipple seconded.

Roll Call:

Ms. Morrison: Yes

Ms. Sheehan: Yes

Mr. Sipple: Yes

Mr. Buckingham: Yes

Mr. Duvall: Yes

Mr. Fink: Yes

Chairman Rataiczky: Yes

Yeas – (7) – Morrison, Sheehan, Sipple, Buckingham, Duvall, Fink, Rataiczky

Nays – (0) – NONE

Absent – (0) – NONE

Abstain – (0) – NONE

Motion Approved.

The Public hearing is now closed for this matter.

2. Amendment to the Ramlin Rose Planned Development to allow additional 65 parking spaces at the Preserves of Woodfield, 4700 Arbor Drive, R-3 General Residence District, David Foos, Redwood Construction, Petitioner

Assistant Director Public Works Jo Ellen Charlton asked for a motion to open the Public Hearing on this matter. Mr. Fink made the motion and it was seconded by Mr. Sipple. By unanimous voice vote, the Public Hearing is now open.

Assistant Director Public Works Jo Ellen Charlton asked for a motion to continue this matter to our June 2, 2020 meeting.

Mr. Buckingham moved that the Rolling Meadows Planning and Zoning Commission continue the request for an amendment to the Ramlin Rose Planned Development to the next regular meeting of the Planning and Zoning Commission on June 2, 2020 at 7:30 pm.

Mr. Sipple seconded.

Roll Call:

Ms. Sheehan: Yes
Mr. Sipple: Yes
Mr. Buckingham: Yes
Mr. Duvall: Yes
Mr. Fink: Yes
Ms. Morrison: Yes
Chairman Rataiczky: Yes

Yeas – (7) – Sheehan, Sipple, Buckingham, Duvall, Fink, Morrison, Rataiczky

Nays – (0) – NONE

Absent – (0) – NONE

Abstain – (0) – NONE

Motion Approved.

The Public hearing is now closed for this matter.

3. Text Amendment to allow Craft Growers and Infuser Organizations of Adult-Use Recreational Cannabis as Special Uses in the M-1 and M-2 Manufacturing Districts, City of Rolling Meadows, Petitioner

Assistant Director Public Works Jo Ellen Charlton asked for a motion to open the Public Hearing on this matter. Ms. Morrison made the motion and it was seconded by Mr. Sipple. By unanimous voice vote, the Public Hearing is now open.

Assistant Director Public Works Jo Ellen Charlton asked for a motion to continue this matter to our June 2, 2020 meeting as indicated in the staff report.

Ms. Morrison moved that the Rolling Meadows Planning and Zoning Commission continue the request for text amendments to the City's zoning code to define and regulate Adult Use Craft Growers and Adult Use Infuser Organizations as special uses in the M-1 and M-2 zoning districts to the next regular meeting of the Planning and Zoning Commission on June 2, 2020 at 7:30 pm.

Mr. Sipple seconded.

Roll Call:

Mr. Sipple: Yes
Mr. Buckingham: Yes
Mr. Duvall: Yes
Mr. Fink: Yes
Ms. Morrison: Yes
Ms. Sheehan: Yes
Chairman Rataiczky: Yes

Yeas – (7) – Sipple, Buckingham, Duvall, Fink, Morrison, Sheehan, Rataiczky

Nays – (0) – NONE

Absent – (0) – NONE

Abstain – (0) – NONE

Motion Approved.

The Public hearing is now closed for this matter.

Discussion Items:

1. Practice remote hearing procedures

Mr. Horne and **Ms. Charlton** reviewed how to use the Zoom software as to raising/lowering hands, seeing participants and muting. They reviewed how the public can participate in public hearings, how written comments can be submitted and how applicants will be able to give testimony remotely. Also, the Commissioners will also have the opportunity ask questions of the applicants regarding their testimony.

Reports: Update of on-going projects and cases

Assistant Director Public Works Jo Ellen Charlton stated that the City has been working on the comprehensive updates to the Zoning Code with the help of a consultant. A lot of the work has been completed and we have been sharing issues that have come up with the Commissioners which has been very helpful to the consultants. With the start of COVID-19 and split shifts at Public Works and much of the staff working at different locations and coordinating meetings that need to occur to finalize some of the changes to the document have been difficult. They have been trying to figure out a schedule to get the project back on track and try to get you some drafts so you can start to look at.

Ms. Payne stated that there still are two (2) positions open on the Planning and Zoning Commission for a total of nine (9). Hopefully, there will be a couple of new members in the near future. Ms. Payne reminded the new members that meetings in groups of more than the majority of a quorum so for three (3) or more is actually illegal so please be careful talking about City business with other members of the board. When Staff sends emails, please do not hit “reply all.”

Adjournment

A motion to adjourn was made by Ms. Morrison and seconded by Mr. Fink. Motion carried by unanimous voice vote. The regular meeting of the May 5, 2020 Planning and Zoning Commission was adjourned at 8:37 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 June 2, 2020 Planning and Zoning Commission meeting as written.