

PLANNING & ZONING COMMISSION
MEETING MINUTES
MONDAY, MARCH 11, 2024

The North Chicago Planning & Zoning Commission met on Monday, MARCH 11, 2024, at 6:09 P.M. at 1850 Lewis Avenue in Council Chambers.

I. Call to Order/Attendance

Present: R. Jones, P. Carballido, A. Douglass, A. Jackson

Absent: G. Carr and G. Jackson

Staff Present: Taylor Wegrzyn, Director of Economic and Community Development

II. Approval of Meeting Minutes

a. Meeting Minutes for September 11, 2023

Motion by P. Carballido, seconded by R. Jones, to approve Meeting Minutes for September 11, 2023

Ayes: P. Carballido, R. Jones, A. Jackson

Nays:

Abstain: A. Douglass

Absent: G. Carr, G. Jackson

III. Old Business – None

IV. New Business

- a. Presentation on PZC Procedures and Department Updates – Taylor Wegrzyn
Director of Economic and Community Development, Taylor Wegrzyn, introduced himself to the commission members. He provided his professional background and welcomed members to reach out to him as a resource prior to any meeting. Mr. Wegrzyn provided a brief update on the status of the ECD department: noting that there are several staff vacancies.

Mr. Wegrzyn showed a slide presentation related to the general functions of a Planning and Zoning Commission. Commission members were invited to ask questions or discuss preferences or themes throughout the presentation.

Commissioner Carballido asked whether there was a budget for PZC member training. T. Wegrzyn responded that he thought that it would likely come out of

the ECD budget and it is not currently in the budget, but if there is a desire for training PZC members should bring it up and staff can look at funding options. It was also asked if legislative updates could be provided to the PZC to keep them informed about current events and relevant advice from the City Attorney.

Chairman Jackson inquired whether the PZC Chair could make a motion. T. Wegrzyn responded that it is generally accepted that the Chair should (not must) avoid making or seconding motions to maintain impartiality. Chairman Jackson also asked about grandfather clauses and when that can apply. T. Wegrzyn noted that there are criteria in the zoning code to allow for grandfathered dwelling units. It would be reasonable for someone to pursue the necessary variations if they can document compliance with all other codes and can demonstrate the longstanding use of the property for such purposes.

Chairman Jackson noted that more meetings and more frequent City updates are desired. There was a brief discussion about PZC member compensation and meetings.

Trends observed by the PZC include assumption by new owners that an existing use is permitted and wireless telecommunications towers.

There was a brief discussion on meeting minutes. R. Jones noted that minutes should note the name of the member or individual who spoke.

The Commission noted their preference for Findings of Fact prepared in advance by staff which can then be edited at the meeting as deemed appropriate by the Commission. P. Carballido asked whether there was staff capacity to allow for such a procedure. T. Wegrzyn confirmed that it would be staff's preference as well because it saves time during the meetings.

A brief discussion was had about public commentary. It is preferred that no sign-up form or time limitations be utilized. Commentary during City Council meetings is different than that at the PZC meetings because the PZC meetings usually involve "Public Hearings" which are a procedure regulated by that state statutes. City Council meetings are not public hearings so there is more ability to regulate the procedures during those meetings.

V. Questions and Comments

None

VI. Public Commentary

None

VII. Adjournment

Motion by R. Jones, seconded by P. Carballido, to adjourn the PZC meeting.

Ayes: P. Carballido, R. Jones, A. Douglass, A. Jackson

Nays:

Abstain:

Absent: G. Carr, G. Jackson

Meeting adjourned at 7:36 P.M.