



Village of Mount Prospect Planning and Zoning Commission Regular Meeting

Agenda

*Please note changes to the
meeting time and room location*
50 S. Emerson St. Mount Prospect, IL 60056

February 27, 2025	Village Hall - 3rd Floor Executive Conference Room	6:00 PM
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- 1. CALL TO ORDER**
- 2. CITIZENS TO BE HEARD**
- 3. NEW BUSINESS**
 - 3.1. WORKSHOP: Plan Commissioner Training
- 4. QUESTIONS AND COMMENTS**
- 5. ADJOURNMENT**



Item Cover Page

Subject	WORKSHOP: Plan Commissioner Training
Meeting	February 27, 2025 - REGULAR MEETING
	OF THE MOUNT PROSPECT PLANNING AND ZONING COMMISSION
Fiscal Impact (Y/N)	N
Dollar Amount	
Budget Source	
Category	NEW BUSINESS
Type	Presentation

Information

Discussion

Alternatives

Staff Recommendation

Attachments

1. Citizen Planner Training - Mount Prospect 2 27 25



Citizen Planner Training

Village of Mount Prospect

February 27, 2025

Participating Agencies



Session Leaders:

- Michael Blue, FAICP
- David Silverman, FAICP

Agenda

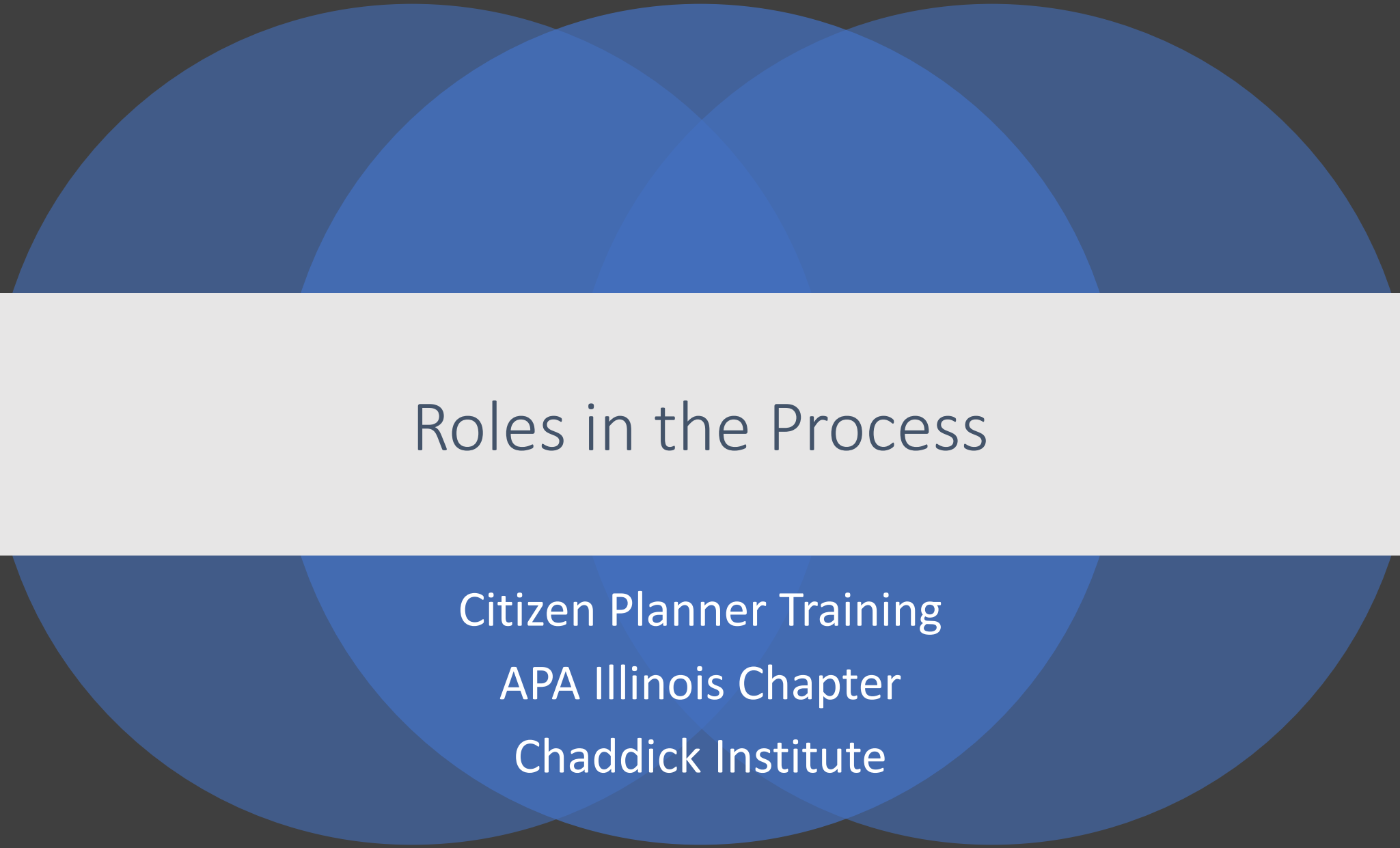
1. Welcome and Introductions
2. Roles in the Process
3. Responsibilities of Commission
4. Findings of Fact
5. The Fine Print
6. Tools of the Trade
7. Resources for Commissioners

STARTER QUESTIONS



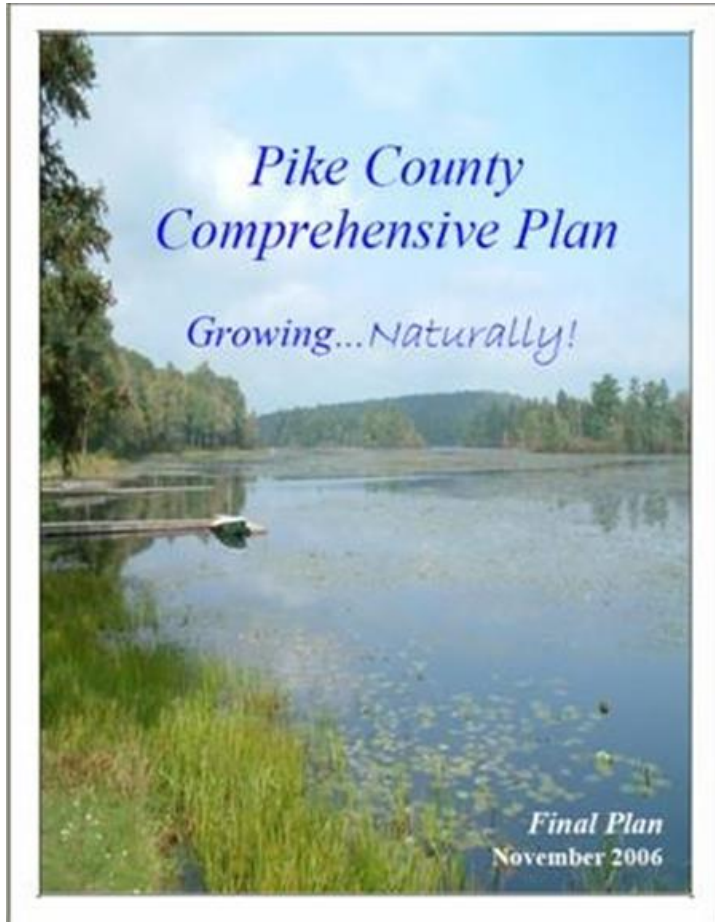
Courtesy of Plannersweb.com

- How long have you been on the Commission?
- Why did you become a Commissioner?
- What are your favorite and least favorite parts of being a Commissioner?



Roles in the Process

Citizen Planner Training
APA Illinois Chapter
Chaddick Institute



Role of the Commission

- Play an active role in the healthy growth of your community. Don't be afraid to think long-term!
- Focus on community vision and character
- Note outstanding examples of development and place-making in other communities
- Visit developments after completion
- Keep informed on local issues via local media, municipal newsletter
- Current tools and techniques: APA publications, podcasts, news



Role of Elected Officials

- Non-land use responsibilities
- Final authority on land use matters
- Policy direction to Commission
- Appoint Commission

Role of the Planner / Staff

- Planner may be a community employee, consultant, other staff member, or part time staff
- Manages zoning entitlement process
- Collects and analyzes information from applicants and feedback from other staff
- Works closely with Commission to provide needed information about zoning applicants
- Guides applicant and public regarding codes and hearings
- Educates citizens about purpose and process of planning
- Objective and consistent with both supporters and objectors
- Explains the request (the *applicant* advocates for request)

Working with Staff

-
- Call staff with any questions about upcoming case
 - Review past cases to remain consistent
 - Staff may suggest changes to hearing procedure when needed
 - Consider a workshop for training on technical issues
 - Request informal meeting with related municipal committees





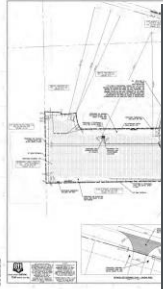
Memorandum

To: Planning and Zoning Commission
From: Sara Mendez, Planner I
CC: Bart Olson, City Administrator
Krysi Barksdale-Noble, Community Development Director
Date: September 4, 2024
Subject: **PZC 2024-01 Yorkville Renewables/Nexamp – Solar Farm**
(Rezoning, Special Use, and Variance)

PROJECT SUMMARY:

The applicant, Daniel Kramer on behalf of Nexamp dba Yorkville Renewables, LLC, contract leasee, is requesting rezoning, special use, and variance permit approval to construct a 5-megawatt (MW) freestanding community solar facility. The proposed 23-acre solar farm will be situated on approximately 73.5 acres of existing farmland parcel located near the southwest corner of Galena Road and Route 47 within the former East Westbury Village Planned Unit Development (PUD) in parcels (#02-05-400-005 and #02-08-200-030). The property is currently utilized for farming and the owners of the real property are Daniel A and Charene S Nagal.

The petitioner is also requesting to rezone the parcel from the current R-2 Single-Family Traditional Residence District to the A-1 Agricultural District. Lastly, the petitioner is requesting a variance to Section 10-4-13 of the City's Unified Development Ordinance to decrease the minimum rear and interior side yard setbacks from fifty (50) feet to eight (8) feet.



1

5. The proposed parcel(s) to be rezoned shall meet the minimum frontage and area requirements of the requested rezoning district as specified in Section 10-3-9(A).

SPECIAL USE STANDARDS

Section 10-8-5-D states specific standards for special use which all recommendation bodies will review. The petitioner has provided answers to each of the criteria in the application which are included in the packet for your review and will be entered into the public record as part of the public hearing process. The standards are:

1. The establishment, maintenance or operation of the special use will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish or impair property values within the neighborhood in which it is to be located.
3. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage or other necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.
6. The proposed special use is not contrary to the objectives of the official comprehensive plan of the City as amended.

VARIANCE STANDARDS:

Section 10-8-9-C states specific standards for variations which all recommendation bodies will review. The petitioner has provided answers to each of the criteria in the application which are included in the packet for your review and will be entered into the public record as part of the public hearing process. The standards are:

1. A particular hardship to the owner would result because of the physical surroundings, shape, or topographical conditions of the subject property, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.
2. The conditions upon which the petition for a Variation is based are unique to the subject property and are not applicable, generally, to other properties within the same zoning district.
3. The difficulty or hardship is not created by any person presently having an interest in the property.
4. The Variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
7. The proposed Variation will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger to the public, or substantially diminish or impair property values within the neighborhood.
8. The proposed Variation is consistent with the official comprehensive plan and other development standards and policies of the City.

8

Staff Report

- Overview: applicant, address, action requested, notices
- Background: zoning and uses of site and surrounding area
- Data: description of site, history of prior uses, relief granted
- Comprehensive Plan objectives; zoning requirements
- Standards of review for Findings of Fact
- Documents from the applicant, reports from consultants
- Comments from other departments
- Communications from the public
- May or may not include staff recommendation
- Provide commission adequate time to read it

Examples of Related Commissions/Boards

- Design Review Commission
- Economic Development Commission
- Environment Commission
- Historic Preservation Commission
- Transportation Commission



Other Key Actors

Attorney (Legal Counsel)

- Provide guidance on hearing procedure
- May or may not attend hearing
- Clarifies zoning provisions for Commission

Public

- Listen
- Ask questions, provide testimony
- Be courteous to all

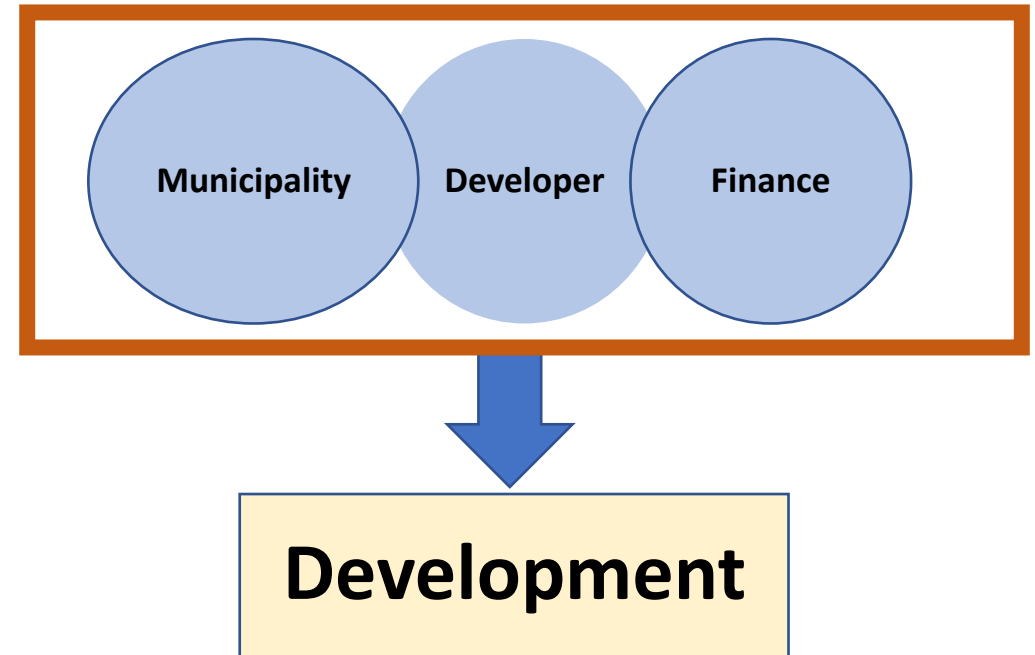


Developer's Role

- Help to implement (build) the community's plan
- Focus on certain types of development forms (a developer is not always in a position to provide all land uses)
- Provide complete, current, accurate information about the project (especially if seeking local funds or zoning relief)
- Work with the municipality to answer questions and resolve conflicts throughout the development process
- Conform to requirements of approval

Developer's Perspective

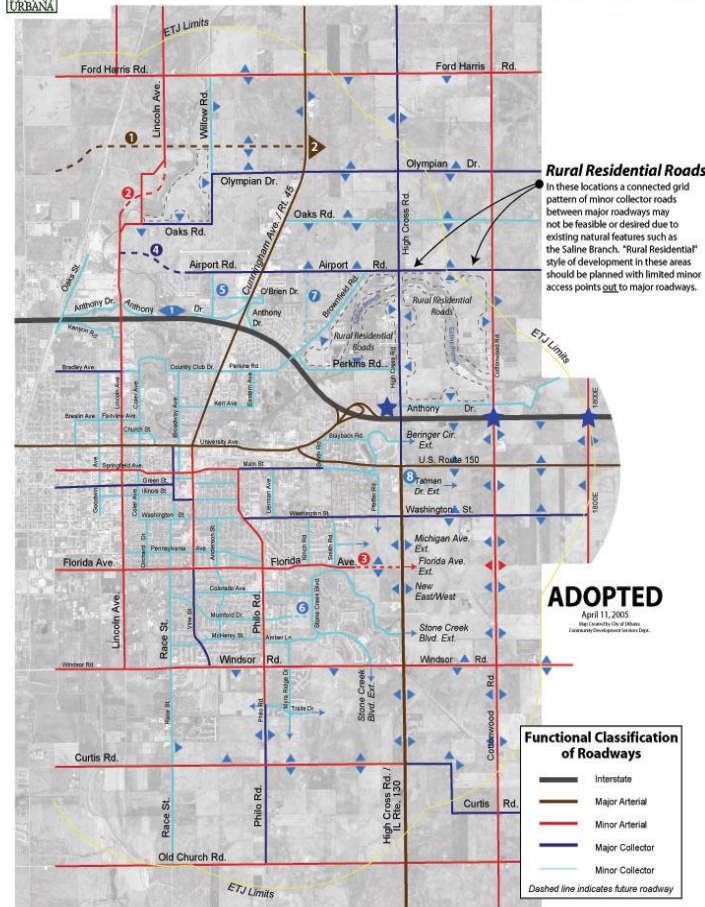
- Can spend “6 figures” to be told no
- Must meet the bottom line - there can be no vision nor any development without profit
- Need to talk to the municipality early to understand the process - not all do
- Towns have lots of rules, which change from town to town
- Not all towns can explain the rules they have or why they have them
- Financing is an essential element of the process – just as important as zoning approval



Other Jurisdictions

- School District
- Public Library
- Park District
- Fire Protection District
- Adjoining municipalities
- Townships
- County, Forest Preserve District
- Soil and Water Conservation District
- Stormwater Management Commission
- Water Reclamation District
- State Agencies: IDOT, IEPA, DCEO
- Federal Agencies: FHWA, FEMA, EPA





Regional Planning Commission

- RPC addresses issues that cross municipal borders such as: roads, transit, economic development, housing, air quality and water supply
- RPC cooperates with municipalities to further integrated planning for all sub-areas within jurisdiction
- RPC *recommends* on land use issues
- Municipalities *regulate* land use
- RPC partners with municipalities:
 - collects data
 - provides technical assistance to update plans
 - disseminates best practices, case studies
 - develops model plans and ordinances

Planned Roadway Extensions Connections have been determined and planned for accordingly.	Potential Projects Projects identified as needing additional study to determine necessity, design, location and function, economic, environmental and ecological impact.	Extending the Grid System Extending a consistent system of collector and arterial roadways is critical to ensure adequate facilities are constructed in tandem with development. The map indicates general locations where the system shall be extended. The map identifies two different types of grid extension symbols:
1 Olympian Drive relocation and extension west from U.S. Route 45 2 Lincoln Avenue re-aligned north between Oaks Road and Olympian Drive 3 Florida Avenue extended to east to High Cross Road 4 Airport Road extended to Lincoln Avenue 5 O'Brien Drive extended to Willow Road 6 Mumford Drive extended to Stone Creek Boulevard 7 North/South Collector between Brownfield Road and Airport Road 8 Tatman Drive extended east from High Cross Road	Anthony Drive connection between Lincoln Avenue and Willow Road Olympian Drive termination at U.S. Route 45 or continuation to High Cross Road Interstate 74 interchange alternatives when needed as Urbana grows east. High Cross Road, Cottonwood Road, 1800E. Consideration of interchange alternatives to include: * Rural Residential Development Area * Ecological Areas * Horizontal and vertical alignments of intersecting roads * Desired land use patterns	Direction and approximate location. The exact location of roadways and/or right-of-way dedication shall be determined depending on factors including (but not limited to) proposed development plans, natural features and safety needs. Pre-determined locations for extension The desired location of roadways and/or right-of-way dedication is known though further study is required to determine the final design. Note: Colors indicate classification

Did You Know That...



Hartford, Connecticut, became the first city in the United States with an official and permanent City Planning Commission in 1907. Prior to this, planning commissions were generally disbanded once a plan had been developed.

Information and image courtesy of the American Planning Association, www.planning.org

Become an APA-IL Member!

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only \$50/year**

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ilapa.org/membership

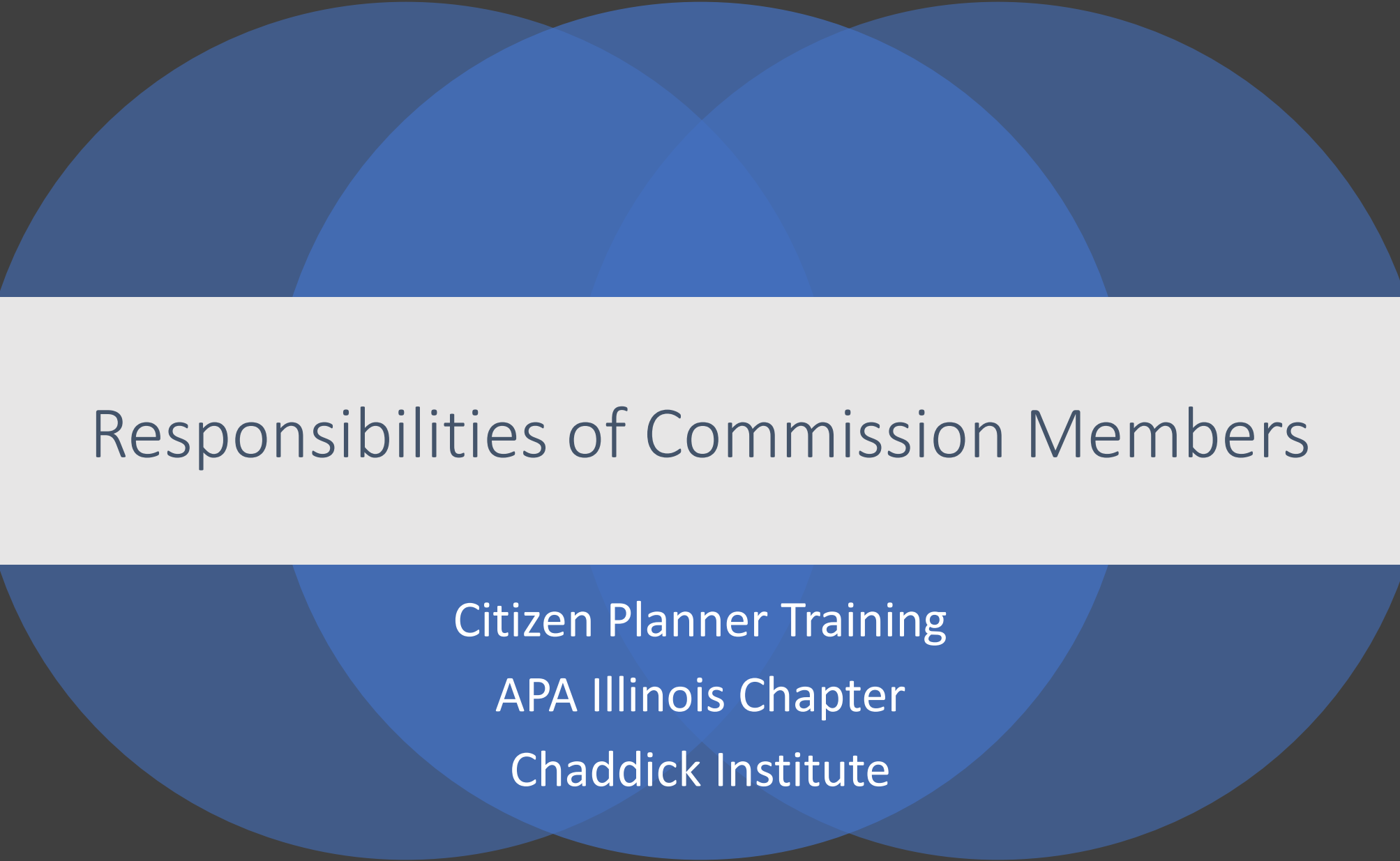




1. Commissioners have an important role in developing the community.
2. Elected Officials have a different role than commissioners (policy makers).
3. Staff explains the request, and the applicant advocates for the request.
4. Public – Listen to their concerns and be courteous to all.
5. Developer – Wants a financially successful project, but also wants a project that will be supported by City staff, Commission/ZBA, and Board.



Questions and Discussion



Responsibilities of Commission Members

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APA Illinois Chapter
Chaddick Institute



Commissioner Responsibilities

Be Prepared

- Understand Comprehensive Plan and Zoning Ordinance
- Read packet to be informed at the hearing
- Visit site (context is important)
- Understand proposal
- Contact staff with questions (before hearing)

Play an Active Role

- Attendance is very important; alert staff if you will be absent
- Arrive on time
- Listen to staff, applicant, public, other commissioners
- Ask questions
- Consider project's relation to Comprehensive Plan



Commissioner Responsibilities

- Professionally perform duties
- Be consistent, fair and impartial
- Avoid jargon - use terms understandable to public
- Make all comments on the record
- Not necessary to repeat comments by other commissioners
- Be patient, courteous and respectful
- Remain calm; model appropriate behavior for all

Commissioner Responsibilities

Hearing Responsibilities

- Generally follow Robert's Rules to give structure to hearing, or separate rules of procedure
- Avoid esoteric details of parliamentary procedure
- Consider requiring conditions to mitigate impacts raised by public
- Avoid debates: Hear public questions, comment later
- Obtain all information needed to make decision
- Continue hearing, if necessary, to obtain information

Commissioner Responsibilities

Vote Based on Standards

- Explain how vote relates to standards of review
- Give appropriate weight to staff recommendations, if any
- Keep an open mind
- Recognize audience may not represent all views in community
- Discuss with the other members only during the hearing
- Do not exceed authority granted by Code or Statute

Items not Reviewed by Commission

Some items reviewed by *staff*

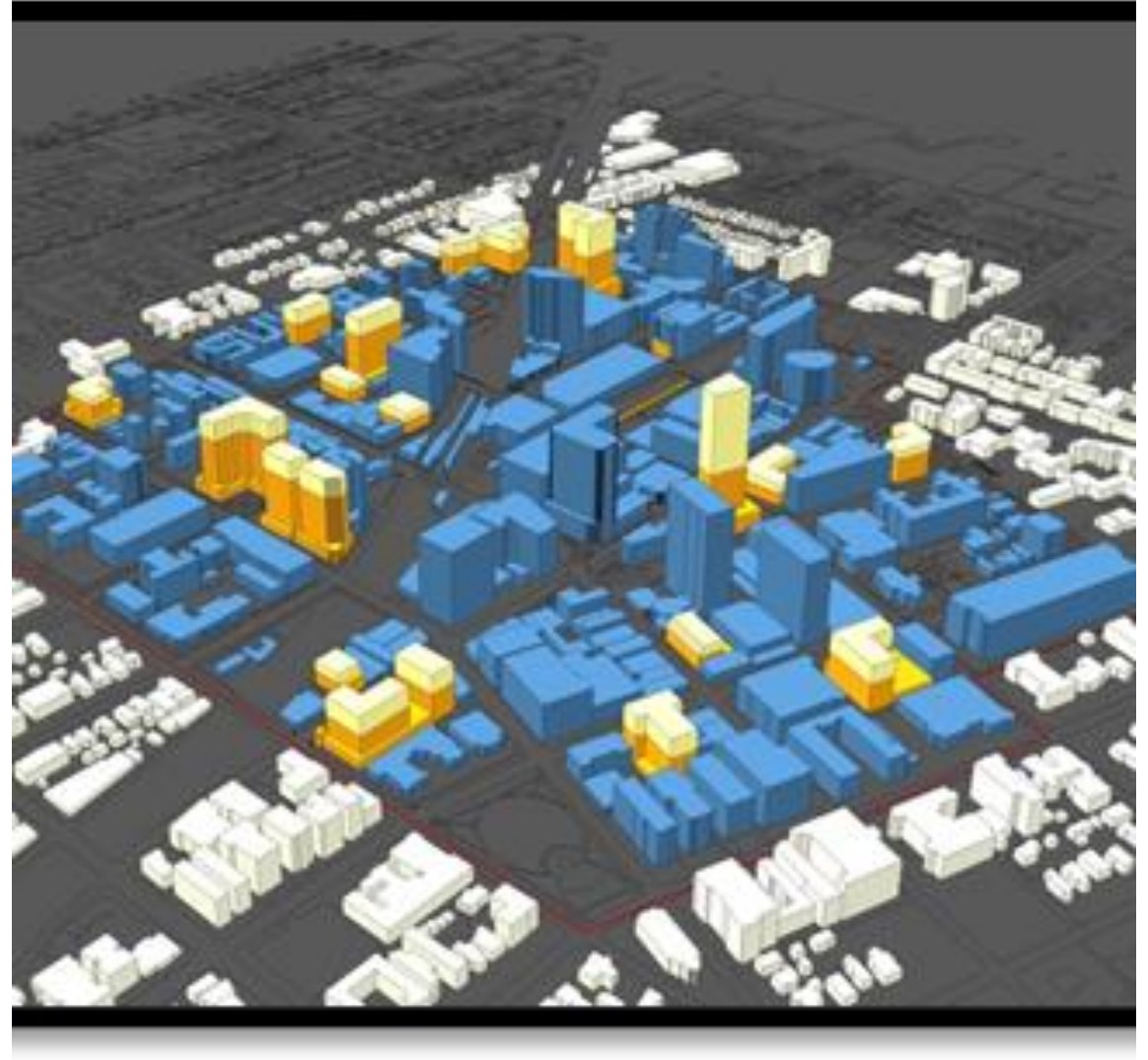
- Building code issues
- Property maintenance issues
- Private security

Some items reviewed by *elected officials*

- Financing

Some items not reviewed by Municipality
(not reviewed by staff, appointed officials,
elected officials)

- Interior design
- Internal business operations
- Rents, sale prices and unit mix
- Business competition (free market)

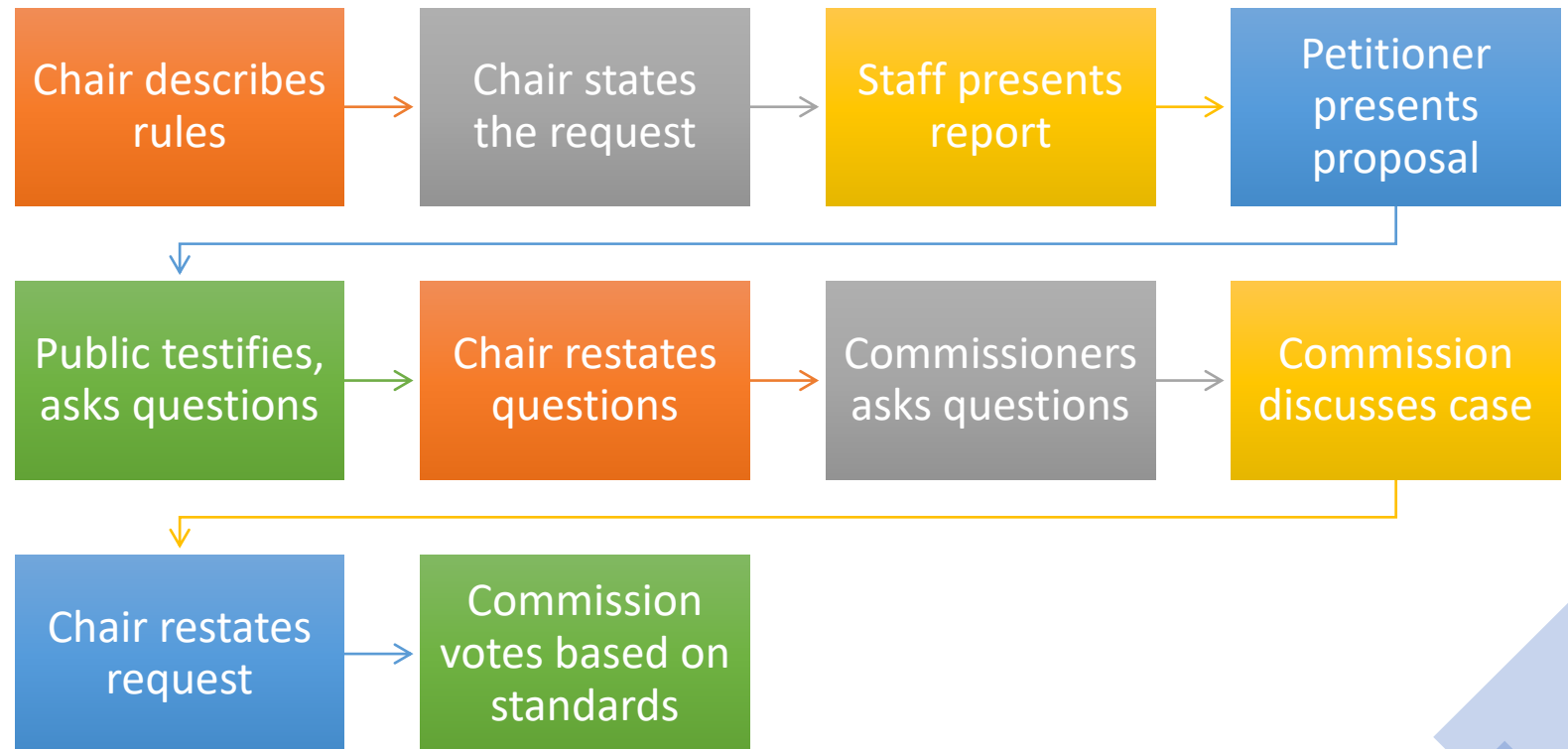


Responsibilities of the Chair

Run Efficient, Effective Meeting

- Quality decisions by Commission depend on strong leadership by Chair
- Chair controls meeting and sets tone
- Ensures all interested parties have input
- Focuses discussion on the topic
- Expedites action
- Votes

Typical Hearing Procedure



Taking Testimony

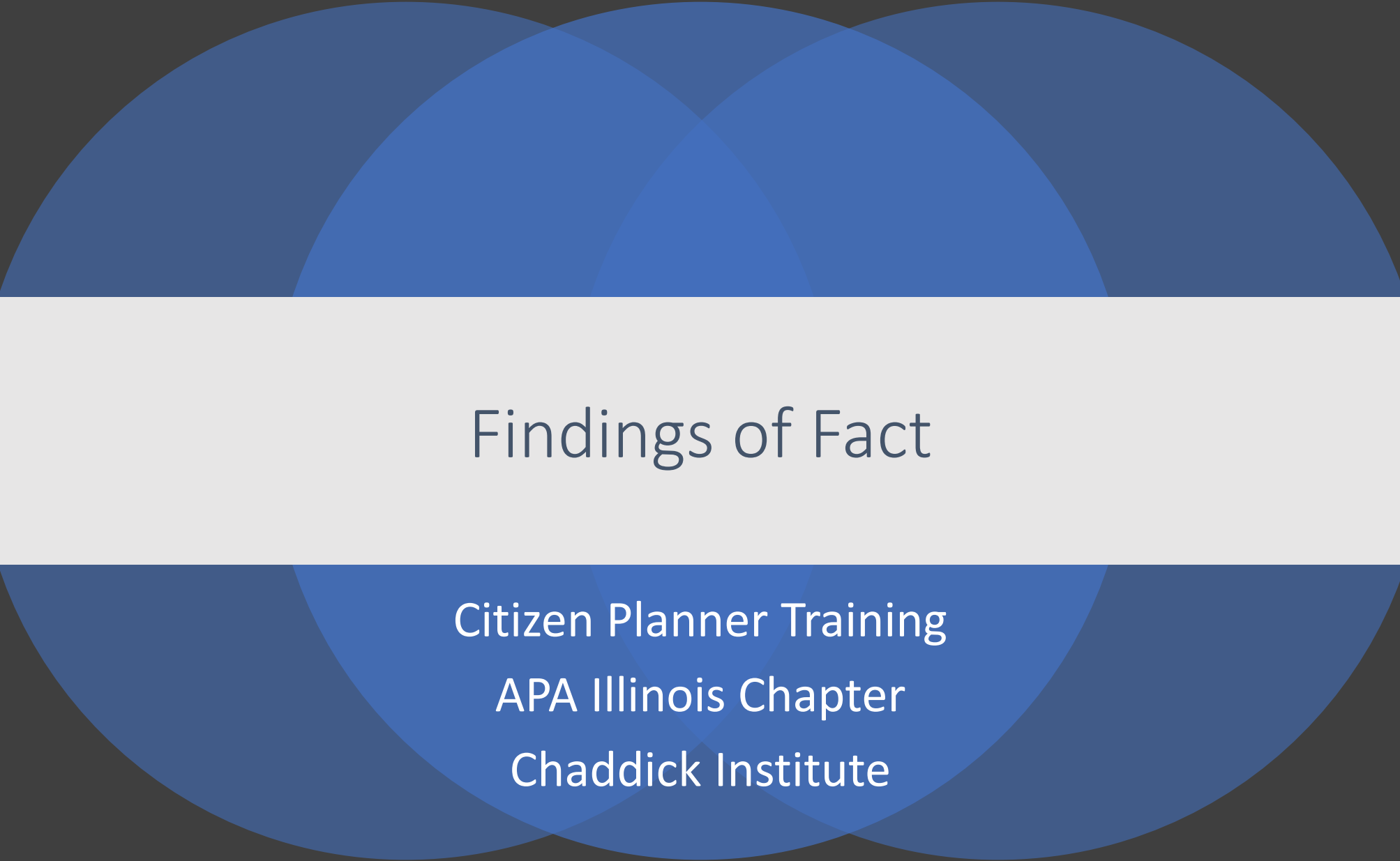


Holding a fair hearing so all views are heard

- Ensure that all have the right to speak
- Weigh relevance of testimony to standards of review
- Consider all the testimony in voting
- Number of people for or against the application is not criteria for decision



1. Play an active role in the process.
2. Be prepared for the meeting, and call staff with any questions ahead of time.
3. During public hearings - be patient, courteous and respectful, and **avoid debates.**
4. Vote based on standards / findings of fact - number of people for or against the application is not criteria for decision.
5. Chair – Sets the tone, takes testimony, and leads the meeting (not the applicant or the public).



Findings of Fact

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Findings of Fact

- Basis to ensure fair decisions
- Consistency with the Plan
- Evidence must show standards are met, based on the code
- Refer to standards when voting
- Essential if there is litigation
- Setting a precedent
 - Proposal considered on its merits
 - Record clear reason for decision



Findings of Fact

Illinois Supreme Court case: La Salle National Bank of Chicago v Cook County (1957)

- Zoning is constitutional
- Zoning cannot be arbitrary, capricious
- Health, morals, safety and general welfare of the public

The “LaSalle Factors” – basis of zoning standards:

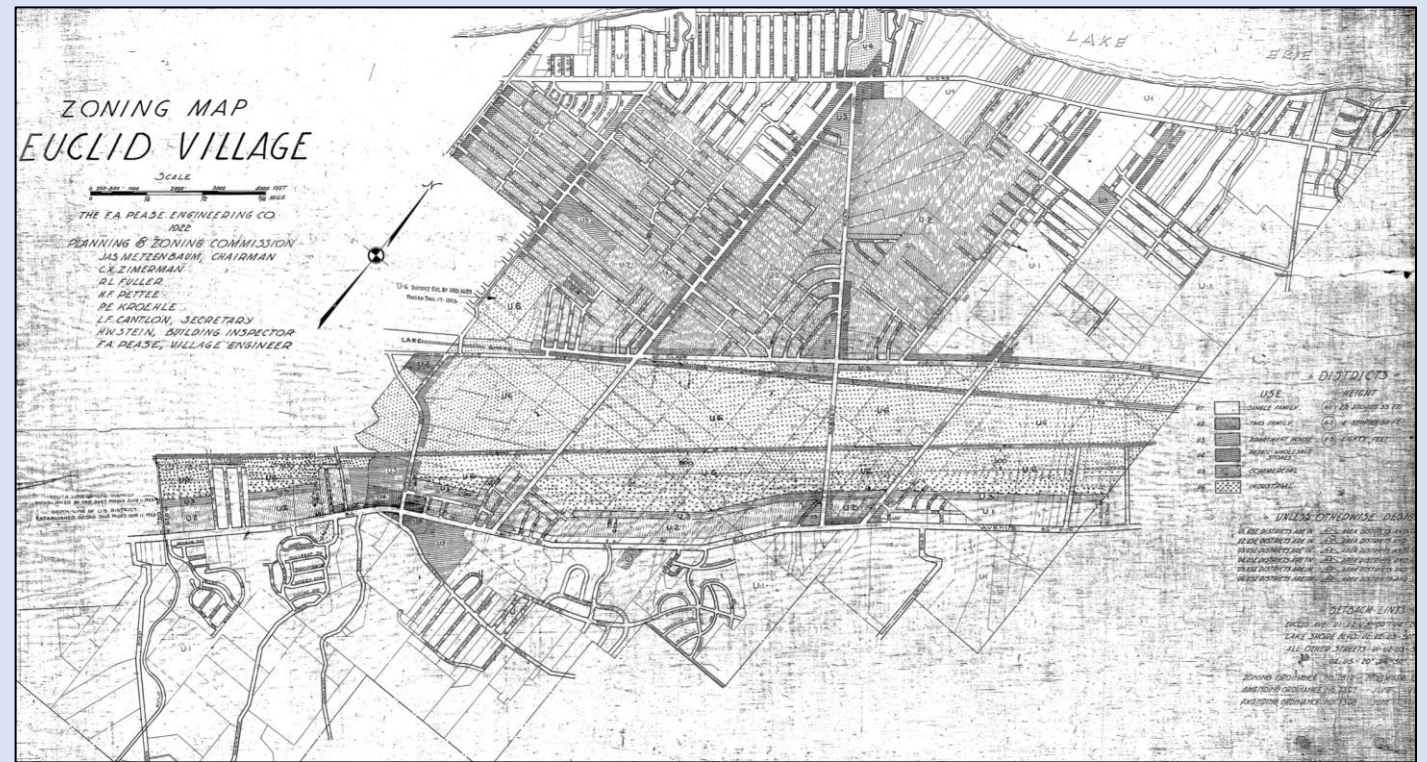
- Existing uses and zoning of nearby property
- Suitability of property for zoned purpose
- Length of time property has been vacant
- Decrease in owner’s property values
- Promotes public health, safety and welfare
- Gain to public versus hardship to owner

What the Courts Said

Euclid v. Ambler Tackles Zoning – November 1926

In the case of *Village of Euclid, Ohio, v. Ambler Realty Co.*, the U.S. Supreme Court ruled that the village of Euclid did not infringe on the rights of Ambler Realty by establishing its zoning ordinance.

The ruling more broadly affirmed the constitutionality of zoning and led to the growth of zoning ordinances across the United States.



Information and image courtesy of the American Planning Association, www.planning.org

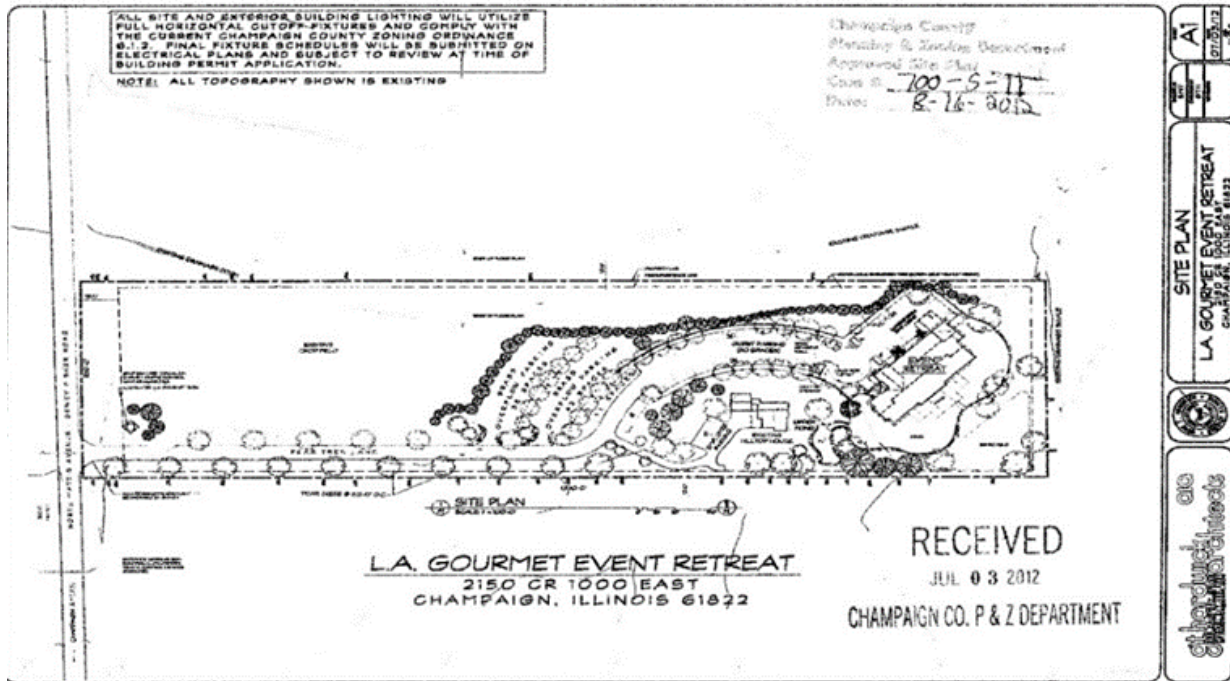
Special/Conditional Uses

Special/Conditional Uses are considered appropriate for the Zoning District, and...

- Possess unique characteristics to consider
- Mitigate impact of use upon neighboring property, public facilities
- Mitigate impact of use upon environment, natural resources, community
- Consider public need for the particular use at the particular location



Variations



- Variations may be granted when carrying out the strict letter of the code will create a practical difficulty or a particular **hardship** for the owner.
- The particular physical surroundings, shape or topographical condition of the specific property involved would bring particular hardship upon the property owner
- Variation analysis pertains to the property and not the property owner
- Variation must be in harmony with the purpose and intent of the zoning code
- Ordinances often limit variations
- Use variations are not good zoning

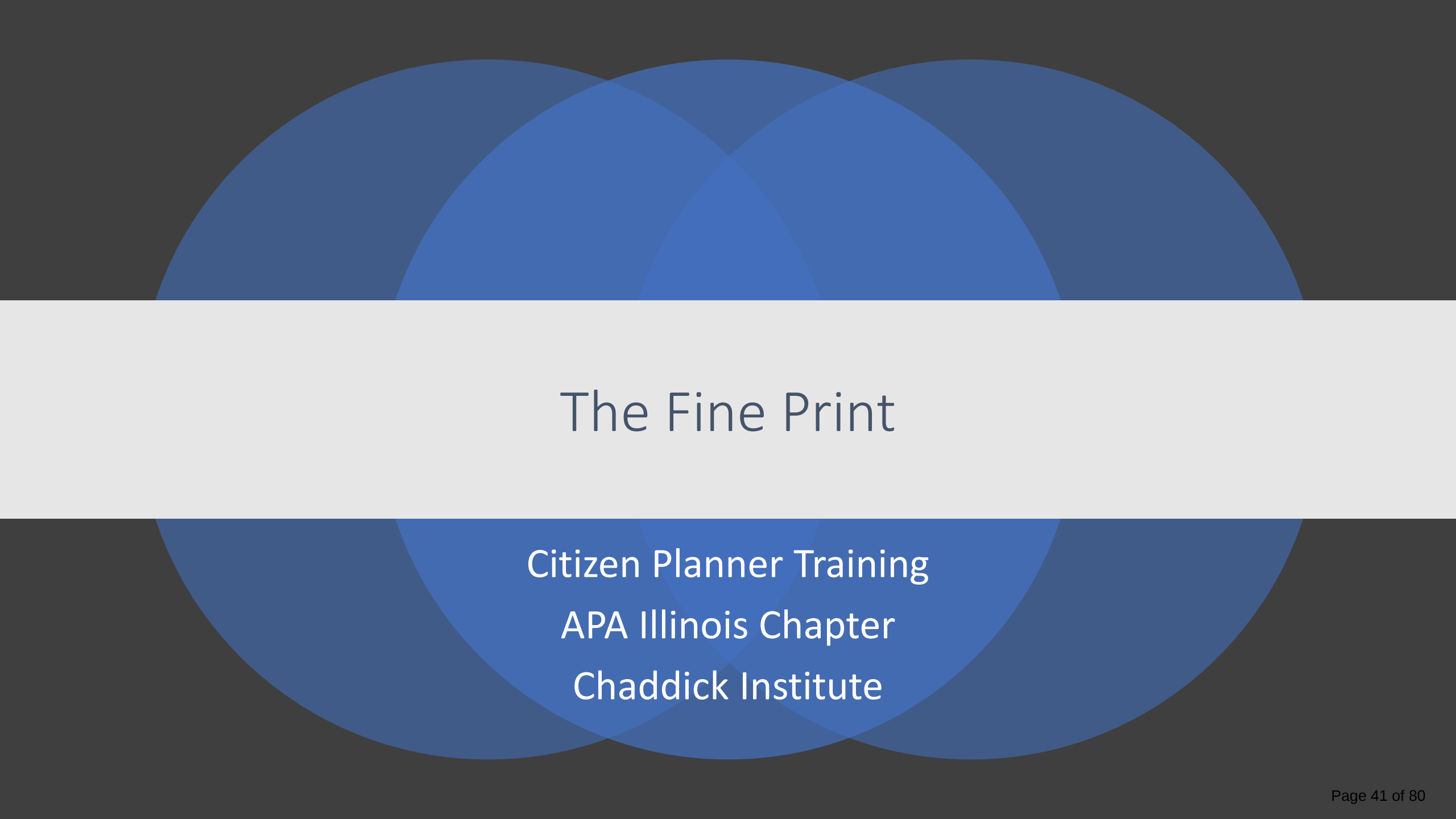


Remember!

1. Findings of Fact - Refer to standards when voting, evidence must show standards are met.
2. Request considered on its merits, do not need to focus on setting a precedent.
3. LaSalle Factors - Basis for zoning standards.
4. Special/Conditional Use – Has been deemed acceptable in zoning district, but requires additional review and public hearing.
5. Variation - May be granted when carrying out the strict letter of the code will create a **practical difficulty** or a **particular hardship** for the owner (based on **a need** and not **a want**).

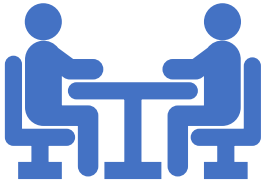


Questions and Discussion



The Fine Print

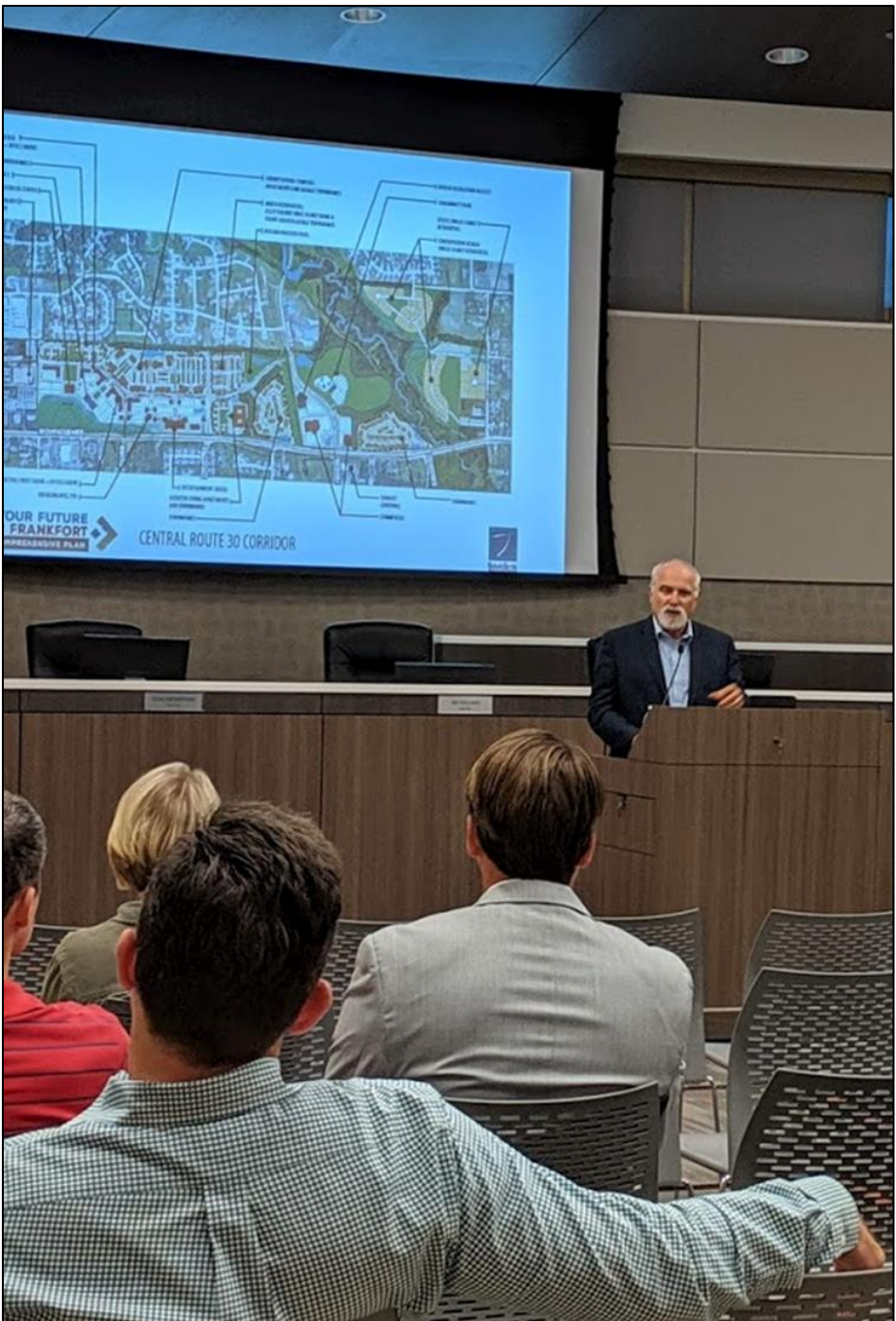
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Ex Parte Communications



- Contact between Commissioners and applicant, opponents or supporters outside public hearings
- Includes in person contact, phone calls, written materials provided by applicant or interested party
- Avoid it as could invalidate ultimate determination
- Suggest the interested party attend the hearing or send comments to staff
- At the site: avoid contact with public, if possible
- Disclose any ex parte contact at the hearing



Ethics

- Intent: serve public interest without opportunity for personal gain
- State Statute 5ILCS 430/1-1 et seq. and Municipal Code
- APA Ethical Principles in Planning
- Applies to elected and appointed officials and employees
- Limits specified gifts and certain political activities
- Some communities have Ethics Advisor or Ethics Commission
- For questions, check with staff or Attorney

Conflict of Interest

Having a business or financial relationship with an applicant as a client or customer

Having a financial interest in the project or are business partner with applicant or own the property

Appearance of Impropriety

- No conflict of interest exists but it may impair ability to exercise independent judgment
- A relationship between applicant and Commissioner such that a reasonable person may believe a conflict exists

Conflict of Interest

- ***Recuse*** when an actual conflict of interest exists, do not participate in the hearing and leave the room
- ***Disclose*** on the record the relationship when there may be an appearance of impropriety



Conflict of Interest

What is not a Conflict of Interest?

- Voting on general laws which affect all citizens
- Request from organization in which you are a member
- Commissioner related by blood or marriage to applicant, but has no financial connection to project



Open Meetings Act

Why have the Open Meetings Act?

- Public access to information
- Understand decision making process
- Strengthen transparency
- Hold government accountable

Open Meetings Act

- All meetings are open to the public
- When commission hears testimony on a specific case, it is a public hearing (which requires 15 day notice)
- When commission meeting is informal workshop, it is a public meeting (which requires 48 hour notice)
- Gathering of a majority of quorum to discuss public business is a public meeting
 - Meetings
 - Phone calls
 - Video conferences
 - Email
 - Instant messaging





1. Conflict of Interest – only if
 - Commissioner has **financial interest** in the property or project
 - OR
 - **business relationship** with the applicant.Follow protocols if conflict exists.
2. Be careful with gathering as a majority of a quorum to discuss
 - **public business**
 - OR
 - **a project**outside of the public hearing.
3. Any questions, check with staff or Attorney.



Questions and Discussion



Tools of the Trade

Citizen Planner Training
APA Illinois Chapter
Chaddick Institute



Policy Planning

Foundation for Implementation, Planning, Budgeting, Grants, CIP...

- Comprehensive Plan
- Downtown Plan
- Corridor Plan
- Neighborhood Plan
- Housing Plan
- Watershed Plan
- Transportation Plan
- Preservation Plan
- Sustainability Plan

Process fundamentals apply all Planning



Comprehensive Plan

- The community's vision for its future
- Authority established by Illinois State Statutes
- Plan - general future policy
- Zoning - specific current regulation



Comprehensive Plan

Typical topics:

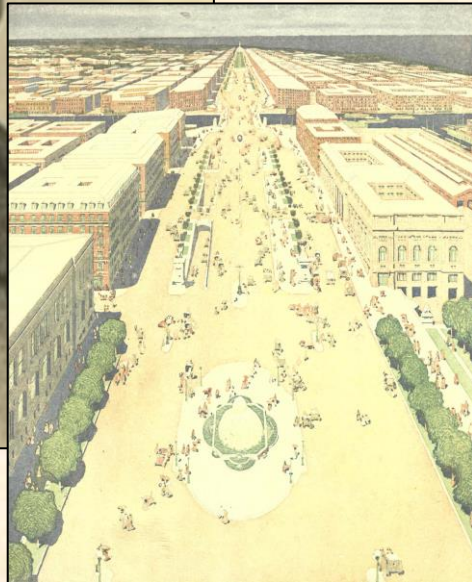
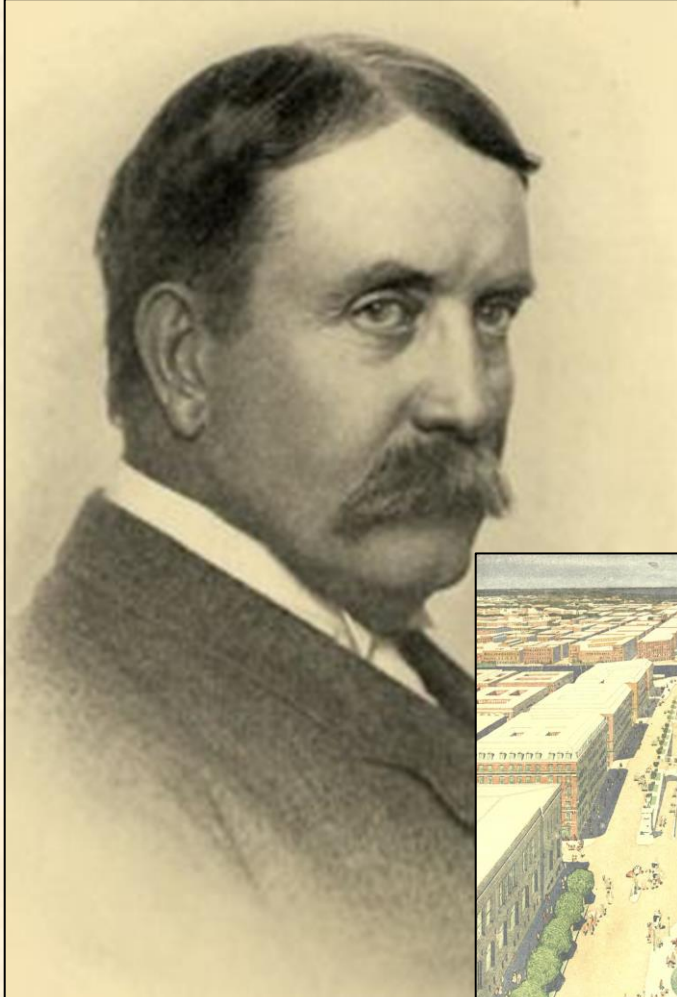
- Land Use
- Environment
- Public Facilities, private utilities
- Transportation
- Historic Preservation, urban design
- Housing
- Economic Development
- Sustainability

Did You Know That...

The 1893 World's Fair in Chicago showcased Daniel Burnham's ideas for the "City Beautiful" movement, and offered a blueprint for growth and vision of what cities could be.

Information and image courtesy of the American Planning Association, www.planning.org

Daniel Burnham



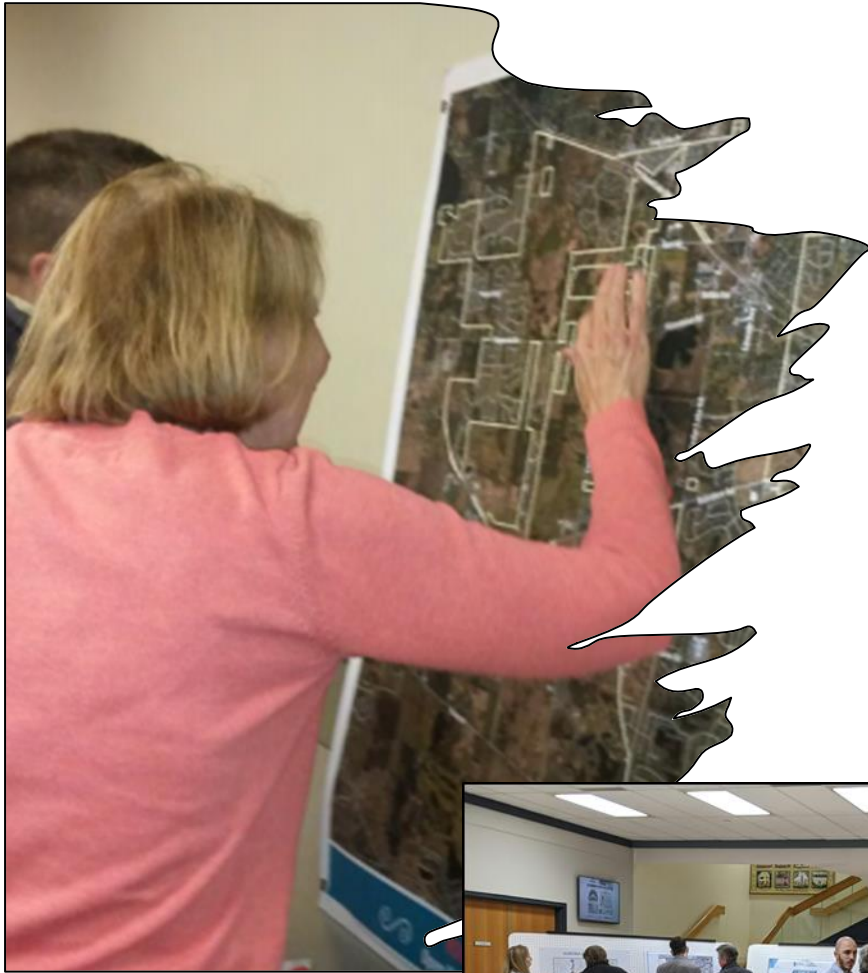
Who Said That?

Make no little plans; they have no magic to stir men's blood and probably themselves will not be realized. Make big plans; aim high in hope and work.

The Plan of Chicago, written by Burnham and Bennett in 1909, was the first comprehensive metropolitan plan in the United States.

The plan concentrated on physical improvements, such as new parks, lakefront upgrades, new civic and cultural centers, and transportation development.

The Burnham Plan remains highly influential to the philosophy and process of planning cities.



Public Participation in Planning

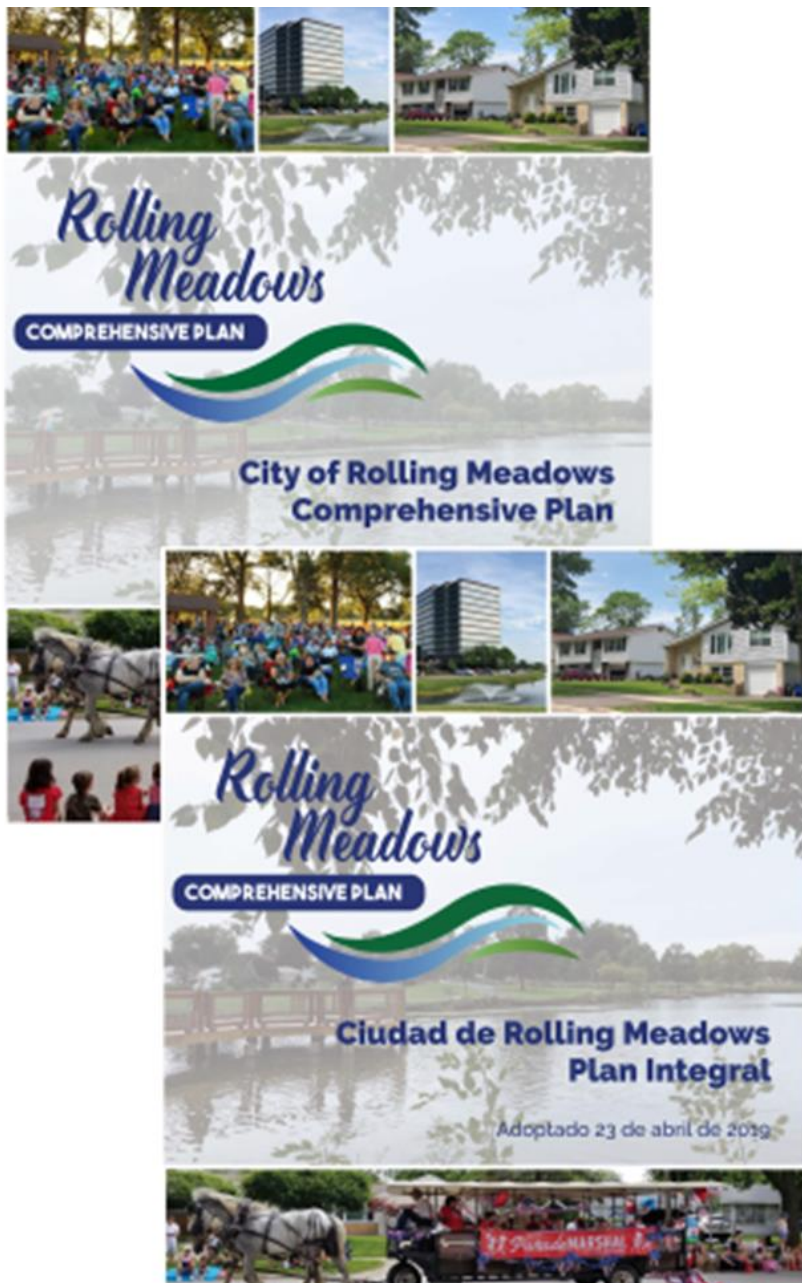
- Educates and informs the public
- Public ownership of plan supports implementation
- Various formats to engage residents and businesses
 - Print, radio
 - Local cable TV access channel
 - Social Media
 - On line survey
 - Advisory groups
 - Design charrette
 - Open house
 - Public hearing
- No right answer, customize the community



Working with the Public

- Make participation as easy as possible
- Work for maximum turnout, don't expect it
- Keep workshops interesting, interactive, and fed
- Anticipate and answer questions – teach, don't lecture
- Publicize meeting on websites, social media, public places, in multiple languages if appropriate.
- Provide copies of material for public
- Public hearings
 - Create atmosphere that welcomes public participation
 - Arrange agenda so simple, non-controversial cases are first





Who are your Neighbors?

- Senior citizens, 65 and older; children, 18 and under
- Disabled
- Asian, Black, Hispanic, Native American, White
- High school education, graduate level education
- Speaks a foreign language at home
- Currently unemployed, retired, student
- Income below poverty line, below 80% of median income
- Lives in a single-family home (owner or renter); homeless
- Lives in a multi-family structure (apartment, townhome, condo)
- Moved from another state, moved from another country

Not Planners, but Still Influential

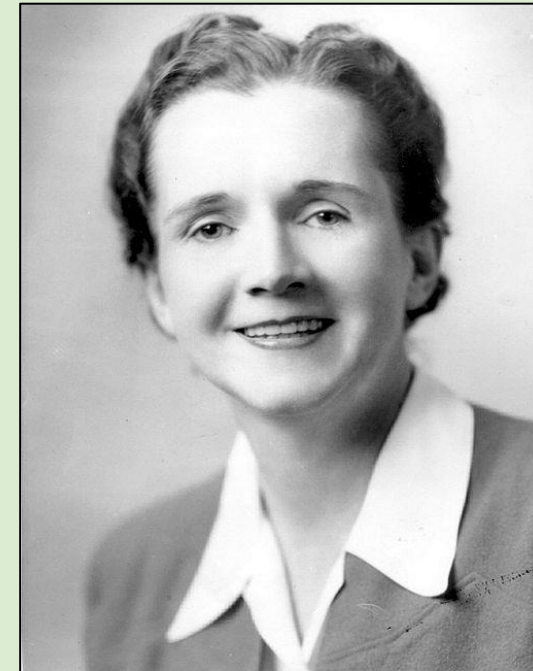


Jane Addams (1860-1935)

- Suffragist, sociologist, and activist
- Referred to as the mother of social work
- Cofounded Hull House in Chicago in 1889, the first settlement house in the U.S.
- Nearly 500 settlement houses opened their doors in the U.S. by 1920

- Marine biologist, writer, and conservationist
- Wrote *Silent Spring* in 1962, which was instrumental in launching the environmental planning movement
- Spurred changes in laws affecting air, land and water

Rachel Carson (1907-1964)





Plan Implementation

- Policy: economic, environmental well being of municipality
- Financial: CIP, TIF, SSA, downtown façade grants
- Regulations: solar and wind farms, casinos, cannabis
- Procedures: development review, design guidelines
- Improvements: streetscape, greenway and trail system
- Intergovernmental issues: consolidation, property taxes
- Review and revise plan when needed



Questions and Discussion

Regulating Development

- Police Power – health, safety, welfare
- Balance community character and economic development
- Clear structure with objective codes applied consistently
- Predictable, fair, timely process
- Each community is different
- No right answer, but consider legal limitations
- Design Guidelines

5.0

DESIGN GUIDELINES



5.1 SITE DESIGN

Site Access, Circulation and Parking

Design Intent

To design site access, circulation, and vehicle parking lots to improve the appearance and convenience of vehicle movement and to contribute to overall vehicular and pedestrian traffic safety.

Design Guidelines

- Parking lots should be designed with a logical layout configuration and a clear hierarchy of circulation.
- Shared parking between developments is encouraged in order to reduce the amount of surface parking lots.
- Trees, decorative walls or fencing, trellises, and other elements are encouraged to be included within the design of parking lots.
- Sites should support safety and walkability within the development and between neighboring developments.
- Parking and access layouts should minimize curb cuts and reduce potential for congestion and conflict between travel modes. This can be done by providing vehicle access into the development from secondary streets.

Design Techniques:

Site Access, Circulation and Parking

Decorative Fencing and Pedestrian Access



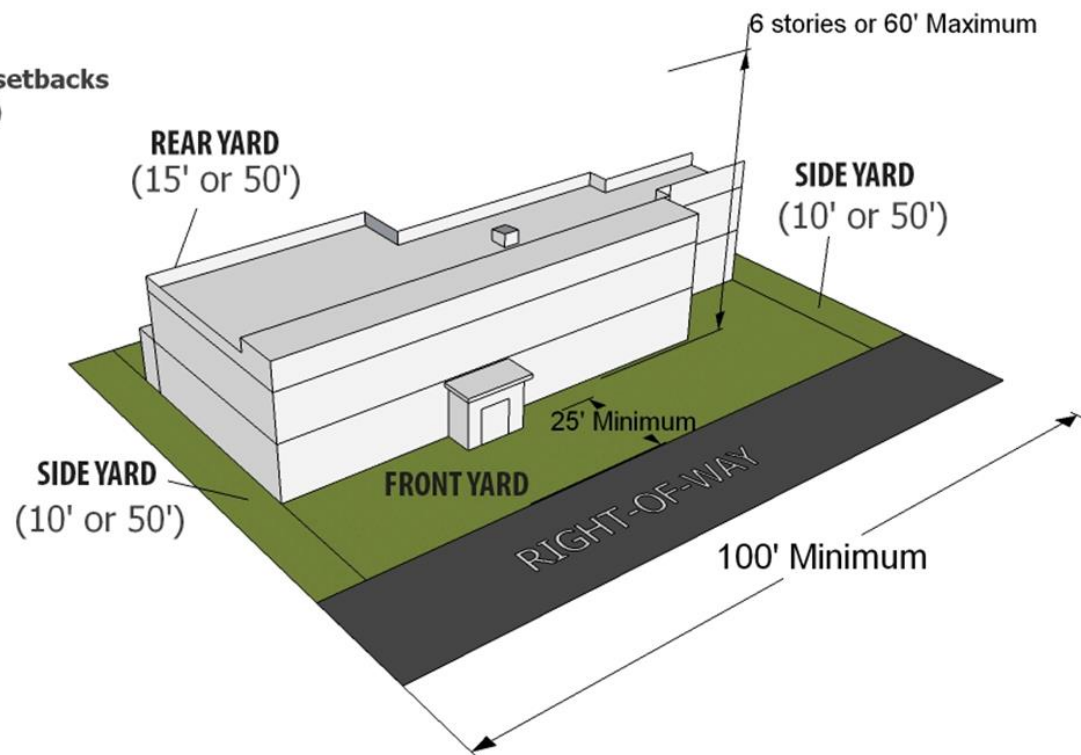
Landscaped Berm



Zoning

**20,000 sq. ft.
Minimum Lot Area**

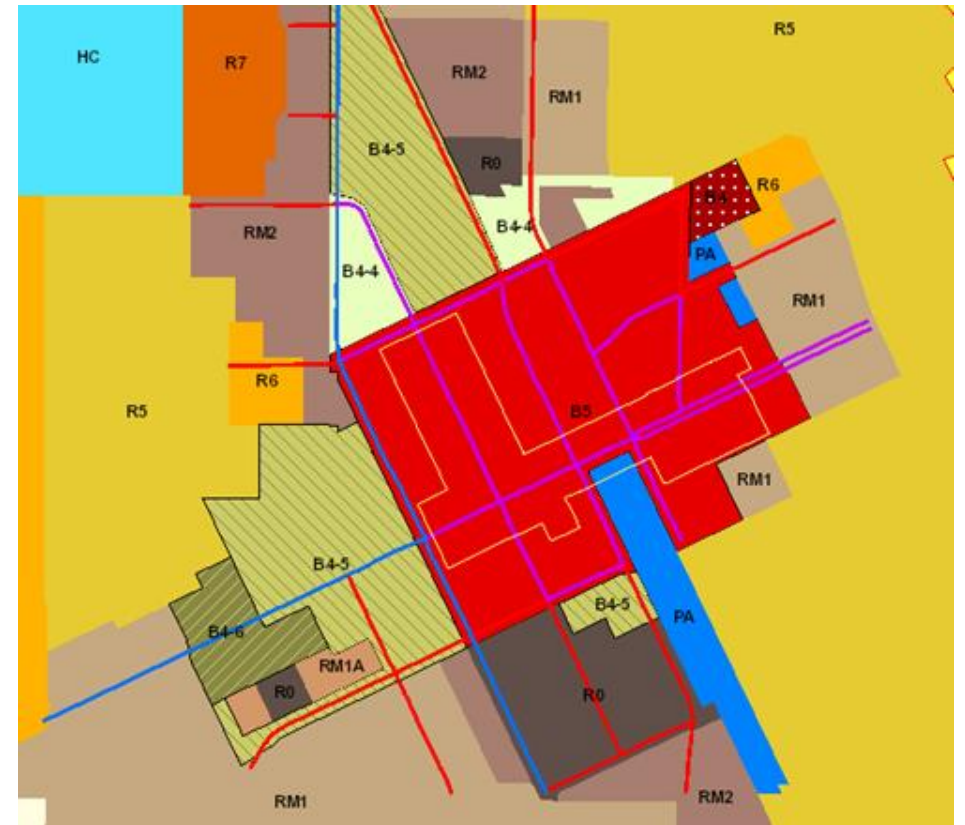
(50' side and/or rear yard setbacks
when lot abuts residential)



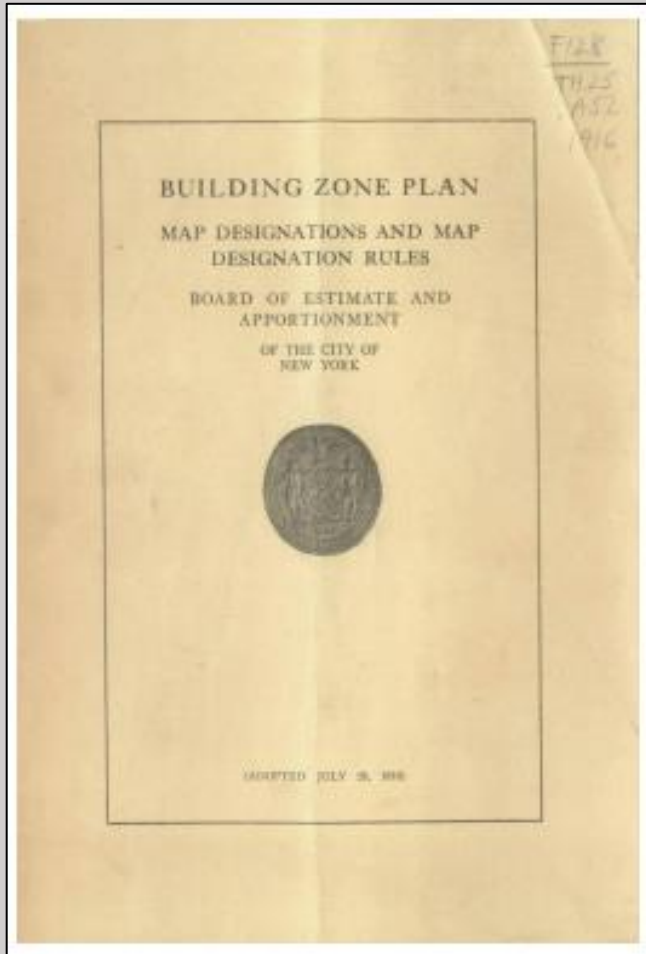
- Creates predictability. Protect residents from others' actions, not primarily to limit owner's use
- State statutes authorize local governments to zone; case law limits how zoning is used
- Tools to implement Plan by regulating
 - Use of land
 - Amount of open space on lot, building setbacks
 - Bulk of buildings, land coverage on lot

Zoning Districts

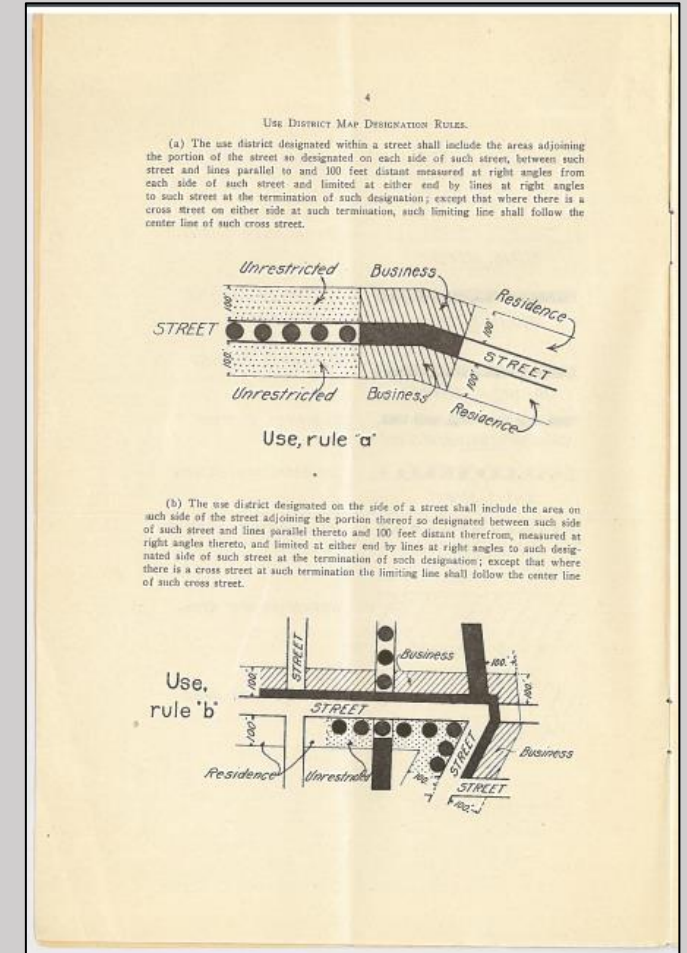
- Single Family
- Multiple family
- Central Business District
- Mixed Use
- Retail
- Commercial
- Office
- Manufacturing
- Institutional
- Open Space
- Agricultural
- Overlay District(s)



Did You Know That...



In July 1916, New York City enacted the Nation's first comprehensive zoning resolution.



Types of Zoning Approval



- Permitted Uses (no hearing)
- Variation or Variance
- Special Use or Conditional Use
- Planned Development or PUD
- Conditions
 - Must be rational nexus to proposal
 - Listed in approving ordinance

Planned Development

(aka Planned Unit Development)

Benefits to the Developer

- Flexibility in design
- Phased construction
- Consolidates variations

Benefits to the Municipality

- Public Benefit
- Open space & recreational areas
- Preserve natural features & environmental resources
- Incentivize Community Goals (ie. historic preservation, affordable housing)



Keeping Zoning Current

- Text Amendment changes the language in the code
- Map Amendment changes the zoning district for some parcels - avoid spot rezoning just one parcel
- Often amend zoning text and zoning map after new Comp Plan adopted

Subdivision



- Procedure to regulate division of land into lots for sale, lease, or development
- Operates with zoning code and building code
- Affects the look and function of a community
- Requirements for access, safety and health
- Technical process to confirm plat meets standards in the ordinance
- Dedication of Land or Fee in Lieu for Schools and Parks

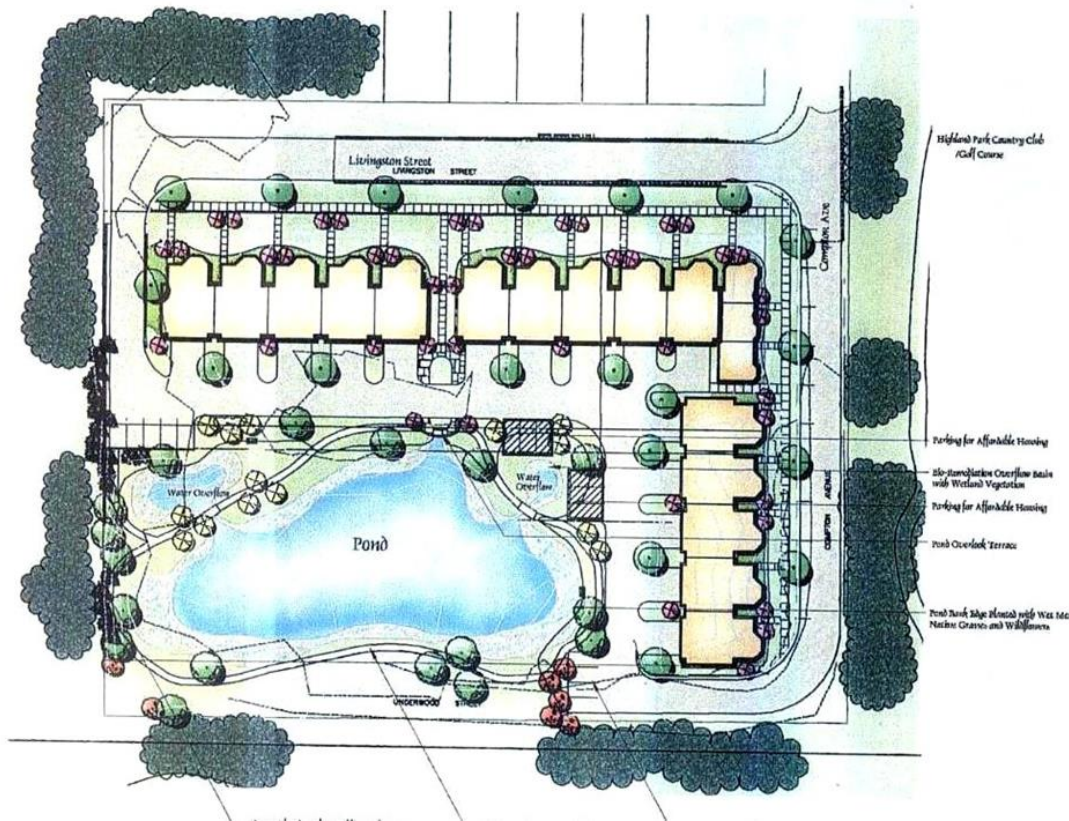
Subdivision Regulations

Public Improvement Standards Define Community Character

- Roads, curbs & gutter, street lighting
- Sidewalks (both sides of the street?), paths
- Utilities, stormwater (sewer or swale?)

Approval Process Ensures Infrastructure Installation

- Ministerial Function
- Plan Commission reviews preliminary & final plat
- Elected officials act on preliminary & final plat
- Utilities installed in advance of / concurrent with lotting



Annexation

- Growth tool to expand municipal boundaries
 - Address potential impacts of adjacent properties outside of municipality
- Voluntary Annexation may be in advance of contiguity
 - Pre annexation agreement sets parameters for later annexation
- Force Annexation
 - Required to be less than 60 acres and surrounded by municipality



A handwritten note on a spiral-bound notebook. At the top, the words "NEED TO" are circled in black ink, with a straight arrow pointing down to the word "REMEMBER!". To the right of "REMEMBER!" are three small, hand-drawn triangles pointing upwards. Below "REMEMBER!" is a large, stylized checkmark. At the bottom, the words "THESE ARE MY TOOLS OF THE TRADE" are written in a large, bold, hand-drawn font. A fountain pen with a decorative pattern is visible at the top of the notebook.

NEED TO

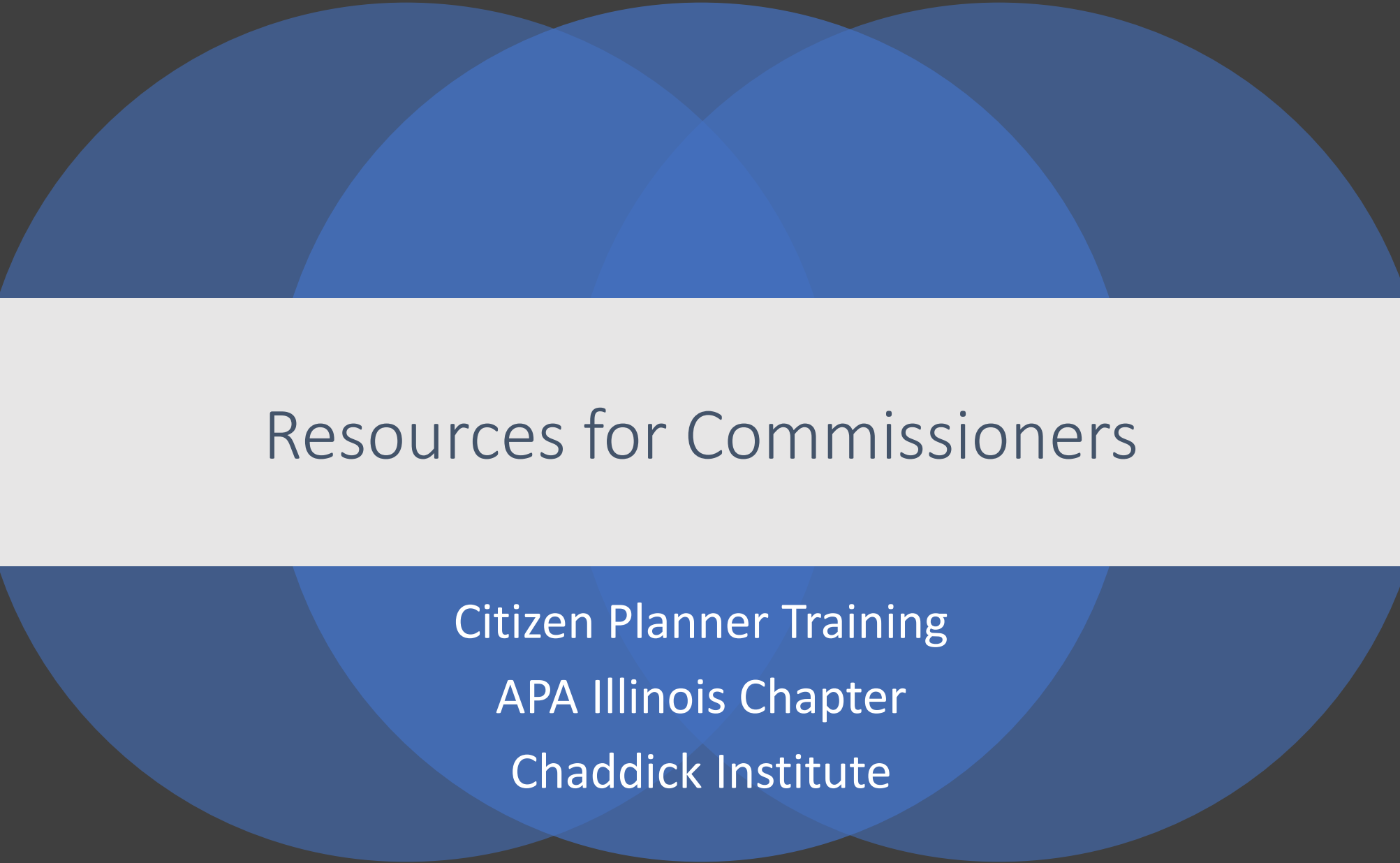
REMEMBER!

THESE ARE MY TOOLS
OF THE TRADE

1. Comprehensive Plan/Planning documents
 - a) Policy guide for community's future development
2. Zoning Regulations
 - a) Essential tools to use when reviewing projects
3. Make public participation as easy as possible for all members of the community



Questions and Discussion



Resources for Commissioners

Citizen Planner Training
APA Illinois Chapter
Chaddick Institute

Resources:

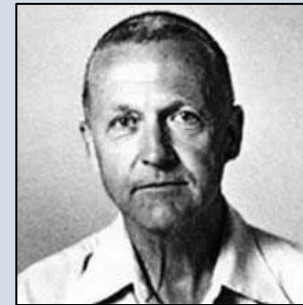
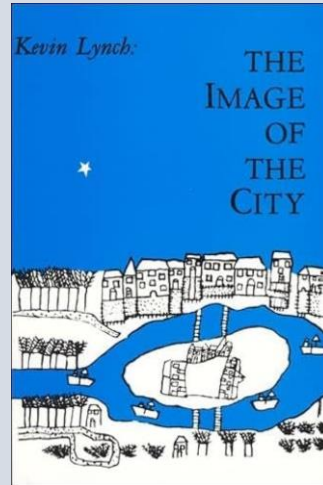
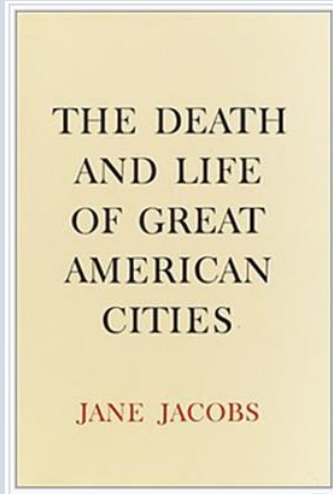
- Staff, local library
- APA website, magazine, books, podcasts
- APA state & national conferences and webinars
- APA's The Commissioner newsletter
- Local and National media and newspapers
- Planning Commissioner's Journal (plannersweb.com)

Planning Library: Check These Books Out

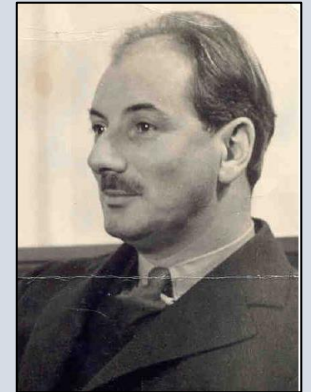
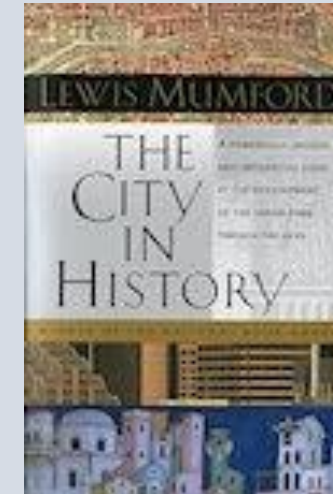


Jacobs as chair of a Greenwich Village civic group at a 1961 press conference

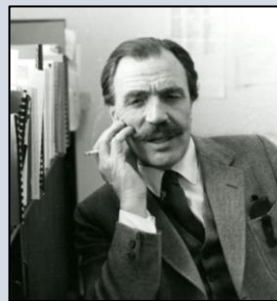
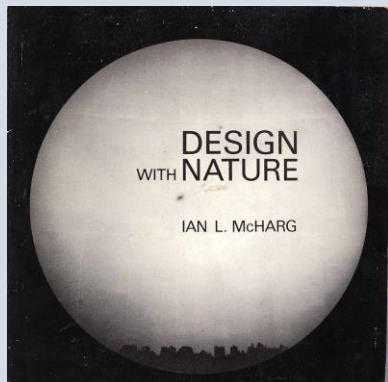
1960



1960



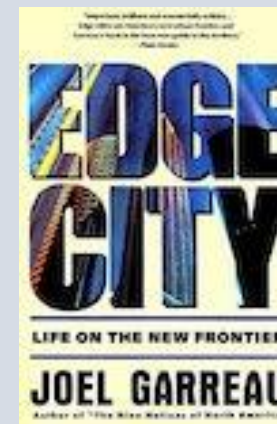
1961



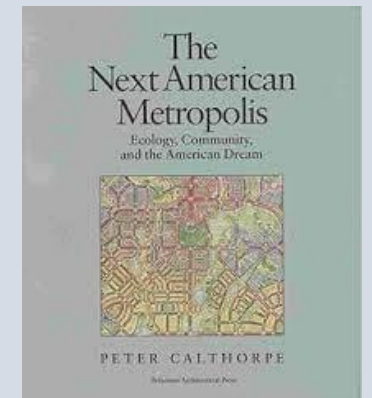
1969



1992



1993



Resources:

American Planning Association

- www.planning.org
- www.ilapa.org
- www.planning.org/ethics/ethicalprinciples/

Websites & Listservs

- www.planetizen.com
- www.plannersnetwork.org

Other Organizations

- <https://las.depaul.edu/centers-and-institutes/chaddick-institute-for-metropolitan-development/pages/default.aspx>
- www.strongtowns.org
- www.cnt.org
- www.pps.org
- www.landmarks.org
- www.savingplaces.org
- <http://petepointnerplanning.blogspot.com/>

Diversity, Equity, and Inclusiveness Resources:

- APA Annual Diversity Forums: <https://planning.org/diversity/efforts/>
- 2019 PAS Memo Increasing Diversity, Equity and Inclusion in Planning: <https://planning.org/publications/documents/9176238>
- APA-IL 2017 Planning for Equity Program: <https://www.ilapa.org/diversity-equity-inclusion>
- APA Ambassador Program: <https://planning.org/ambassadors/>
- APA Diversity and Inclusion Training: https://learn.planning.org/local/catalog/view/product.php?globalid=LRN_PAC18_001
- APA course Promoting Diversity and Inclusive Communities: https://learn.planning.org/local/catalog/view/product.php?globalid=LRN_188182
- American Association of University Women Work Smart Online: www.salary.aauw.org
- American Planning Association Equity Policy Guide (2019): <https://planning.org/publications/document/9178541/>
- Informational Videos -- Jim Crow of the North: <https://www.tpt.org/minnesota-experience/video/long-lead-jiyjix/> and
- The Color Tax: <https://www.youtube.com/watch?v=UVHqMbyzZ-Y>

Thank You!

Citizen Planner Training
APA Illinois Chapter
Chaddick Institute