

1. CALL TO ORDER

Chairman Johnson called the meeting to order at 6:30 p.m. on October 10, 2019.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present were Commissioners Blinova, Creech, Johnson, Kalis, Sprague, Thompson and Yedinak. Also present were Trustee Ray Lang, Andrew Jennings, Director of Community Development, Steve Robles, Assistant Director of Community Development, Marcy Knysz, Village Planner, and Carmen Forte Jr., Village Attorney.

4. CHANGES TO THE AGENDA – None

5. CITIZEN CONCERNS AND COMMENTS – None

6. CONSENT ITEMS - None

7. ITEMS FOR DISCUSSION

A). Plan Commission Training Presentation by Klein, Thorpe, and Jenkins, Ltd.

Mr. Carmen Forte, Jr., attorney at Klein, Thorpe, and Jenkins, Ltd. provided training to the Plan Commission members with a PowerPoint presentation titled “Plan Commission – Role, Procedure, Principles and Related Issues”. The presentation covered municipal zoning authority, municipal zoning ordinances, plan commission authority, public hearings, comprehensive plans, special uses, variations, text & map amendments, planned unit developments, site plan review, sign review, plat review, responsibilities of a plan commissioner, conflicts of interest, and the Open Meetings Act.

Chairman Kalis questioned whether it was ok to deny a petition because they don’t like it. Mr. Forte explained that denial of a petition should be based on it not meeting one of the standards required for approval. He further explained that the issues need to be discussed among Plan Commissioners and thoughtful decisions need to be made.

Commission Yedinak asked for input from Mr. Forte regarding setting a precedence when voting on a petition. Mr. Forte explained that as long as each petitioner gets a fair chance, they should not be worried about setting a precedence. He further explained that each case should be evaluated individually and the special circumstances that directly

relate to that property/petitioner considered.

Commissioner Kalis inquired about how to bring up items to change in the zoning code. Mr. Forte explained that items can be brought up in recommendations to the Village Board, and then see if the Village Board sends the issue back to the Plan Commission to evaluate further. In addition, staff is present at each Plan Commission meeting and compiles an ongoing list of frequent issues. The Village initiates an update to the zoning code each year based on this list.

B). Updates to Plan Commission Agenda Packets and Schedule

Ms. Knysz presented the Plan Commission with BoardDocs, an online board management software purchased by the Village and currently utilized by the Village Board and Village Liquor Commission. Starting on Friday, October 11, 2019, the agenda packet will be provided to the Plan Commissioners via BoardDocs. Login and password information will be emailed out tomorrow morning. Ms. Knysz explained that BoardDocs will be used during the meetings to take roll call, approve meeting minutes and take tallies. Commissioner's Kalis and Blinova will be contacted by staff for training on such items. Ms. Knysz used her computer which was projected to the screen to illustrate how to log in to BoardDocs and view the agenda. Ms. Knysz noted that if there were any issues with posting the agenda packet on BoardDocs, the typical PDF version would be available to synch with the Plan Commissioner's iPads on Friday.

Mr. Robles explained that staff was considering changing the day of the week for the Plan Commission meeting from Thursday to Tuesday or Wednesday to improve efficiencies with customer service starting in 2020. Meetings would still remain on the 2nd and 4th weeks of each month, unless the meeting needed to be shifted due to a holiday. All members of the Plan Commission agreed that moving the Plan Commission meeting to Wednesdays in 2020 would work. The benefits would be as follows:

- Gives staff time to turn paperwork around from VB meeting when on the same week (staff would have Wednesday, Thursday and Friday instead of just having Friday)
- PC members would receive packet earlier in the week, providing them better access to staff during the workweek vs. getting the information on Friday and first having to review over the weekend with limited staff availability
- Allows staff to continue to provide uninterrupted customer service and process permits daily.
- Better for out of town applications and PC members who are going out of town for a long weekend.

8. APPROVAL OF MINUTES – [September 26, 2019](#)

Commissioner Creech moved, seconded by Commissioner Sprague to approve the minutes dated September 26, 2019 as corrected. The motion was approved by a voice vote.

9. OTHER BUSINESS - None


10. ADJOURNMENT

**Wheeling Plan Commission
Regular Meeting**

October 10, 2019

Commissioner Creech moved, seconded by Commissioner Blinova to adjourn the meeting at 9:00 p.m. All were in favor on a unanimous voice vote and the meeting was adjourned.

Respectfully submitted,


~~Joe Kalis~~, Secretary *Tatiana Blinova*
Wheeling Plan Commission