

Planning and Zoning Committee
October 14, 2021

Present: James John, Trustee (Chairperson)
Nicole Chen, Trustee
Grace Turi, Director of Finance
Martin Scott, Director of Community Development

Call to Order: Chairperson James John called the meeting to order at 6:55 p.m.

Meeting Minutes:

Chair John made a motion to approve the minutes from August 25, 2021 and March 11, 2021. Trustee Chen seconds the motion. Meeting minutes are approved.

Public Comment: There is no public comment.

Projects/Requests/Issues:

Community Development Department FY 2022 Budget

Community Development Director Marty Scott noted that he is finalizing the proposed FY 22' budget for the Community Development Department (CD) with Manager Baer and Director Turi. CD has no capital expenses. He provided a quick summary of the budget which includes:

- CD has requested to return expenditures to the original FY 21' amounts for professional services, plan review fees, training, and a few smaller accounts.
- Professional services are those which consultants provide services in lieu of typical employees. Some examples include health inspections, supplemental building inspections, property maintenance officer, and planning consultant services.
- Plan review fees are expenses incurred when consulting professional review plans and the customer (such as contractor, etc.) must fully reimburse the Village. Examples would include review of new homes, new fire sprinkler systems, parkway trees, and in some cases, site engineering.
- The CD budget now includes a "developer reimbursement" account to cover costs associated with TIF payments to Foxford. These payments are property tax generated by the property and not taken from the general fund or diverted from other property tax revenue.
- CD salaries are determined by the Administration Department.
- Training is required for some of our staff and with Covid restrictions easing more local and national training opportunities will likely be available.
- Other ancillary expenses such as uniforms, construction signage, etc. will be close to past levels and are not significant expenses.

A discussion took place about projected building permit volume for next year. The general thought is that it would stay at the same level as 2021 volume.

Garden Market Shopping Center:

Chair John introduced the Garden Market Shopping Center proposed minor changes to a P.U.D. The owners of Garden Market are planning exterior renovations to the buildings and parking lot. This proposed work requires approval of a minor change to the conditional use granted several decades ago that included architectural review. The attached plans are only at the conceptual level but are not expected to change dramatically. Review by staff and the Plan Commission will take place next. The Committee noted that the concept will be an excellent upgrade to the property.

Timber Trails – Western Entrance/Minor Property Exchange:

Chair John introduced the details of a request from a resident in Timber Trails. Details were provided on the attached document labeled “Timber Trails Western entrance plat”. The Timber Trails entrance is in a portion of his yard. The concept is fairly self-explanatory. Director Scott added some details and answered questions while seeking Committee feedback. The Committee agreed that the request is reasonable and should move forward.

Timber Trails – Front Yard Setbacks:

Chair John introduced the request by Timber Trails Development Company which is seeking to implement some of the flexibility allowed by the annexation agreement in relation to front yard setbacks. Attached are two documents which help explain the request; a cover letter from Brian Taylor, and two plats. The request is that current vacant lots 95 to 102 get a 25 foot setback in lieu of the typical 30 foot setback. The general concept is to allow slightly smaller front yard setbacks in order to preserve mature trees. The Committee agreed that the concept of smaller front yards makes sense.

Other Business: None

Adjournment: The meeting was adjourned at 7:25 p.m. by unanimous vote.

Submitted by N. Grossi