



**Village of Itasca
Plan Commission Regular Meeting Minutes
Wednesday, April 21, 2021 - 7:00 pm**

1. Call to Order:

The Village of Itasca Plan Commission Meeting called to order by Chairman Daly at 7:00 pm.

2. Roll Call:

Present: Commissioners Lori Drummond, Jeffrey Holmes, Krista Ray, Anthony Russo, and Eric Swets and Chairman Brendan Daly.

Absent: None.

Others Present: Ms. Carie Anne Ergo, Village Administrator; Ms. Yordana Wysocki, Village Attorney; Ms. Deanne Curelo, Deputy Clerk; Ms. Christine Williams, Recording Secretary; Mr. Paul Fridlund, Mr. Jude Booth, Ms. Deborah Booth, Ms. Mary Booth, Mr. Shaun McDonald

Please note that the same Commissioners were present throughout the entire meeting and roll call was conducted for each motion to enter into the meeting.

3. Case #: PC 21-003

Petitioner: & Owner: Shaun & Rachael McDonald

Location: 413 N. Walnut Street, Itasca, IL

Request: Petition for variance to lot coverage, setback, height, square footage, and number of stories requirements to construct a detached garage.

a. Call for a Motion to Open: Chairman Daly called for a motion to open the public hearing for PC 21-003:

Motion: Commissioner Holmes.

Second: Commissioner Carello.

Roll Call Vote:

Yes: Commissioner Carello, Drummond, Holmes, Ray, Swets, Russo, and Chairman Daly.

No: None.

Motion: Passes

b. Discussion:

(Mr. McDonald sworn in).

Mr. McDonald provided an overview of his Petition and the proposed detached garage project.

Ms. Ergo provided a summary of Staff's Report.

(Mr. Fridlund sworn in).

Mr. Fridlund stated concerns over drainage and effects on flooding his mother's back yard.

No additional public comments were submitted prior to the meeting.

Commissioners Holmes asked if the required properties were notified. Mr. McDonald and Ms. Ergo stated that the neighbors were notified of the Public Hearing. The Plan Commission had further discussion regarding the overall height and number of stories of the structure, the overall lot coverage, and potential stormwater and flooding impacts.

c. **Findings of Facts:**

Ms. Wysocki reviewed the Proposed Findings of Facts and polled the Commissioners. The Commissioners agreed with the Proposed Findings of Facts 6-1.

- d. **Call for a Motion to Approve:** Chairman called for a motion to recommend approval for PC 21-003 for variances to construct to expand a detached garage with Staff's Recommended Conditions 1-3:

Motion: Commissioner Drummond.

Second: Commissioner Ray.

Roll Call Vote:

Yes: Commissioner Carello, Holmes, Ray, Russo, Swets, and Chairman Daly.

No: Commissioner Drummond.

Motion: Passes

- e. **Call for a Motion to Close:** Chairman called for a motion to close the Public Hearing for PC 21-003:

Motion: Commissioner Holmes.

Second: Commissioner Carello.

Roll Call Vote:

Yes: Commissioner Carello, Drummond, Holmes, Ray, Russo, Swets, and Chairman Daly.

No: None.

Motion: Passes

4. **Case #:** PC 21-004

Petitioner: & Owner: Mary Booth

Location: 604 N. Catalpa Avenue, Itasca, IL

Request: Petition for variance to fence height requirements to construct a 6-foot-tall solid fence.

- a. **Call for a Motion to Open:** Chairman Daly called for a motion to open the public hearing for PC 21-004:

Motion: Commissioner Holmes.

Second: Commissioner Swets.

Roll Call Vote:

Yes: Commissioner Carello, Drummond, Holmes, Ray, Swets, Russo, and Chairman Daly.

No: None.

Motion: Passes

b. **Discussion:**

(Ms. Booth sworn in).

Ms. Booth provided an overview of her Petition and the proposed fence installation.

Ms. Ergo provided a summary of Staff's Report.

No public comments were submitted prior to or during the meeting.

Commissioners discussed the proposed location and material of the fence and were in general support of the request.

c. **Findings of Facts:**

Ms. Wysocki reviewed the Proposed Findings of Facts and polled the Commissioners. The Commissioners agreed with the Proposed Findings of Facts 7-0.

d. **Call for a Motion to Approve:** Chairman called for a motion to recommend approval for PC 21-004 for a variance to construct a fence with Staff's Recommended Conditions 1-3:

Motion: Commissioner Drummond.

Second: Commissioner Swets.

Roll Call Vote:

Yes: Commissioner Carello, Drummond, Holmes, Ray, Russo, Swets, and Chairman Daly.

No: None.

Motion: Passes

e. **Call for a Motion to Close:** Chairman called for a motion to close the Public Hearing for PC 21-004:

Motion: Commissioner Holmes.

Second: Commissioner Swets.

Roll Call Vote:

Yes: Commissioner Carello, Drummond, Holmes, Ray, Russo, Swets, and Chairman Daly.

No: None.

Motion: Passes

5. **Case #:** PC 21-005

Petitioner: & Owner: Jude & Deborah Booth

Location: 312 S. Cherry, Itasca, IL

Request: Petition for variance to fence height requirements to construct a 6-foot-tall solid fence.

- a. **Call for a Motion to Open:** Chairman Daly called for a motion to open the public hearing for PC 21-005:

Motion: Commissioner Holmes.

Second: Commissioner Carello.

Roll Call Vote:

Yes: Commissioner Carello, Drummond, Holmes, Ray, Swets, Russo, and Chairman Daly.

No: None.

Motion: Passes

- b. **Discussion:**

(Mr. and Mrs. Booth sworn in).

Mr. Booth provided an overview of their Petition and the proposed fence installation.

Ms. Ergo provided a summary of Staff's Report.

No public comments were submitted prior to or during the meeting.

Commissioners discussed the proposed location and height of the fence and the need for the fence for privacy purposes. The Commission was in general support of the request.

- c. **Findings of Facts:**

Ms. Wysocki reviewed the Proposed Findings of Facts and polled the Commissioners. The Commissioners agreed with the Proposed Findings of Facts 7-0.

- d. **Call for a Motion to Approve:** Chairman Daly called for a motion to recommend approval for PC 21-004 for a variance to construct a fence with Staff's Recommended Conditions 1-3:

Motion: Commissioner Drummond.

Second: Commissioner Ray.

Roll Call Vote:

Yes: Commissioner Carello, Drummond, Holmes, Ray, Russo, Swets, and Chairman Daly.

No: None.

Motion: Passes

- e. **Call for a Motion to Close:** Chairman Daly called for a motion to close the Public Hearing for PC 21-004:

Motion: Commissioner Holmes.

Second: Commissioner Ray.

Roll Call Vote:

Yes: Commissioner Carello, Drummond, Holmes, Ray, Russo, Swets, and Chairman Daly.

No: None.

Motion: Passes

6. New Business:

- a. Commissioner Swets requested about updating the Zoning Ordinances that may be outdated. Chairman Daly asked the Commission to consider if there are other zoning regulations/requirements they believe should be changed/updated and bring those items for discussions at future meetings.
- b. Commissioner Swets requested about Staff discussing about permitting administrative variance. Ms. Ergo stated that Staff has begin discussing this at the Staff level regarding what parameters would allow for administrative variance.
- c. Commissioner Ray has questions regarding code enforcement activities and procedures in the Village. Ms. Ergo explained the Village has a complaint-based policy.

7. Public Comments:

None.

8. Project Updates and Announcements:

- a. Village contracting out open Planning position due to staffing. Currently 83 new building permits added and processed within a 3-day turnaround.
- b. Property Owners of current vacant Starbucks location are open to leasers only and have had several interested parties
- c. Village of Itasca is in process of purchasing the soon-to-be vacant location of Kean's Bakery/Daddy O Diner
- d. Downtown Planning Meeting to be held on Tuesday, May 25, 2021
- e. Shape of Itasca Meeting to be held on Monday, May 24, 2021
- f. New property on market located next-to / behind Tree Guys

9. Executive Session:

None.

10. Meeting Adjourned:

Call for a Motion: Chairman Daly called for a motion to adjourn:

Motion: Commissioner Holmes

Second: Commissioner Swets

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Roll Call Vote:

Yes: Commissioner Carello, Drummond, Holmes, Ray, Russo, Swets, and Chairman Daly.

No: None.

Motion: Passes

Meeting adjourned at 8:29 P.M.

NEXT SCHEDULED MEETING

Wednesday, May 19, 2021 at 7:00 pm at Itasca Village Hall, 550 W. Irving Park Road, Itasca IL

Submitted this 25th day of April 2021

Christine Williams, Recording Secretary

APPROVED: June 16th, 2021