



Village of Hanover Park Administration

Municipal Building
2121 West Lake Street, Hanover Park, IL 60133
630-823-5600 tel 630-823-5786 fax

hpil.org

Village President
Rodney S. Craig

Village Clerk
Eira L. Corral Sepúlveda

Trustees
Liza Gutierrez
James Kemper
Herb Porter
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Village Manager
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VILLAGE OF HANOVER PARK DEVELOPMENT COMMISSION - WORKSHOP

Held pursuant to 7(e) of the Open Meetings Act (5 ILCS 120/7(e))
AUDIO AND VIDEO CONFERENCE
(also including in-person attendance)
2121 W. Lake Street, Hanover Park, IL 60133

Thursday, January 14, 2021
6:00 p.m.

MINUTES

1. CALL TO ORDER: ROLL CALL

Chairperson Serauskas called the meeting to order at 6:08 pm.

PRESENT: Commissioners: Chair Joe Serauskas, Ray Alvarez, Tom Clark,
Tonya Frosheiser, Deana Gilbert, Syed
Hussaini, Dhun Patel, Israel Vargas, Vice
Chair Pat Watkins

ABSENT: Commissioners: Scott Neil

ALSO PRESENT: Community & Economic Dev. Director Shubhra Govind, Village
Planner Ellen Weber, Associate Planner Schwartz,
Administrative Assistant Kathleen Sjodin

PLEDGE OF ALLEGIANCE

2. ACCEPTANCE OF AGENDA

Motion by Comm. Frosheiser, second by Vice Chair Watkins to accept the agenda.

Voice Vote Roll Call Vote: ALL AYES

Motion Carried: Agenda Accepted

Chair Serauskas reviewed the topics for discussion:

3. DISCUSSION TOPICS:

- Typical Development review process (staff review; Development Comm.; Village Board)
- Checklist of items staff receives and reviews
- Criteria/standards of review/Findings of Fact for zoning, special use, PUD, variance
- Development Application
- Info re: zoning, land use, subdivision
- Various types of Plats (Plat of survey; Preliminary Plat; Final Plat)
- Dev Comm responsibilities
- Items NOT under Dev Comm purview

Director Govind began with a brief overview then presented a PowerPoint (attached) explaining each discussion topic in detail.

Zoning versus land use versus subdivision was discussed first.

Municipal Code is available on the Village's website.

Amendments (changes to the municipal code) can only be approved by the Village Board. Amendments to the Zoning Code require a public hearing by the Development Commission.

Rezoning (changing the zoning for a specific parcel) versus a text amendment (changing the text of the zoning code, which will then be applicable to all properties) was discussed.

Special Use – need more care and consideration before approval – ex. car wash, drive throughs, pawn shops, crematoriums, schools, churches

Permitted Uses are allowed by right – ex. grocery stores, restaurants, retail stores, hair salons

Variation – needed if a proposal comes in but cannot meet the code perfectly, but they can justify why a variation is needed.

Planned Unit Development – when a proposal can provide a better development overall but may not follow all zoning requirements. When there will be more than one building on a lot, a PUD is required.

A question about mixed use was asked. An example of mixed use in Hanover Park is A&A Music Academy – the business is on the first floor, and the second floor is a residence.

Comprehensive Plan – the long range, overall vision of what the Village aspires to be. Should be updated every 5-10 years. Includes land use, open space, transportation, public facilities and utilities, housing, environment, and economic development. Future developments and changes to the Code should be consistent with the Comp Plan.

Subdivision regulations were discussed and explained. An example of before subdivision and after subdivision was presented.

Legal non-conforming uses, signs, lots, structures were discussed.

Types of plats were explained:

- Plat of Survey – shows the dimensions of a property on a map as a drawing, a legal description of it, with accurate dimensions
- Preliminary Plat of Subdivision – plat that shows the proposed plan to subdivide a property, shows lots lines, parking lots, existing buildings, streets, utilities, includes a legal description
- Final Plat of Subdivision – once Prelim Plat is approved, shows where the easements are, lot lines, where buildings will be, roads, building set backs, has signature blocks (for approval), notes for SSAs, CCRs. Must be recorded with the county. Much more detailed than the Preliminary Plat. The county assigns the PIN numbers. Sometimes a developer is allowed to complete a project in phases, rather than having to complete the whole project all at once. Building permits are valid for a year.
- Plat of Vacation – records vacating an easement or right of way (when ready to move to a next phase of construction and its no longer needed.)
- Plat of Annexation – records the annexation of a parcel into the Village

The Typical Development Process flow chart was reviewed:

- Concept meeting within Village staff – Development Review Committee
- Preliminary Plans are submitted or resubmitted
- Staff reviews Development Application
- Final staff review and Public Notice is submitted
- Development Commission Public Hearing
- Development proposal sent to Village Board

The Development Application Requirements were reviewed.

- Application
- Public Hearing Fee
- Publication Fee
- Title Policy, Alta, & Proof of Ownership
- Legal Description
- List of Taxpayers of Record withing 250ft of property
- Plat of Survey
- Site Plan
- Zoning Compliance Table
- Landscape Plan
- Building Elevations Plan
- Photometric Plan
- Engineering Plan (can be several pages)
- Project Narrative
- Preliminary Plan/Final Plat of Subdivision (only for Plat of Subdiv. Applications)
- IDNR Agency Action Report
- Land Use Opinion Application (only for properties in DuPage county)

The process of the Staff Report was discussed.

The Findings of Fact (based on the Standards of Review) process was explained:

- How it conforms with the Comprehensive Plan
- If the project is consistent with the land use around the project
- Whether parking requirements will be met
- If the project is consistent with other plans the Village has
- Whether zoning standards are being met

The Role of the Development Commission was discussed including preparing plans for the future of the community, regulating the use, subdivision and development of land, advising elected officials on planning policies, reviewing and advising on requests to entitlement changes and as a forum for discussion on development matters.

Items that typically NOT subject to review by the Development Commission were reviewed:

- Building code issues
- Property maintenance issues
- Interior design
- Financing
- Internal business operations
- Private security

The expectations and role of Development Commission members was reviewed:

- Be prepared for meetings
- Be an active part of the process
- Vote based on testimony and Standards of Review
- Perform duties in a professional manner
- Stay informed on local planning and development issues
- Stay current on planning tools and techniques

ADJOURNMENT:

Motion by Comm. Frosheiser, seconded by Comm. Hussaini.

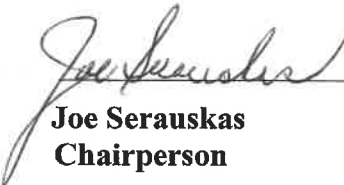
Voice Vote: ALL AYES.

Motion Carried: Meeting adjourned at 7:59 p.m.

Recorded and Transcribed by:



Kathy Sjodin
Administrative Assistant
January 14, 2021



Joe Serauskas
Chairperson