



Agenda
Village of Glen Ellyn
Plan Commission Meeting
Thursday, September 2, 2021
7:00 PM

Glen Ellyn Civic Center, Galligan Board Room

- A. **Call to Order**
- B. **Public Comment (Non Agenda Items)**
- C. **Plan Commissioner Training**
 - 1) Julie Tappendorf, Partner with Ancel Glink Law Firm, will be presenting various topics to train the Plan Commission on their role and responsibility as appointed officials.
- D. **Adjournment**

cc: Plan Commission Members
Steve Thompson, Trustee Liaison
Kelly Purvis, Staff Liaison
Barbara Dutton, Recording Secretary
Staci Springer, Community Development Director
Atrian Fard, Planner
Associate Planner
Lori Gloude, Administrative Assistant
Mark Franz, Village Manager
Emily Rodman, Assistant Village Manager
Meredith Hannah, Economic Development Coordinator
Megan Plahm, Communications Coordinator
Brian Baltudis, Facilities Manager
Dave Harris, Glen Ellyn Park District
Emily Tammaru, Community Consolidated School District 89
Seth Chapman, Glenbard School District 87
Eric DePorter, Glen Ellyn School District 41
Dawn Bussey, Glen Ellyn Public Library

Dear Interested Citizens:

This note provides you with information regarding what happens to a petition after it has appeared before the Plan Commission. After the Commission makes a recommendation on a petition, minutes of the meeting are prepared. The petition is then scheduled for consideration by the Village Board. The Village Board meets on the second and fourth Mondays of each month at 7:00 p.m. in a meeting room on the third floor of the Civic Center, 535 Duane Street. Questions regarding petitions scheduled for review by the Village Board should be directed to the Community Development Department at (630) 547-5250.

Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village at least 24 hours before the meeting.



**Glen Ellyn Plan
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 9/2/2021 7:00 PM
Department: Community Development
Department Head: Staci Springer
Category: Discussion Item
Prepared By: Kelly Purvis

**AGENDA ITEM (ID
2021-1370)**

DOC ID: 2021-1370

Julie Tappendorf, Partner with Ancel Glink Law Firm, will be presenting various topics to train the Plan Commission on their role and responsibility as appointed officials.

Statement of the Issue:

NA

Analysis:

NA

Budget Impact:

NA

Action Requested:

NA

Attachments:

1. Training Outline Memo - 9.2.21
2. Plan Commission Training Outline - 9.2.2021

MEMO

TO: Glen Ellyn Plan Commission

FROM: Kelly Purvis, Planning Manager

CC: Staci Springer, Community Development Director
Atrian Fard, Planner

DATE: August 27, 2021

RE: Upcoming Plan Commissioner Training



Background

The Community Development Department is responsible to provide staff liaisons to support the Zoning Board of Appeals, Historic Preservation Commission, Building Board of Appeals, and Plan Commission for the Village of Glen Ellyn. These staff liaisons are responsible for agenda preparation, creating packets, coordinating meetings, new member orientations and training. From time to time, staff liaisons may conduct or provide training opportunities for these public bodies.

Training Overview

As the Plan Commission has not received training in several years, and has many new members, staff has arranged a training at the meeting on September 2nd. The training is the only item on the meeting agenda. Please see the attached presentation outline which lists the topics to be covered by the presenter, Julie Tappendorf. Julie is an expert in zoning, land use, and local government regulations. Please let me know if you have any questions.

Attachment: Plan Commissioner Training Outline

Plan Commission Training Outline

September 2, 2021

Part One. Land Use Roles/Responsibilities & Procedures.

1. Roles and Responsibilities
 - A. Village Staff
 - B. Plan Commission
 - C. Village Board
2. Zoning/Development/Land Use Process
 - A. Notice for Hearings
 - i. State law notice requirements
 - ii. Zoning Code notice requirements
 - B. Order of Procedure at a Public Hearing
 - i. State and local requirements
 - ii. Sample order for conducting a hearing
 - C. When is a Hearing Required?
 - D. Due Process – What due process rights do parties have?
 - i. Applicant
 - ii. Members of the Public
 - E. Standards for Requested Relief
 - i. Relevance to standards
 - ii. Consistency with Comprehensive Plan
 - iii. Specific Standards
 1. Zoning Text Amendments – Section 10-10-13(C) of Zoning Code
 2. Zoning Map Amendments – Section 10-10-13(C) & (E) of Zoning Code
 3. Special Uses – Section 10-10-14 of Zoning Code
 4. Planned Unit Development – Section 10-10-15 and 10-10-7 of Zoning Code
 5. Subdivision – Article 11 of Village Code
 6. Subdivision Variances – Section 11-3-11 of Village Code
 - a. General standards – Section 11-3-11(C)
 - b. Supplemental Standards – Section 11-3-11(D)
 7. Subdivision Code Variations – Chapter 5 of Village Code
 - a. General Standards – Section 4-5-17(G)3(a) of Village Code
 - b. Supplemental Standards – Section 4-5-17(G)3(b) of Village Code
 - F. Actions
 - G. Conditions of Approval
 - H. Post Approval

Part Two. Meeting Rules of Procedure.

1. Motion and Second
2. Multiple Motion
3. Discussion on a Motion
4. Motion to Continue
5. Motion to Table
6. Amendments

Part Three. OMA, FOIA, and Ethics.

1. Open Meetings Act – Meetings (OMA)
 - A. Definition of Meeting
 - B. Notices
 - C. Agendas
 - D. Minutes
 - E. Recording
 - F. Open and Convenient
 - G. Public Comment
 - H. Closed Sessions
 - I. Training
 - J. Enforcement
 - K. Electronic Communications
 - L. Remote Attendance
2. Freedom of Information Act
3. Ethics
 - A. Gift Ban Act
 - B. Prohibited Political Activities
 - C. Disclosure of Economic Interests
 - D. Conflicts of Interest
 - E. Official Misconduct Statute