



**Minutes**  
**Plan Commission**  
**Village of Port Barrington**  
**69 S. Circle Avenue**  
**Port Barrington, IL 60010**  
**Tuesday, September 14, 2021**  
**7:00 p.m.**

**Note: This will be an in-person meeting with MASKS REQUIRED of all attendees per current CDC recommendations**

**1. Call to Order**

This meeting was called to order at 7:00 p.m.

**2. Roll Call**

Present: Chairman Weiner, Kotarski, Ashley and Thelin. Benson was absent.  
Clerk Schroeder was also present.

**3. Consideration of Approval of July 13, 2021 Planning Commission Meeting**

*Motion: Kotarski moved to approve the July 13, 2021 Plan Commission Meeting minutes as presented, seconded by Thelin.*

*Ayes: Weiner, Ashley, Kotarski and Thelin*

*Nays: None*

*Absent: Benson*

*Motion Carried. 4-0*

#### **4. Comprehensive Plan Review Update**

The Plan Commission reviewed the most updated draft Comprehensive Plan as provided. Chairman Weiner asked whether or not the updated Plan should be considered for a Public Hearing in a text form or wait until photos are incorporated to consider as a full document.

There was discussion regarding some additional updates. Chairman Weiner asked the Plan Commission to review and ask Village Staff to insert the photos prior to considering the Public Hearing.

Clerk Schroeder will make the updates accordingly.

#### **5. Variance Procedure Review**

It was noted that the Plan Commission was asked to provide a written protocol to apply for a Variation. This should include information about the process and various steps based on a case by case basis.

It was the consensus, that the initial request would begin with the Building Inspector to review the request prior to bringing to the Plan Commission.

Clerk Schroeder was asked to research surrounding Village's to explore how they process Variation requests. Chairman Weiner recommended that the Plan Commission to review the most current Preliminary application and Variation application for any updates/changes. This will be further discussed at the next Plan Commission Meeting.

**6. Tom Flessiner Resignation/Open Planning Commission Positions**

Chairman Weiner announced that Tom Flessiner was recently appointed as Village Trustee to fill an unexpired term. Chairman Weiner asked if there were any leads on potential residents interested to fill two openings on the Plan Commission, that would be appreciated.

**7. Any and/or New Business**

It was noted at this time, Mr. Motley is still waiting to hear back from the Village Engineer regarding the review of his property at 624 S. Circle Avenue as located in a flood plain and to be determined if this property is eligible to apply for a front yard setback variance.

**8. Open to Floor**

There were no members of the public for comments.

**9. Adjourn**

*Motion: Thelin moved to adjourn at 7:45 p.m. , seconded by Ashley.*

*Voice Vote – All Ayes (1) Absent – Motion Carried. 4-0*

**Respectfully Submitted**

**Elizabeth Schroeder, Clerk**

**Chairman Michael Weiner**