



Minutes
Plan Commission
Village of Port Barrington
69 S. Circle Avenue
Port Barrington, IL 60010
Tuesday, October 12, 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 7:02 p.m.

2. Roll Call

Present: Chairman Weiner and Commissioners Ashley, Benson, Kotarski and Thelin. Others present included Clerk Schroeder.

3. Consideration of Approval of September 14, 2021 Planning Commission Meeting

Motion: Kotarski moved to approve the September 14, 2021 Planning Commission Meeting, seconded by Ashley.

Ayes: Thelin, Kotarski, Weiner, Ashley and Benson

Nays: None

Motion Carried. 5-0

4. Comprehensive Plan Review Update

Kotarski suggested adding language to page 11 regarding water run-off to include alternative treatments.

Chairman Weiner asked Clerk Schroeder to make the changes as discussed and send a copy of the updated version to Village staff to incorporate the photos prior to having a public hearing for consideration of approval.

Resident Ken Oswald of 626 S. Circle Avenue indicated that he came in early and spoke to Donna about a permit and was told he had to pay \$500 for an engineer review. PC informed him that he needs to follow up with the Building Inspector regarding that matter.

5. Variance Procedure Review

Chairman Weiner asked the Commissioners to review the applications and Code for filing a variance to use to draft a variance packet for applicants to use. After review, the Commissioners made the following recommendations:

- * to create a two part application process, after final review and/or updates to the preliminary application, the first step would be to have the applicant fill out the preliminary variance application to present to the PC for discussion only.

- *the second step, pending on recommended by the PC would to apply for the actual Variance applicant.

- *the PC would like to invite Building Inspector to the next meeting to discuss the process and fee structure. Chairman Weiner will contact the Building Inspector.

- *the PC will review the preliminary application and make any recommended changes

- *the PC will then review the variance application and make any recommended changes

- *the PC reviewed the ZBA worksheet outlining the approval criteria for a variation and suggested adding the percentage of coverage for the property, further to add that question to the preliminary variance application as well.

- *the PC will draft a variance package at the next meeting which will include a cover letter with detailed instructions on the process and fees.

The PC reviewed the Building Permit Information and asked staff to update any information necessary.

6. Any and/or New Business

None

7. Open to Floor

Chairman Weiner opened the Floor to the public. With no public, Chairman Weiner closed Open Floor at 7:58 a.m.

8. Adjourn

Motion: Benson moved to adjourn at 7:50 p.m., seconded by Thelin.

Voice Vote All Ayes – Motion Carried 5-0

Respectfully Submitted,

Elizabeth Schroeder

Deputy Clerk

Chairman Michael Weiner