



Village of Brookfield

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SPECIAL MEETING OF THE PLANNING AND ZONING COMMISSION AGENDA

November 30th, 2017
7:00 P.M.

Edward Barcal Hall
8820 Brookfield Avenue
Brookfield, IL 60513

- I. **Call to Order**
- II. **Roll Call**
- III. **Staff Update**
 - a. Local Planning Updates
 - b. SolSmart Initiative
- IV. **Public Hearings**
- V. **New Business**
 - a. The Village of Brookfield's Comprehensive Plan
- VI. **Old Business**
 - a. Approval of Minutes for October 26th, 2017
- VII. **Next Meeting**

Thursday, December 28th, 2017
- VIII. **Public Comment (Not Related to Agenda Item IV)**
- IX. **Adjournment**

Individuals with a disability requiring a reasonable accommodation in order to participate in any meeting should contact the Village of Brookfield (708) 485-7344 prior to the meeting. Wheelchair access may be gained through the front (south) entrance of the Village Hall.

VILLAGE OF BROOKFIELD
BROOKFIELD, ILLINOIS 60513

JOURNAL OF THE PROCEEDINGS OF THE
PLANNING AND ZONING COMMISSION

HELD ON THURSDAY, OCTOBER 26TH, 2017
IN THE BROOKFIELD VILLAGE HALL

MEMBERS PRESENT: Commissioners: Karen Ann Miller, Patrick Benjamin, Todd Svoboda, Jennifer Hendricks, Christopher Straka, and Mark Weber.

MEMBERS ABSENT: Chair: Charles Grund.

ALSO PRESENT: Emily Egan, Village Planner

On Thursday, October 26th, 2017, Secretary Weber called the meeting of the Planning and Zoning Commission to order at approximately 7:00 P.M. Secretary Weber conducted the roll call.

Secretary Weber asked for a motion to approve Karen Ann Miller as temporary Chair. Motion by Commissioner Straka, followed by Commissioner Svoboda.

Staff Update

Village Planner Emily Egan presented a staff update. Egan provided a summary of the Village's Comprehensive Plan process, the public outreach initiatives, and a newly available for public review design guidelines document in the appendix of the Comprehensive Plan.

Egan also mentioned the new Pace bus shelter at the north entrance of the Brookfield Zoo, the new coffee shop at the Brookfield Metra station, the Developer's Breakfast on November 9th, and two grant awards.

Public Hearings

PZC Case 17-06 – Special Use Permit for 3524 Maple Avenue (S.E. Gross Middle School)

Motion to open the public hearing by commissioner Svoboda, seconded by Commissioner Hendricks. Motion carries. The public is sworn in.

STAFF REPORT: Village Planner Egan presented the application and the staff report outlining the proposed special use permit.

The Village Planner reviewed the special use permit requested by the property owner and stated that it met the standards of review of a special use permit and that the site plan and photometric plan took into consideration the surrounding area and was appropriate for the neighborhood. The Planner went on to state the additional requirements suggested in the staff report that would diminish the undesirable effects of the special use permit being granted.

The petitioner made a brief presentation and addressed the additional requirements as noted in the staff report. The petitioner and other representatives of the applicant made themselves available for questions. The petitioner and the applicant representatives stated that they would revise the plans to conform to all of the changes recommended in the staff report. No public comments or questions were received.

Commissioner Svoboda motioned to close the public discussion, Commissioner Straka seconded. Motion carries.

During the Commissioner deliberation Commissioner Benjamin indicated concurrence with the Staff Report and recommended a video camera for the parking lot and utility area. Additionally, Benjamin suggested that the time period for the special use permit match that of the construction timeline for the school. Commissioner Hendricks commented on the landscaping on Broadway Avenue and requested additional trees be added where possible. It was also suggested that staff consider making an Institutional Zoning District for situations such as the one represented in this case.

Commissioner Benjamin motioned to approve the special use permit with additional stated requirements. Seconded by Commissioner Svoboda. Motion carries unanimously.

New Business

No new business.

Old Business

Approval of Minutes for September 28th, 2017. Motion by Commissioner Svoboda, seconded by Commissioner Benjamin. The motion carries with Commissioners Hendricks and Straka abstaining (as they were not in attendance on August 24).

Next Meeting:

A special meeting is scheduled for Thursday, November 30th, 2017 and the regular meeting on the 23rd is canceled due to the Thanksgiving holiday.

Adjournment

At approximately 7:40 p.m. there was a motion made by Commissioner Hendricks to adjourn, seconded by Commissioner Straka. Motion carries, unanimously.

Charles Grund
Chairman
Planning & Zoning Commission
Village of Brookfield
Brookfield, Illinois

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PLANNING AND ZONING COMMISSION MEMO

ITEM: Final Draft of the Village’s Comprehensive Plan

MEETING DATE: November 30th, 2017

PREPARED BY: Emily A. Egan, AICP, Village Planner

PURPOSE: Review and Discuss the Final Draft of the Village’s Comprehensive Plan

BUDGET AMOUNT: N/A

BACKGROUND:

In 2016 the Village of Brookfield won a Local Technical Assistance (LTA) grant through the Chicago Metropolitan Agency for Planning (CMAP). Once State of Illinois funds were released, consultant firms were interviewed and Ratio Design, Inc. was selected. In June 2016, the Village Board of Trustees approved an intergovernmental agreement (IGA) with Ratio Design. Ratio Design and the Village promptly formed a steering committee and a project timetable. This was reviewed on the 28th of November 2016 at the Committee of the Whole meeting.

The following 12 months consisted of steering committee meetings, analyzing existing conditions, conducting key stakeholder interviews, and gathering community input (community outreach events are outlined on page 36 of the final draft Comprehensive Plan). Community input was obtained through several channels, including public meetings, neighborhood forums (“office hours”), website notices, and social media.

This work has been documented in memorandums, appendixes and several iterations of the draft Plan on the Comprehensive Plan’s website. The Plan has moved through four of the five phases and is now 80% completed (i.e., 4 of 5 phases were done, pursuant to the timetable reviewed a year ago by the Committee of the Whole). This Plan has been online and available to the public since August 2017.

NEXT STEPS:

The research, analyses and community engagement conducted over the past year has resulted in several iterations of the Comprehensive Plan. With each draft, additional public and steering committee input has been incorporated. This includes specific strategies to implement the Comprehensive Plan soon after adoption. Now, a final draft of the Comprehensive Plan is available and ready to be presented to the Planning and Zoning Commission (PZC) on November 30th, 2017.

At the PZC public hearing, staff and the consultants will document any comments, suggestions, or requested edits in a “comment matrix” to clearly identify how each concern is resolved and if

there are edits to the draft Comprehensive Plan as a result. This would be in addition to the many public and stakeholder comments received to date on prior drafts.

The next steps include a special meeting with the PZC and Village Board of Trustees to “hand off” the final draft of the Plan for review and discussion. This is tentatively scheduled for December 11th at 5:00 p.m. (Note: this represents an extra public forum added to the original scope of work, at no cost to the Village.) As no formal action will be taken at this meeting, it will be an opportunity for further review and discussion.

The Commissioners have been offered hard copies of the Plan and a complete version of the Plan may be found online at: <http://brookfieldil.gov/wp-content/uploads/2017/11/DRAFT-2017-11-17-Brookfield-Comprehensive-Plan-Update-HQ.pdf>

Alternatively, it may be located online by accessing the Village’s website at www.brookfieldil.gov and scrolling down to the section “The Village’s Comprehensive Plan” and clicking on the link.

Lastly, hard copies are available for public review at Village Hall.

REQUESTED COURSE OF ACTION:

Staff requests the Planning and Zoning Commission review and 1) vote to suggest amendments to the final draft Comprehensive Plan, 2) vote to recommend approval to the Village of Brookfield Board of Trustees or 3) continue the discussion at the next regular meeting of the PZC.