



PLANNING AND ZONING COMMISSION

MEETING NOTICE AND AGENDA

Village of Indian Head Park

201 Acacia Drive

Indian Head Park, IL. 60525

Tuesday, October 5, 2021

7:00 p.m.

The Village is following State and Federal guidelines when it comes to the Pandemic. Regardless of vaccination status, attendees must wear a mask. Thank you.

- **Call to Order**
- **Roll Call**
- **Pledge of Allegiance**
- **Approve the Meeting Minutes from September 7, 2021**
- **Development Update**
- **Discussion: Bartlett Homes Zoning Process Update**
- **Discussion: Planning and Zoning Training Workshop**
- **Public Comments**
- **Adjournment**

**Village of Indian Head Park
201 Acacia Drive
Indian Head Park, IL**

**MINUTES
VILLAGE OF INDIAN HEAD PARK
PLANNING AND ZONING
COMMISSION MEETING**

September 7, 2021

“Pursuant to 5 ILCS 120/2.06 (3) minutes of public meetings shall include, but need not be limited to: a general description of all matters proposed, discussed, or decided, and a record of votes taken.”

CALL TO ORDER –Chair Costelloe 7:00pm

ROLL CALL: PRESENT (AND CONSTITUTING A QUORUM):

Chair Costelloe, Present
Commissioner Tantillo, Present via phone
Commissioner Halm, Present via phone
Commissioner Bruno, Absent
Commissioner Svestka, Present
Commissioner Gormely-Barnes, Present
Commissioner Scovitch, Present

ALSO IN ATTENDANCE:

Trustee Farrell-Mayer
Trustee Eck
Audio/Visual Tech Karaffa
Andy Ferrini, Assistant Village Administrator

PLEDGE OF ALLEGIANCE TO THE FLAG

Recited

July 6, 2021

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NEW BUSINESS

1. Approval of Minutes August 10

Motion made by Commissioner Svestka, seconded by Commissioner Barnes to approve. Motion passed by a roll call vote. Voting Aye; Chair Costelloe; Commissioners; Barnes, Svestka, Tantillo, Scovitch, and Halm. No Nay votes. Commissioner Bruno was absent.

2. Discussion: Bartlett Homes Special Use Process

Assistant Village Administrator Ferrini explained how the Village Code of Ordinances require a Special Use to be granted for a shed to compliant, and a variance to be granted for a fence to be compliant. Assistant Village Administrator Ferrini also described the process that will take place, which would include a bulk mailing for zoning notifications, and hearings for each case. The Commission wanted to get a broad overview first and to have 3-5 hearings each meeting, for a period of a few months. Chair Costelloe also asked that Village Staff provide an overview of the applicants before the hearings and any information on the reasoning of previous Commissions when they granted the special uses. Commissioner Scovitch also mentioned that we should have the precedent setting ones first. The commission also discussed the criteria that was included in a recent code change related to sheds. In particular the Commission discussed the screening requirements, and size requirements. Assistant Village Administrator Ferrini said that he would look for old minutes and the reasons that previous special uses were granted. Finally, the Commission discussed how the next Planning and Zoning Commission meeting should have a section of the meeting dedicated to informing the Commission and the residents on the process.

ADJOURNMENT:

There being no further business to discuss, at 7:29pm Commissioner Svestka made a motion, seconded by Commissioner Barnes to adjourn the meeting. Motion passed by roll call vote. Motion passed by a roll call vote. Voting Aye; Chair: Costelloe; Commissioners; Tantillo, Svestka, Halm, Barnes, and Scovitch. No nay votes. Commissioner Bruno was absent.

Respectfully submitted,
Andy Ferrini
Assistant Village Administrator
Recording Secretary

To: Chair Costelloe and Members of the Planning and Zoning Commission
From: Andy Ferrini, Assistant Village Administrator
Subject: Development Update
Date: 09/30/2021

Background/Summary

At the September 9th meeting of the Board of Trustees, the Board approved the proposed development at 6991 Joliet Road that the Planning and Zoning Commission had recommended for approval. The developer hopes to have the building completed in the Spring of 2022.

The Village has been in communications with the owner of the parcel at 6921 Joliet Road, at the corner of Joliet and Wolf. The owner is interested in building a retail-centric building at that location. The owner and his team are still doing research and getting their materials organized. If they continue to move forward with the development then they will eventually come before the Commission as they are in the Triangle Planned Unit Development.

Another potential development project in the Village is located at 6980 Wold Road. This is also in the Triangle Planned Unit Development, and the Village has been in contact with a developer who is interested in putting a mini-golf/entertainment facility at the location. If the developer moves forward with the development they will come before the Planning and Zoning Commission as well.

To: Chair Costelloe and Members of the Planning and Zoning Commission
From: Andy Ferrini, Assistant Village Administrator
Subject: Variances and Special Uses Overview
Date: 09/30/2021

Background/Summary

This process will require the holding of hearings in order to get a recommendation from the Planning and Zoning Commission on proposed special uses and proposed variances. Special uses and variances are two different zoning “tools”, that allow homeowners to “get around” restrictions set forth in municipal Codes.

The primary difference between a variance and a special use is that a variance grants a property owner the ability to use his or her property in a manner that is completely against local regulations, while a special use is a circumstance that local governments specifically recognize in the Village Code of Ordinances, and provide provisions that recognize exceptions in the regulation itself.

In Indian Head Park building a fence, or building a structure outside of the buildable area requires a variance from the municipality in order to be compliant. On the other hand, sheds in Indian Head Park only require a special use to be compliant.

There are different criteria for granting variances and special uses. The Criteria for granting a Variance are more strict than the criteria for granting a special use. The following memos will describe the criteria for variances and special uses.

To: Chair Costelloe and Members of the Planning and Zoning Commission
From: Andy Ferrini, Assistant Village Administrator
Subject: Criteria for Special Uses-Unnatached Structures-Sheds
Date: 09/30/2021

Background/Summary

For special uses, there are two sets of criteria that need to be met in order to grant a special use for an unattached structure/shed. First, there are general criteria that all special uses must meet. Secondly, there are criteria specific to the granting of a special use for sheds.

General Criteria for Granting a Special Use

- Is deemed necessary for the public convenience at that location;
- Is so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected;
- Would not cause substantial injury to the value of other property in the neighborhood in which it is located.

Criteria for Granting a Special Use for Sheds

- Special uses are not to be granted for the mere convenience of the property owner. Consideration must be given to the type of house (full/partial basement/slab/construction), garage size, and overall size of the house.
- In order to be granted a special use for a shed, the structure must be surrounded by three sides by natural plantings to provide screening from street view and adjacent lots.
- In order to be granted a special use for a shed, the structure must be in the buildable area. If the structure is not in the buildable area then a variance would be required.
- In order to be granted a special use for a shed, no electricity or plumbing is allowed within the structure.
- In order to be granted a special use for a shed, no animals are allowed to reside within the structure.
- In order to be granted a special use for a shed, the structure must be 12 feet wide by 12 feet long by 10 feet tall or smaller.

To: Chair Costelloe and Members of the Planning and Zoning Commission
From: Andy Ferrini, Assistant Village Administrator
Subject: Criteria for Variances
Date: 09/30/2021

Background/Summary

Below are the criteria to be considered for the granting of a variance.

- The plight of the owner is due to unique circumstances;
- The variation, if granted, will not alter the essential character of the locality.
- The particular physical surroundings, shape, or topographical conditions of the specific property involved would bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulation were to be carried out;
- The conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning classifications;
- The purpose of the variation is not based exclusively upon a desire to make money out of the property;
- The alleged difficulty or hardship has not been created by any person presently having an interest in the property;
- The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;
- The proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.

The commission may require such conditions and restrictions upon the premises benefited by a variation as may be necessary to comply with the standards set forth in this section to reduce or minimize the injurious effect of such variation upon other property in the neighborhood, and to implement the general purpose and intent of this article.

To: Chair Costelloe and Members of the Planning and Zoning Commission
From: Andy Ferrini, Assistant Village Administrator
Subject: Petitioner Requirments and Follow-up Letter
Date: 09/30/2021

Background/Summary

On September 20th the Village mailed out letters to all of the residents of the Bartlett Homes Subdivision. This was a “first-step” letter in which residents were asked to submit an application if they wanted to be part of the bulk mailing process. A copy of the letter is included in this packet. Residents have until October 8th to submit their applications to be included in the bulk mailing process.

As of October 1st we have received 12 applications from residents in the subdivision. The next step will be for the Village to send a follow-up letter to residents of the subdivision who submitted their applications. This letter will give a more in-depth explanation of the process, as well as list the required materials, that will be needed for the application of a petitioner to be adequately reviewed. The required materials are listed below.

Required Submission Materials for a Shed that does not currently exist:

1. A copy of the legal plat of survey for the subject property.
2. Architectural plans/drawings for the shed and a drawing that details the location of the proposed shed.

Required Submission Materials for a Shed that already exists:

1. A copy of the legal plat of survey for the subject property.
2. Photograph of the existing shed and its location on the property.
3. A brief description noting how many years the shed has existed.

Required Submission Materials for a Fence that does not currently exist:

1. A copy of the legal plat of survey for the subject property.
2. Architectural plans/drawing for the fence and a drawing that details the location of the proposed fence.

Required Submission Materials for a Fence that already exists:

1. A copy of the legal plat of survey for the subject property.
2. Photograph of the existing fence and its location on the property.
3. A brief description noting how many years the fence has existed.

To: Chair Costelloe and Members of the Planning and Zoning Commission
From: Andy Ferrini, Assistant Village Administrator
Subject: Planning and Zoning Workshop Training
Date: 09/30/2021

Background/Summary

There is a firm called Teska Associates (https://www.teskaassociates.com/at_your_service/) which offers training workshops for Planning and Zoning Commissions. A description of their workshop services is below. This is a discussion item on this month's agenda to get feedback from all the Commissioners and if they would be interested in a program like the one described below.

If the Commissioners are interested in doing a workshop like the one described below we will have to pick a date and time that works for the Commissioners. One option is to schedule at a normally scheduled meeting, although this may be difficult to arrange with the upcoming special use and variance petitions as well as potential development projects. If the Commissioners are fine with a long meeting we can schedule an early start for an already scheduled meeting and include the workshop at the beginning, that is also an option.

Workshop Description

"In general, our program is a 2- 2 ½ hour workshop covering a wide range of planning and development topics that are fundamental for commissioners – we also get into a good amount of detail on some items. Whether commissioners are new or have been serving for some time, they all find the session worthwhile – in no small part for the chance to discuss what they do without having it happen as part of a hearing or in a room full of concerned residents.

We cover a very brief history of planning (just enough to share some context), comprehensive plans, zoning and subdivision, the roles, and responsibilities of the commissioners, running a meeting, taking testimony, preparing findings of facts, and some of the fine print (open meetings, conflicts of interest, ethics). We can add special topics like site plan review or economic development. We've done over 100 of these sessions, each is a little different because they are done as a discussion, not a presentation.

We typically do the workshops on a regular meeting night so it is on the commissioners' calendars and ask that there is nothing else on the agenda – if that's difficult, a different night may be needed. Some communities invite staff, elected officials, other commissioners, village attorneys, or commissioners from adjacent towns, those things are all fine. We have two volunteer trainers who have solid planning experience in the public and/or private sector. The cost of the session is \$500 to cover administrative chapter expenses. "

Village of Indian Head Park
201 Acacia Drive
Indian Head Park, IL 60525

September 20, 2021

Dear Resident,

The Village administration is aware that there are a number of homeowners in the Bartlett Home Subdivision that would like to build, or have already built sheds or fences in their yards. Under the Village's regular Zoning Code sheds and fences are prohibited. However, a shed or fence may be allowed if the homeowner is granted a special use permit (for sheds) or variance (for fences).

Special use permits relate to uses that are allowed, provided they meet certain conditions set out in the Code of ordinances. A special use permit may be granted for a shed if it meets certain criteria. A list of those criteria are provided later in the letter.

Variations allow for the approval of uses and structures that would otherwise be prohibited because they are not allowed in the Code of Ordinances. Fences are not allowed in the Village of Indian Head Park's Code of Ordinances. A variance from the Board of Trustees is necessary in order to build a fence. In order to get a variance, a unique hardship needs to be proven.

Going through the process to get a special use or variance can be complicated. It requires sending out public notifications and a public hearing. These notices have to be sent out via certified mail about 900 property owners. The Village is committed to making the process as easy and efficient as possible. However, the process will still take time and will require action on the behalf of interested homeowners.

For those who would like to go through the special use or variance process to get approval for their shed or fence the Village needs to collect some information. Attached to this letter is a Zoning Petition Application that interested homeowners will need to fill out and return to the Village.

Also, below is a list of homes that have already gone through the special use process for a single shed and do not need to complete the application.

Homes that have been granted a special use for a single shed and do not need to apply again:

- 6548 Laurel Avenue
- 6528 Laurel Avenue
- 6547 Laurel Avenue
- 6538 Laurel Avenue

-6527 Howard Avenue
-6604 Howard Avenue
-6547 Howard Avenue
-6556 Howard Avenue
-1524 65th Place
-1504 65th Place
-1514 65th Place

If you are the owner of one of the above addresses you do not need to fill out the application and go through the zoning petition process unless you have a second shed or a fence. If you have a fence or a second shed you must fill out and submit the application.

Also, the Village has already received zoning petition applications from the below residences:

-6506 Howard Avenue
-6516 Howard Avenue

If you are the owner of one of the above addresses you do not need to fill out the application again.

The Village will need the zoning petition application filled out and returned to the Village by October 8th. At this point the application is all the Village needs to include you in the process going forward.

Homeowners who do not submit their application in time will still have to go through the zoning petition process to get approval for their shed or fence, but will have to pay additional costs.

The only cost that residents will have to pay if they submit their application by October 8th will be the mailing cost of public hearing notifications that are legally required whenever there is a zoning hearing. To be granted a special use or variance it is necessary to go through a public zoning hearing. Legally, it is required that all property owners within 250 feet of the property in question receive a letter in the mail. To help make the process easier the Village will send these letters out for all of the residents who submit their application by October 8th, and the mailing cost will be divided evenly between all those who participate in the process. Right now we estimate this cost to be \$100 per participant.

To submit your application, you may scan and email it to admin@indianheadpark-il.gov, drop it off at the front desk in Village Hall (201 Acacia Drive), or drop it off in the silver drop box outside of Village Hall.

After all the applications have been submitted a next steps letter will be sent out with more information on the zoning petition process. The Village would also like to invite any interested residents to attend the October 5th meeting of the Planning and Zoning Commission. This meeting is at 7:00 PM and the Commission will be discussing in length the zoning petition process as it related to the Bartlett Homes Subdivision. The meeting will take place at the Village

Hall, located at 201 Acacia Drive. If you have any questions please call 708-246-3080 or email admin@indianheadpark-il.gov.

Sincerely,

The Village of Indian Head Park



ZONING PETITION APPLICATION

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: () _____

Email: _____

Property Information

Proprietary Interest: _____
ie: Contract Purchaser/Attorney/Owner

Address of Property: _____
Street Address Suite /Unit #

INDIAN HEAD PARK, IL 60525
City State ZIP Code

Current Zoning: _____ Requested Zoning: _____

Parcel Identification Number: _____

The Planning & Zoning Commission meets the first Tuesday of each month. Hearing dates are based on meeting availability, receipt of this application, the requested documentation listed on the second page, as well as the applicable fee for a zoning petition hearing.

Petitioner's Certification: I hereby certify that all documents and information provided to the Village of Indian Head Park, is accurate and complete. I understand and agree that if the Village incurs legal, engineering, consult and/or public hearing costs exceeding the application fee, these costs will be paid in full by the petitioner.

Signature of Petitioner: _____ Date: ____/____/____

Printed Name of Petitioner: _____ Date: ____/____/____

Requirements for A Special Use for a Detached Structure (Shed)

- Special uses are not to be granted for the mere convenience of the property owner. Consideration must be given to the type of house (full/partial basement/slab construction), garage size, and overall size of the house.
- In order to be granted a special use for a shed, the structure must be surrounded on three sides by natural plantings to provide screening from street view and adjacent lots.
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