

MINUTES OF THE
CREST HILL PLAN COMMISSION

The December 11, 2025, Plan Commission meeting was called to order by Chairman Bill Thomas, at 7:00 p.m. in the Council Chambers of the City Center, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

The Pledge of Allegiance was recited in unison.

Roll call indicated the following present: Chairman Bill Thomas, Commissioner Ken Carroll, Commissioner Gordon Butler, Commissioner Jeff Peterson, and Commissioner John Stanton.

Also present were: Community & Economic Development Director Dan Ritter, City Planner Atefa Ghaznawi, and Executive Secretary Samantha Tilley.

Absent were: Commissioner Cheryl Slabozeski, Commissioner Marty Flynn, and City Attorney Mike Stiff.

APPROVAL OF MINUTES: Chairman Thomas asked for a motion to approve the minutes from the Plan Commission meeting held on November 13, 2025, for Commission approval.

(#1) Motion by Commissioner Peterson seconded by Commissioner Carroll, to approve the minutes from the Plan Commission meeting held on November 13, 2025.

On roll call, the vote was:

AYES: Commissioners Peterson, Carroll, Stanton, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Flynn, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

PUBLIC HEARING: Chairman Bill Thomas presented Case Number TXT-25-2-12-1, a request of the City of Crest Hill seeking approval of the following text amendments to the Crest Hill Zoning Ordinance, Crest Hill Code of Ordinances, and Crest Hill Development Handbook to Remove Sub-Section (I)(8) Access from Section 15.04.040 Standards for Structural Appearance and Site Location Plans, Chapter 15.04 Building Requirements of the Crest Hill Code of Ordinances, Add Amended Access Requirements and Sign Requirements to Section 11.6 Design, Development, and Maintenance of the Crest Hill Zoning Ordinance, Amend Section 5.0 of the Crest Hill Zoning Ordinance to clarify zoning ordinance compliance requirements for non-conforming uses at time of the sale, transfer, or convenience, and Amend Court Reporter Requirements in Steps 6 and 10 of Section 1 Development Process Description of the Crest Hill Development Handbook.

Chairman Thomas asked if the paperwork was in order. The necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing on Case Number TXT-25-2-12-1.

(#2) Motion by Commissioner Carroll seconded by Commissioner Peterson, to open a public hearing on case number TXT-25-2-12-1.

On roll call, the vote was:

AYES: Commissioners Carroll, Peterson, Stanton, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Flynn, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:04 p.m.

Chairman Thomas asked the Community & Economic Development Director Daniel Ritter to present the specifics on this case.

Community & Economic Development Director Daniel Ritter presented the case to the Commission. He explained that the proposed text amendments represented the first of several planned improvements to the City's ordinances based on staff review. He noted that these amendments address issues that have proven to be barriers for staff and developers and were not functioning as intended.

Director Ritter outlined the three main components of the amendments:

1. Eliminating court reporter requirements for hearings. He explained that these are outdated requirements since meetings are recorded and minutes are publicly available. The current requirement creates an unnecessary cost for applicants and can delay meetings if a court reporter is not available.
2. Clarifying regulations regarding non-conforming uses and structures when properties are sold or transferred. The current language has been interpreted inconsistently and could be read to require bringing entire properties into conformance with current code at the time of sale, which was not the intent. This has been especially problematic for commercial properties like existing shopping centers. The amendment would clarify what type of non-conforming situations it addresses and makes it clear that non-conforming non-residential and multi-family uses and structures need to be brought into compliance with the detailed provisions of Section 5 in conjunction with the sale transfer or conveyance of the same.
3. Revising requirements for driveway/right of way access: The current driveway and access requirements and restrictions (minimum width of 20 feet and maximum width of 30 feet) apply to all zoning districts (residential, commercial, and industrial) and are impractical and inconsistently enforced. The proposed amendments allow more flexibility by defining different requirements and restrictions for residential, commercial, and industrial properties. The amendment also provides some administrative flexibility for the Community Development Director and City Engineer to approve minor variances based on public safety or engineering needs.

Chairman Thomas asked the Commissioners if they had any questions. There were no questions.

Chairman Thomas asked if anyone in the audience would like to make a public comment, but no one from the audience spoke on the matter.

Chairman Thomas asked for a motion to close the public hearing on case number TXT-25-2-12-1. (#3) Motion by Commissioner Butler seconded by Commissioner Peterson, to close the public hearing on Case Number TXT-25-2-12-1.

On roll call, the vote was:

AYES: Commissioners Butler, Peterson, Carroll, Stanton, and Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Slabozeski, Flynn.

There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:15 p.m.

Chairman Thomas commented that he had discussed these amendments in depth with staff and appreciated the substantial work that went into developing them. He noted that the code of ordinances was developed quite some time ago and needed to be updated to reflect current conditions. He stated that the amendments would benefit both City staff and applicants by clarifying requirements and reducing costs in the permitting process.

Chairman Bill Thomas asked for a motion for approval to recommend to the City Council the requested Text Amendments related to Case # TXT-25-2-12-1 to the City of Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook for Driveway/ Right of Way Access Requirements, Regulations for Non-Conforming Buildings, Structures, Uses and Lots, and Court Reporter Requirement for Development Applications.

(#4) Motion by Commissioner Carroll seconded by Commissioner Peterson, to recommend to the City Council the requested Text Amendments related to Case # TXT-25-2-12-1 to the City of Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook for Driveway/ Right of Way Access Requirements, Regulations for Non-Conforming Buildings, Structures, Uses and Lots, and Court Reporter Requirement for Development Applications.

On roll call, the vote was:

AYES: Commissioners Carroll, Peterson, Stanton, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Slabozeski, Flynn.

There being five (5) affirmative votes, the MOTION CARRIED.

Chairman Thomas announced that this will be forwarded to the City Council and to keep in mind that the Plan Commission is a recommendation body only. The City Council will hear about this case at the January 12, 2026, at the Work Session Meeting and then again on January 19, 2026, City Council meeting for formal vote.

OTHER BUSINESS: Director Ritter informed the Commission that the Comprehensive Plan update had been presented to City Council at their last workshop on December 8, 2025, and it was recommended to move forward. The contract with House of Levine (who developed the 2014

Comprehensive Plan) will go to City Council for final approval on Monday, December 15, 2025. He explained that they would be conducting an "express" update of the plan, auditing what has been accomplished since 2014 and identifying current goals and needs.

Director Ritter noted that the update process would begin in February or March of 2026 and should be completed before the end of 2026. The Plan Commission will be involved in this process, potentially including a combined meeting with the City Council. He emphasized that the plan would incorporate public input through surveys and open houses, as it is intended to be the City's plan, not just staff or the Council's.

Director Ritter expressed enthusiasm for the update, stating it would help guide staff in planning, budgeting, and focusing efforts. He encouraged Commissioners to review the current comprehensive plan on the City's website to prepare for the update process.

Chairman Thomas expressed that the Commission was looking forward to participating in the update and appreciated the opportunity to help shape the City's future direction.

Commissioner Carroll wished everyone a Merry Christmas and a Happy New Year.

PUBLIC COMMENTS: There were no public comments.

There being no further business before the Commission, a motion for adjournment was in order.

(#5) Motion by Commissioner Peterson seconded by Commissioner Butler, to adjourn the December 11, 2025, Plan Commission meeting.

On roll call, the vote was:

AYES: Commissioners Peterson, Butler, Carroll, Stanton, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Flynn, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED

The meeting was adjourned at 7:25 p.m.

As approved this _____ day of _____, 2026.

As presented _____

As amended _____

BILL THOMAS, COMMISSION CHAIRMAN