

MINUTES OF THE
CREST HILL PLAN COMMISSION

The September 12, 2024, 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 Angelo Deserio, Commissioner Jeff Peterson, Commissioner Cheryl Slabozeski, Commissioner Marty Flynn.

Also present were: Interim Community Development Director Ron Mentzer, City Attorney Mike Stiff, Clerk Christine Vershay-Hall.

Absent were: Commissioner John Stanton, Administrative Clerk Samantha Tilley.

Chairman Thomas introduced the new Commissioner Marty Flynn and welcomed him to the Plan Commission.

APPROVAL OF MINUTES: Chairman Thomas asked for a motion to approve the minutes from the regular meeting held on August 8, 2024, for Commission approval.

(#1) Motion by Commissioner Peterson seconded by Commissioner Slabozeski, to approve the minutes from the regular meeting held on September 12, 2024.

On roll call, the vote was:

AYES: Commissioners Peterson, Slabozeski, Deserio, Flynn, Carroll, Chairman Thomas.

NAYES: None.

ABSTAIN: Commissioner Stanton.

ABSENT: None.

There being six (6) affirmative votes, the MOTION CARRIED.

PUBLIC HEARING: Chairman Bill Thomas presented case number V-24-4-9-1, which is a request of Chaney-Monge School District 88 Board of Education seeking approval of a variation to Section 6.6-1B and Table 1 of the Crest Hill Zoning Ordinance for the Chaney-Monge School property located at 400 Elsie Avenue, Crest Hill, Illinois. If approved, the requested variation would reduce the required front-yard setback along Center Street from 30-feet to 15-feet to accommodate the dedication of a portion of the school property as public street right-of-way and allow for a 4,795 square foot addition to be constructed on the northeast corner of the existing school.

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

Chairman Thomas asked for a Motion to Open the Public Hearing on Case Number V-24-4-9-1.

(#2) Motion by Commissioner Carroll seconded by Commissioner Peterson, to open a public hearing on case number V-24-4-9-1.

On roll call, the vote was:

AYES: Commissioners Carroll, Peterson, Slabozeski, Deserio, Flynn, Chairman Thomas.

NAYES: None.

ABSTAIN: Commissioner Stanton.

ABSENT: None.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:03 p.m.

Chairman Thomas asked the Interim Community Development Director Ron Mentzer to present the specifics on this case.

Interim Community Development Director Ron Mentzer commented that this case is a unique case and best described as a housekeeping matter. The school is in the process of building an addition on the northeast corner of the existing building. Based on the existing configuration of the property the addition complies with the setback requirements that the city has for the underlying zoning district. The setback is at least thirty feet from the front yard property line along Center Street. The school owns property that extends out into the middle of the pavement along a portion of the Center Street frontage of the property. The addition was designed to comply with the applicable setbacks in the R-1 District.

As the city was reviewing the design plans, the City Engineer identified that the School District owns part of the road that the city maintains and that is not typical. Usually this would be in a dedicated public right-of-way which is typically a strip of land that the city owns, and all public improvements are located in that.

The City Engineer suggested that the School District dedicate that portion of their property to the City of Crest Hill as public right-of-way and the School District is open to doing that, but it would create some zoning issues. If that property is dedicated as public right-of-way, then the property line moves back closer to the front of the new building addition and instead of being more than thirty feet away it would be closer to fifteen feet. The School District has agreed to dedicating this provided that the city takes the lead and absorbs all the costs, time and effort in creating the Plat of Dedication and initiate the public hearing process to allow the zoning front yard setback variation that would reduce the minimum required setback to the addition from thirty feet to fifteen feet to accommodate the relocation of the property line.

Chairman Thomas asked for the School Representative to approach the podium and be sworn in.

Charles Newman, the architect for the Chaney-Monge School District approached the podium and introduced himself. He stated that it is a usual situation where the School District owns the property to the center line of the street. He also commented that the Board of Education was in favor of dedicating the property to the city.

Chairman Thomas asked if any Commissioners had any questions or comments and there were none.

Chairman Thomas asked if there was anyone in the audience who wanted to make a comment for or against this case. Let the record reflect no one approached the podium to comment.

Chairman Thomas asked for a Motion to Close the Public Hearing on Case Number V-24-4-9-1.

(#3) Motion by Commissioner Peterson seconded by Commissioner Slabozeski, to close the public hearing on case number V-24-4-9-1.

On roll call, the vote was:

AYES: Commissioners Peterson, Slabozeski, Deserio, Flynn, Carroll, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Stanton.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:12 p.m.

Chairman Thomas asked if a condition would be dedicating the property to the City of Crest Hill. Attorney Stiff commented that it can be approved with the condition that they dedicate the property, and the setback variance would not take effect until the dedication is done and both the dedication and variance approval would go before the Council at the same time assuming the Plan Commission is in favor of the recommendation.

Chairman Thomas asked for a motion to Approve the request for case number V-24-4-9-1, a request of Chaney-Monge School District 88 Board of Education seeking approval of a variation to Section 6.6-1B and Table 1 of the Crest Hill Zoning Ordinance for the Chaney-Monge School property located at 400 Elsie Avenue, Crest Hill, Illinois that would reduce the required front-yard setback along Center Street from 30-feet to 15-feet to accommodate the dedication of a portion of the school property as public street right-of-way and allow for a 4,795 square foot addition to be constructed on the northeast corner of the existing school.

(#4) Motion by Commissioner Deserio seconded by Commissioner Carroll, to Approve the request of Chaney-Monge School District 88 Board of Education seeking approval of a variation to Section 6.6-1B and Table 1 of the Crest Hill Zoning Ordinance for the Chaney-Monge School property located at 400 Elsie Avenue, Crest Hill, Illinois that would reduce the required front-yard setback along Center Street from 30-feet to 15-feet to accommodate the dedication of a portion of the school property as public street right-of-way and allow for a 4,795 square foot addition to be constructed on the northeast corner of the existing school.

On roll call, the vote was:

AYES: Commissioners Deserio, Carroll, Slabozeski, Peterson, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Stanton.

There being six (6) affirmative votes, the MOTION CARRIED.

Chairman Thomas informed the petitioner that the Plan Commission is a recommendation body only. The City Council will hear the case and have an official vote.

OTHER BUSINESS: Chairman Thomas commented that Municode is now active. He then asked Clerk Vershay-Hall for an update on the tablets. Clerk Vershay-Hall commented that she has quotes for either a tablet, ThinkPad, or laptop which will be brought before the Council for a discussion at the work session on the 23rd and then voted on at the next Council meeting. If approved, the commissioners should have the device in November.

Chairman Thomas also commented that Attorney Stiff and himself have worked on the Bylaws for the Plan Commission and discovered the section on the attendance conflicts with what is in the Crest Hill City Code Ordinances, and they are working on this issue, and it will be presented to the Council possibly in October.

Commissioner Carroll informed the Commission that he will not be in attendance for the October and possibly November meetings because he will be having knee surgery. Attorney Stiff commented that he can be in attendance remotely if he would like to participate.

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 Flynn, to adjourn the September 12, 2024, Plan Commission meeting.

On roll call, the vote was:

AYES: Commissioners Peterson, Flynn, Carroll, Slabozeski, Deserio, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Stanton.

There being six (6) affirmative votes, the MOTION CARRIED.

The meeting was adjourned at 7:24p.m.

As approved this _____ day of _____, 2025.

As presented _____

As amended _____

BILL THOMAS, COMMISSION CHAIRMAN