

**CITY OF OAK FOREST**

**PLANNING / ZONING COMMISSION MEETING MINUTES**

**Wednesday, January 20, 2021**

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The Planning & Zoning Commission meeting was called to order at 7:05 p.m. with Roll Call.

**PRESENT:** Commissioner Ken Keeler  
Commissioner Sal Mosqueda  
Commissioner Chuck Poulin  
Commissioner Wayne Schroeder  
Commissioner Chuck Wolf  
Commissioner Michael Ziak  
Chairman Jim Stuewe  
Staff Member Paul Ruane

**ABSENT:** Commissioner Dave Kerr  
Commissioner Nick Zembruski

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1. DR #21-001 6012 W. 159th Street Vehicle Masters – Level 2 Design Review Permit: PUBLIC MEETING - The applicant requests review and approval of a Level 2 Design Review Permit at 6012 W. 159th St in the C2 – General Service Commercial District in accordance with Sections 9-501, 9-502, and 11-505 of the Zoning Ordinance for modification to the existing building façade.

Staff Member Paul Ruane led the presentation displaying the pictures provided from the applicant. Without any substantive plan, asked that he provide more information before going back in front of the board.

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2. ZC #19-001 Design Guidelines – Text Amendment: WORKSHOP – Staff presents the entirety of the design guidelines for final feedback prior to public hearing.

Director Travis Bandstra started off providing background on the design guidelines up to this point in time. Back in 2019 the last steps of this process were completed. A number of workshops were completed on the topics found in the guidelines. There are two simultaneous projects to complete the needed changes. Modifying the City’s Zoning Ordinance to how we review petitions from commercial users to modify their buildings. This would streamline the process making it quicker turnaround for the applicants. This would also create a more simple review process requiring only PZC or staff approvals only. This will remove City Council from decision making on these reviews. The other project is actually a Design Guide, which gives applicants an idea of what specifically they should be looking for in design their buildings. Unfortunately, as we had this ready to be adopted and in the midst of staff transitions and guide from the mayor’s office to focus on other project first before bringing it back for final review. Once language of the design guidelines is approved and adopted, we would work on a staff level to create a more formal packet including graphics to provide evidence of the guidelines.

Staff Member Paul Ruane led the presentation providing review of the current document and highlighting minor changes made and finally asking if the document is ready to move forward with adoption.

Mr. Wolf asked when projects coming in for review of improvements would allow the City to request the applicant to do additional work.

Director Travis Bandstra answered there has never been a rule requiring the applicants to complete additional improvements. The intent of this document is not to create an exact threshold for that. The guidelines provide a clear path on how to achieve the approval of design review meeting the City's standards. The way we have handled those opportunities is through a change in use or significant improvements.

Staff Member Paul Ruane added that this would be looking into the design standards rather than the design guidelines.

Staff Member Paul Ruane also touched on the changes since the last review of the document. Removal of signage from the design guidelines to allow the sign code to regulate all the requirements of the signs. Additionally, map changes need to be amended to extend Metra Sub Area to include areas North, South, and West of it's current location to match with the Comprehensive Plan Map. The process will require a map amendment changing the zoning overlay.

Director Travis Bandstra added that the City Council is sensitive to working with businesses on simple projects. This amendment to the guidelines would allow for just that, a simplified process. We intend on designing the guide to pullout the necessary pages need for each specific project. The document can become overbearing if they receive too much irrelevant information.

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Chairman Stuewe requested a motion to approve the meeting minutes from January 6, 2021.

Mr. Ziak motioned

Mr. Poulin seconded

Motion to approve carried by voice vote.

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Chairman Stuewe requested a motion to adjourn the meeting.

Mr. Mosqueda motioned

Mr. Ziak seconded

Meeting Adjourned at 8:05 p.m.

  
CHAIRMAN PRO TEM CHUCK WOLF