PLANNING & ZONING COMMISSION MEETING MINUTES
January 5, 2016 - 7:00 p.m.

Chairman Carbonetti called the meeting to order at 7:00 p.m. and called roll. Commission members present: Jim Carbonetti, Mike Grieshop, Jim Hutchinson, John Killeen and Phil Smith. Commissioner Tom Condon was absent. Also present were City Clerk Wells, City Administrator David Nelson, Community Development Director Santeler and Code Enforcement Officer Nutley.

Planning and Zoning Commission Minutes of December 1, 2015 – Approved
Moved by Commissioner Smith, seconded by Commissioner Killeen to accept the minutes of the Planning and Zoning Commission meeting of December 1, 2015, as presented. All ayes. Motion carried.

Review Draft City of Harvard Comprehensive Land Use Plan
City Administrator Dave Nelson reported there have been 4 or 5 public meetings on the Comprehensive Plan with a public hearing scheduled before the City Council on January 26th, 2016. There was public participation and input at each of the previous meetings.

City Administrator Nelson reviewed the Draft Comprehensive Plan as attached:

Chapter 2: Community Vision and Future Land Use Plan
This chapter translates the community's vision into physical terms by providing a general pattern for the location, distribution, and characteristics of future land uses in Harvard.

Chapter 3: Agriculture, Land and Water Resources
Harvard will work to maintain its abundant farmlands and natural resources, which provide multiple benefits to residents and give the community its unique character.

Plan recommendations are to work with agricultural landowners to protect farmland, encourage sustainable agricultural best management practices, promote open space and natural resource preservation, promote water resource protection and conservation, enhance stormwater management, ensure adequate wastewater service and to adopt sustainable practices in municipal activities.

Chapter 4: Economic Development
Harvard will continue to create a vibrant and sustainable business community that creates new jobs and supports local entrepreneurism that builds on the natural, agricultural, and cultural assets of the community.

Plan recommendations are to support the agricultural economy and local food system, maintain a supportive business environment for industrial development, utilize existing workforce development programs, support existing commercial nodes and to enhance coordination between the City and business owners.

- Commissioner Smith suggested future consideration utilizing the former Sullivan's should it come up for sale as an indoor farmer's market and quality craft area.
- Commissioner Smith inquired about burying power lines on South Highway 14 to make the entryway more uniform and appealing. Administrator Nelson noted that ComEd would bury lines with the cost passed on via the electric bill.

Chapter 5: Homes and Neighborhoods
Harvard will work to preserve its established neighborhoods while seeking opportunities for increasing rehabilitation and homeownership, enhancing neighborhood parks and open spaces, and ensuring new development protects community resources.

Plan recommendations are to maintain and promote homeownership, enhance existing housing stock through rehabilitation, maintain and enhance rental housing, design new housing to protect community and natural assets, and enhance existing neighborhood parks and open spaces.

Chapter 6: Community Engagement
Harvard seeks to build an inclusive community where all residents can help contribute to the future prosperity of the city.

Plan recommendations are to strengthen local capacity, address communication barriers and to organize community building activities.

Chapter 7: Transportation
Harvard will continue to ensure that the transportation network allows residents to drive, walk, or bike safely and conveniently throughout the City for daily needs and activities and accommodates the movement of goods and services.

Plan recommendations are to adopt a complete streets policy, to expand and maintain the sidewalk network, connect regional bikeways, enhance the South Division Street corridor, support transit expansion and coordinate with trucking industry on local truck routes.

Chapter 8: Implementation
The success of Harvard's Comprehensive Plan is the combined responsibility of the City leadership, City staff, businesses, community organizations, and residents. This chapter provides a prioritized list of steps that should be undertaken within the next two years to begin implementation of the Plan. In recognition of the role different organizations play within the community, this chapter includes a quick reference guide of the Plan's strategies and identifies which groups could play a role in specific steps. Financing the Plan is an essential component and this chapter also includes a summary of currently available grant programs, as well as potential City and community organization contributions. A list of potential regional and national partners and reference guides are also included.

One of the priority projects is to update the City's current zoning and subdivision ordinances to reflect existing development trends and the community's vision for the future. City Administrator Nelson reported that the City is the recipient of another CMAP grant to develop a unified development ordinance which will combine both the zoning and subdivision codes. This planning process will involve Planning and Zoning Commission meetings with the CMAP consultant on a regular basis. The meetings can be held at a time convenient to the Planning and Zoning Commission and will not require publication, only a 48 hour posting notice.

The Commission discussed the importance of rail in the industrial corridor, the need for additional retail/grocery store choices and electronic recycling and wanted a provision in the plan that allows for modification and additional input and new ideas. City Administrator Nelson noted that the Comprehensive Plan is advisory in nature and can be amended at any time. Clerk Wells noted that the purpose of the comprehensive plan is noted on page 5, *A comprehensive plan should also be considered flexible and one that adapts with change. At any time the municipality can update its comprehensive plan to match local needs, interests, or opportunities. It is typically recommended that a municipality update its comprehensive plan every five years to keep the plan as accurate as possible.* Clerk Wells indicated that when the plan is presented for public hearing before the City Council, it can be noted and entered into the record that the Planning and Zoning Commission wants to stress that the comprehensive plan is a work in progress and emphasize the importance of revisiting the comprehensive plan as needed.

After discussion, a motion was made by Commissioner Killeen, seconded by Commissioner Hutchinson to recommend to the City Council that the Comprehensive Plan be adopted as presented. Roll call vote: Carbonetti, aye; Grieshop, aye; Hutchinson, aye; Killeen, aye and Smith, aye. Motion approved five to zero.

Clerk's Report
City Clerk Andy Wells reported that following the Commission hearing on December 1st, 2015, with the recommendation to rescind Merryman's Conditional use, the City Council approved an ordinance to revoke said conditional use.

At 8:16 p.m., a motion was made by Commissioner Smith, seconded by Commissioner Killeen to adjourn the meeting. All ayes. Motion carried.

Submitted by:
City Clerk Andy Wells

Date: 01-12-16