

TO: The Sycamore Plan Commission

FROM: Bill Nicklas
City Manager

DATE: March 7, 2007

RE: March 12, 2007 Plan Commission Meeting

The Plan Commission agenda has one action item and one workshop item.

I Action Items

A. Consideration of a Final Plat of Sycamore Creek, Unit Three, in the City of Sycamore, Illinois.

The attached plat defines Lot 1 of Unit Three which consists of 15.743 acres and will be the site of the Sycamore School District's new elementary school. The approval of this plat will allow B&B Development to convey Lot 1 to the Sycamore Community Unit School District No. 427 as it prepares for the design and construction of the new school. Parcel A, consisting of 0.244 acres at the southwest corner of National Street and Lindgren Road, will afford some space for a school sign and landscaping.

A favorable Plan Commission recommendation is requested.

II Workshop Items

A. Consideration of an Administration Proposal to Update the Plan Commission By-Laws.

City Attorney Kevin Buick, City Clerk Candy Smith and the City Manager have prepared a number of changes to the Plan Commission by-laws, which were approved in October, 1997. The principal revisions are as follows:

1. Section 1.1: the references to state and local authority are revised to conform to current citations in the state statutes and City Code.
2. Section 2.1: the goals and objectives are revised to bring them inline with the language in the Unified Development Ordinance of 2005.
3. Section 4, et passim: identifies the City Clerk as the Commission's secretary, as has been the practice of Commission proceedings.

4. Section 4.1.4.1: updates City “Administrator” to City “Manager.”
5. Section 4.1.4.2.1: eliminates the word “verbatim” from the description of the official records. Verbatim minutes are not required of proceedings for regular meetings.
6. Section 5.1: properly identifies the regular meeting of the Commission as falling on the second Monday of the month.
7. Section 5.5.1: allows for more than 3 minutes for the public to speak, provided comments are concise and avoid repetition, as has been the custom of the Commission and the Commission’s chair.
8. Section 5.5.3.3: affirms the right of cross-examination for interested parties, in recognition of the Illinois Supreme Court’s attention to this subject in recent years.

A favorable Plan Commission recommendation is requested.