

**VILLAGE OF LAKE BLUFF
JOINT PLAN COMMISSION & ZONING BOARD OF APPEALS
NEW MEMBER ORIENTATION MEETING**

June 4, 2018

3:00 P.M.

**Village Hall Conference Room
40 East Center Avenue**

APPROVED MEETING MINUTES

1. Call to Order

The Village of Lake Bluff Joint Plan Commission and Zoning Board of Appeals (PCZBA) met on June 4, 2018 in the Village Hall Conference Room (40 E. Center Avenue). Member Russell moved to start the meeting at 3:03 p.m. and the following members were present:

2. Roll Call

Present: Jill Danly
 James Murray
 George Russell

Also Present: Drew Irvin, Village Administrator (VAD)
 Ben Schuster, Village Attorney (VAT)
 Glen Cole, Assistant to the Village Administrator (AVA)
 Jeff Hansen, Village Engineer (VE)
 Mike Croak, Building Code Supervisor (BCD)
 John Scopelliti, Administrative Intern (AI)

3. Non-Agenda Items and Visitors (Public Comment)

AVA Cole stated that the PCZBA allocates 15 minutes for those individuals who would like the opportunity to address the PCZBA on any matter not listed on the agenda.

There were no requests to address the PCZBA.

4. PCZBA New Member Policy & Framework Orientation

VAD Irvin, VAT Schuster, and AVA Cole started the orientation and presented the following topics to the new members: Legal Review, Planning & Zoning Overview, Tools of the Trade, Other Village Reviews, Conducting Business, and What the PCZBA is Currently Up To.

VE Hansen and BCD Croak joined the meeting when the topic “Other Village Reviews” came up. Both VE Hansen and BCD Croak explained their roles and what they do for certain advisory boards.

5. Adjournment

As no further business came before the PCZBA, Member Murray moved to adjourn the meeting at 5:30p.m. Member Danly seconded the motion. The motion passed on a unanimous voice vote.

Respectfully Submitted,

John Scopelliti
Administrative Intern