

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
OF THE GURNEE VILLAGE BOARD AND SPECIAL MEETING OF THE  
GURNEE PLANNING & ZONING BOARD**

**GURNEE VILLAGE HALL  
OCTOBER 24, 2016**

**Call to Order** Mayor Kovarik called the meeting to order at 7:04 p.m.

**Other Officials in Attendance** Patrick Muetz, Village Administrator; David Ziegler, Assistant Village Administrator/Community Development Director; Bryan Winter, Village Attorney; Tracy Velkover, Planning Manager; Ellen Dean, Economic Development Director, Jack Linehan, Assistant to the Administrator.

**Village Board Roll Call** **PRESENT: 5- Thorstenson, Hood, Wilson, Ross, Garner**  
**ABSENT: 1- Balmes**

**Planning & Zoning Board Roll Call** **PRESENT: 5- McFarlane, Paff, Sula, Baugh, Nordentoft**  
**ABSENT: 2- Crawford, Pejsach**

**A. DISCUSSION  
ITEMS**

1. Comprehensive Plan Update Kickoff Meeting

David Ziegler, Assistant Village Administrator/Community Development Director stated the purpose of the meeting tonight was to start the process to update the Village's Comprehensive Land Use Plan. He stated the Village conducted a Request for Qualifications process and ultimately hired the firm of Houseal Lavigne. He continued to say that Dan Gardner, Principal with Houseal Lavigne, and Paul Finn, Associate with the firm, would lead the discussion this evening.

Mr. Gardner stated the purpose tonight is to review the process, the scope of work, the role of the different groups and then conduct an exercise. He stated a Comp Plan looks at everything that makes a Village a Village including land use, parks, transportation, public facilities, etc. He stated the plans typically have a lifespan of 10 to 15 years. They are used as guiding documents that help drive policy decisions. Mr. Gardner continued to state that up to date plans with clearly articulated goals can provide that community a competitive edge as it help reduce uncertainty.

Mr. Gardner then reviewed the Comp Plan scope of work as proposed by Houseal Lavigne. This includes tonight's meeting which is the first step. This will be followed by community outreach, demographic/market analysis, existing conditions analysis, establishing vision/goals/objectives, preparing sub area plans, preparing Village-wide plans, developing an implementation strategy, and finally plan adoption. He stated the overall process will take about one year to complete.

Following a summary of the overall process, Mr. Gardner lead the Village Board and Planning & Zoning Board through quick exercise that involved answering a variety of questions. The first question the Boards addressed was "Identify five issues of concern facing the Gurnee community." He then paused briefly to allow the members to answer the questions. This was followed by short discussion of the responses and how this will be used during the community focus group sessions.

The next question discussed was "Identify three specific projects or actions you would like to see implemented in Gurnee." Mr. Gardner then paused briefly to allow the members to answer the questions. This was followed by short discussion of the responses.

Mr. Gardner concluded the discussion by reviewing the next steps in the process. This includes reaching out to key community stakeholders in the Village, including Gurnee Mills, Six Flags and KeyLime Cove to discuss future plans. Mayor Kovarik stated it would be good to promote the Plan update at the upcoming Mayor's Business Luncheon.

Attorney Winter the briefly discussed the Comp Plans benefit from a

legal perspective. He said courts will check to see if Comp Plans are up to date. He continued to say future action items can be worked into a Comp Plan to give a heads-up on potential action. Courts will look to the Comp Plan to see if such items were included to see if it was indeed planned, rather than a kneejerk reaction.

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**Adjournment**

It was moved by Trustee Hood, seconded by Trustee Garner to adjourn the meeting.

**Voice Vote:    ALL AYE:    Motion Carried.**

Mayor Kovarik adjourned the meeting at 8:12 p.m.

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**Andrew Harris,  
Village Clerk**