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Staff Report to the Plan Commission

Meeting Minutes and Recommendation – Discussion Item

Prepared: 1/30/2026

Project: 2026-0144 – Meeting Minutes and Recommendation – Discussion Item

Purpose: The Plan Commission typically reviews and approves detailed meeting minutes for each meeting. This case aims to have a conversation regarding simplifying the meeting minutes while meeting regulatory requirements.

SUMMARY AND DISCUSSION

The Plan Commission typically reviews and approves detailed meeting minutes for each meeting. This case aims to have a conversation regarding simplifying the meeting minutes while meeting regulatory requirements.

Current Meeting Minutes Content

The current meeting minutes format is very thorough and not quite a verbatim narrative of the meeting.

Proposed Meeting Minutes Content

The proposed meeting minutes format is proposed to rely more on the audio and video recordings ("refer to audio"), provide a summary of the discussion, and continue to provide details of the motions and votes. The audio/video is able to provide more insight to the meeting's proceedings, including verbatim dialogue, voice inflection and body language of the comments and questions. The intent of the discussion summary is to include the key talking points and to not need to rely on the audio/video to understand what led to the recommended action, motion, and voting.

At minimum, the meeting minutes must include:

- *The date, time, and place of the meeting.*
- *A list of the Plan Commissioners present (in-person and by phone) and absent.*
- *A summary of the discussion of all matters proposed, deliberated, or decided.*
- *A record of any votes taken.*
- *In addition, a public body must make minutes of the meeting available for public inspection and post them on the public body's website (if it has one) within 10 calendar days after the minutes are approved by the public body. Typically, the minutes are approved at the public body's next meeting, but the public body is allowed to wait to approve minutes until the latter of (1) 30 days after the meeting, or (2) the second subsequent regular meeting.*

Source: <https://www.illinoisattorneygeneral.gov/Page-Attachments/FAQaboutOMAPublic.pdf>

PLAN COMMISSION RECOMMENDED ACTION

This item is for discussion only.