



REZONING & TEXT AMENDMENT



Supplemental Information Packet

Meeting Schedule:

Zoning Board, second Tuesday of each month

7:00 PM

Village Hall Meeting Room

Village Board, second and fourth Monday of each month

7:00 PM

Village Hall Meeting Room

Village of Lincolnshire

One Olde Half Day Road

Lincolnshire, IL 60069

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PRELIMINARY STAFF REVIEW

Before a request can be placed on an agenda for consideration, Department of Community Development Staff review must occur first. The documents identified below must accompany an Application for Village Board Consideration at the time of submittal. An incomplete submittal may result in the delay of a request being scheduled on an agenda. Additional quantities and review of the submitted materials may be required, as determined by the Department of Community Development.

COMMITTEE OF THE WHOLE PRESENTATION PACKET (Referral)

Once the Rezoning or Text Amendment request has been reviewed for completeness, it will be docketed on a regularly scheduled agenda of the Committee of the Whole (second & fourth Monday of the month) for their determination if such request is appropriate to be referred for public hearing by the Zoning Board.

22 copies of the following documents must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. ***The presentation packet must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.***

- Letter of Request** – A letter to the attention of the Mayor and Board of Trustees, which describes the Rezoning or Text Amendment request in detail and outlines the reason(s) for the request.
- Conceptual Site Plan (Rezoning only)** – The general location and size of all buildings, parking areas, traffic circulation, landscape areas, and preliminary site data chart must be provided on the conceptual site plan.

Please note that the period of time between Staff review and the COW meeting will vary based upon the documents to be reviewed and accepted for presentation by the Planning Project Manager.

ZONING BOARD PRESENTATION PACKET – TEXT AMENDMENT

Once the proposed Text Amendment request has been referred by the COW, it will be docketed on a regularly scheduled agenda of the Zoning Board (second Tuesday of the month). Public Notice must also be provided in accordance with Section 6-14-13(E) of the Lincolnshire Village Code.

22 copies of the following documents must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. ***The presentation packet must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.***

- Proposed Text Amendment(s)** –The Applicant must submit detailed written evidence to support how the request will meet each item below. Each item below must be specifically addressed in the written submittal, and must also be presented by the Applicant at the Public Hearing of the Zoning Board.

The three Standards listed below must be included with the Applicant's written response(s)

- 1. The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare.*
- 2. The request for an amendment shall conserve the value of property throughout the community.*
- 3. The request for an amendment shall lessen or avoid congestion in the public streets and highways.*



ZONING BOARD PRESENTATION PACKET - REZONING

Once the proposed Rezoning request has been referred by the COW, it will be docketed on a regularly scheduled agenda of the Zoning Board (second Tuesday of the month). Public Notice must also be provided in accordance with Section 6-14-13(E) of the Lincolnshire Village Code.

22 copies of the following documents must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. **The presentation packet must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.**

- Findings of Fact (Rezoning only)** – The Applicant must submit detailed written evidence to support the Findings of Fact (below) that the Zoning Board must consider at a Public Hearing regarding a request for Rezoning. Each item below must be specifically addressed in the written submittal, and must also be presented by the Applicant at the Public Hearing. The Zoning Board will consider making due allowance for any item which cannot be entirely satisfied, provided the request is substantiated by the Applicant.

The Findings of Fact listed below must be included with the Applicant's written response

1. *Existing uses of property and existing physical, social or economic conditions within the general area of the property in question.*
2. *The zoning classification of property within the general area of the property in question.*
3. *The suitability of the property in question to the uses permitted under the existing zoning classification.*
4. *The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place in its present zoning classification.*
5. *The impact upon the objectives of the official Comprehensive Policies Plan of the Village, as amended.*

- Conceptual Site Plan** – The general location and size of all buildings, parking areas, drives, and preliminary site data must be provided on the conceptual site plan, which must not be any larger than 11" x 17" paper size.

The Zoning Board shall not recommend the adoption of a proposed amendment if it finds that the adoption of such amendment is detrimental to the public interest. The Zoning Board may also recommend the changing of the zoning classification of the property in question to any higher (more restrictive) classification than that requested by the Applicant.

VILLAGE BOARD PRESENTATION PACKET

Upon receiving a recommendation from the Zoning Board, the recommendation and Text Amendment Standards or Rezoning Findings of Fact will be forwarded to the Village Board of Trustees for their final review and decision; two separate meetings, 1) Committee of the Whole and 2) Village Board.

22 copies of all the documents submitted to and recommended by the Zoning Board must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. **The presentation packet must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.**



ADDITIONAL INFORMATION

- ▶ On occasion, a petition considered at a Public Meeting with the Zoning Board or Village Board of Trustees may be continued to their next regularly scheduled meeting if further revisions are requested by either Board. As a result, 22 copies of the abovementioned documents, with the requested revisions, must be submitted a minimum of 1 week prior to the scheduled meeting. As before, the presentation packets must be bound into a formal packet for distribution and not be any larger than 11" x 17" paper size.

- ▶ For additional information pertaining to the administration process for a request for Rezoning and Text Amendments, please refer to Section 6-14-13: *Amendments*, of Title 6 of the Lincolnshire Village Code.