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## 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.

- ▶ For additional information pertaining to the administration process for a request for Special Use, please refer to Section 6-14-14: *Special Uses*, of the Lincolnshire Village Code.

### **COMMITTEE OF THE WHOLE PRESENTATION PACKET (Referral)**

Once the Special Use 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 Special Use request in detail and outlines the reason(s) for the request.
- Conceptual Site Plan** – 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**

Once the proposed Special Use 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 6-14-14(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.***

- Standards for Special Use** – The Applicant must submit detailed written evidence to support the Standards of Special Use (next page) that the Zoning Board must consider at a Public Hearing. Each standard must be specifically addressed in the written submittal. The Zoning Board must find that each one of the Standards have been or will be satisfied based on the evidence presented by the Applicant at the Public Hearing in order to recommend approval to the Village Board.



***The Standards for Special Use below must be included with the Applicant's written response***

1. *The establishment, maintenance, or operation of the Special Use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare;*
2. *The Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood in which it is to be located;*
3. *The establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;*
4. *Adequate utilities, access roads, drainage and/or necessary facilities have been or will be provided;*
5. *Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize the traffic congestion in the public streets;*
6. *The proposed Special Use is not contrary to the objectives of the Official Comprehensive Policies Plan of the Village as amended; and*
7. *The Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Zoning Board.*

- Conceptual Site Plan** – 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.
- Special Items and Exemptions for Consideration (if necessary)** – The Applicant must submit written documentation outlining any additional provisions or exemptions to be considered by the Zoning Board and Village Board of Trustees as part of the request for a Special Use. The items for consideration may include zoning, building or engineering exception(s), which may need to be granted in order to construct or operate the proposed Special Use as proposed.
- Improvement Agreement (if necessary)** – If any portion of the proposed site improvements will be dedicated to the Village or a Homeowner's/Condominium Owner's Association for control and maintenance, an Improvement Agreement must be submitted in order to ensure that the completion of certain improvements will be in accordance with applicable Village ordinances and agreements made between the Village and the Applicant. Questions regarding an Improvement Agreement should be directed to the Village Engineer.

**VILLAGE BOARD PRESENTATION PACKET**

Upon receiving a recommendation from the Zoning Board, the recommendation and Standards for Special Use will be forwarded to the Village Board of Trustees for their final review and decision; two 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**

- ▶ Prior to a final decision of a Special Use, the Zoning Board may recommend and the Village Board of Trustees may require conditions and restrictions, upon the establishment, location, construction, maintenance, and/or operation of the Special Use as is deemed necessary for the protection of the public interest and to secure compliance with the Standards for Special Use.
  
- ▶ 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.