



TYPICAL PLANNING AND ZONING COMMISSION PROCESS

Meeting Schedule

The Planning and Zoning Commission consists of seven members who act as a recommending body to the Village Board. The Planning and Zoning Commission meets the first and third Wednesday of each month at the Village Hall, 300 Plaza Circle, Mundelein, Illinois. Meetings begin at 7:00 p.m.

Preliminary Conference

Prior to filling out this form you must first meet with a representative of Community Development to discuss the proposal and determine the necessary process for approval. To schedule a preliminary conference contact Community Development at (847) 949-3282.

Notification Requirements

The Village will publish the notification in the Daily Herald. The Daily Herald requires five-day lead time for publishing public notices. Therefore, in order to have the notification published no later than 15 days prior to the public hearing, we must be able to provide the necessary information 21 days prior to the date of the hearing.

Action by Planning and Zoning Commission

The Planning and Zoning Commission shall consider the proposed zoning text amendment no more than 60 days of receipt of a complete application. If, in the Planning and Zoning Commission's judgment, the application does not contain sufficient information, the Commission may request additional information. In that event, the 60 day period shall be suspended pending receipt of all requested information and/or the public hearing may be continued. Within 60 days of the close of the public hearing, the Planning and Zoning Commission shall forward to the Village Board its recommendation.

Action by the Village Board

The Village Board shall consider the application within 60 days of receiving the findings of fact and recommendation from the Planning and Zoning Commission. The Village Board may also refer the application back to the Planning and Zoning Commission for further consideration.

STANDARDS FOR GRANTING A TEXT AMENDMENT

The Planning and Zoning Commission recommendation and the Village Board decision on any zoning amendment is a matter of legislative discretion that is not controlled by any particular standard. However, in making their recommendation and decision, the Planning and Zoning Commission and the Village Board shall consider the following standards. The approval of amendments is based on a balancing of these standards.

- a. The extent to which the proposed amendment promotes public health, safety, and welfare of the Village;
- b. The relative gain to the public, as compared to the hardship imposed upon the applicant;
- c. The consistency of the proposed amendment with the Comprehensive Plan;
- d. The consistency of the proposed amendment with the intent and general regulations of this ordinance;
- e. Whether the proposed amendment corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy;
- f. Whether the proposed amendment provides a more workable way to achieve the intent and purposes of this Ordinance and the Comprehensive Plan;
- g. The extent to which the proposed amendment creates nonconformities; and
- h. The extent to which the proposed amendment is consistent with the overall structure and organization of this Ordinance.