



**CITY OF ELMHURST**

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Map Amendment Application Packet

## **PROCESS OVERVIEW**

A request for a Map Amendment typically takes three to five months for review. The process includes a pre-application conference, submittal of the application and associated documentation, a comprehensive review of plans by all City Departments, legal notice distribution, posting of public hearing sign and the notification period.

The Zoning and Planning Commission will conduct a public hearing for all Map Amendment requests. A subsequent meeting of the Zoning and Planning Commission is held to deliberate and recommend approval or denial of the Map Amendment application.

The Development, Planning and Zoning Committee (DPZ) of the City Council then considers the Zoning and Planning Commission recommendation. The DPZ composes a separate recommendation to the City Council.

Finally, the request will go before the full City Council for consideration of the DPZ report and an ordinance to grant the request. This overview is provided only as a summary of the Map Amendment request process. This full packet contains specific information about requirements and expectations for each step in the Map Amendment process.

## **APPLICANT / PETITIONER RESPONSIBILITIES FOR A MAP AMENDMENT**

- The applicant and property owner must be present at the public hearing of the Zoning and Planning Commission, the Zoning and Planning Commission deliberation, the DPZ Committee meeting, and the initial City Council final approval meeting.
- The applicant must submit a completed application with appropriate exhibits for processing.
- The applicant must respond to requests for additional information or clarification from City Staff.
- It is strongly recommended that the applicant speak to the owner of each property that is adjacent to the subject property prior to filing the application.
- The applicant must arrange for the installation of the public hearing sign and the submittal of an affidavit verifying installation within the required notice period.
- At the public hearing of the Zoning and Planning Commission, the applicant must present their case to the Commission.
- At the public hearing of the Zoning and Planning Commission, the applicant must speak before the Commission (for the official transcript) addressing specifically each of the standards for a Map Amendment.
- The following standards for Map Amendment must be entered into the record at the public hearing:
  - a. Existing uses of property within the general area of the property in question;

- b. The zoning classification of property within the general area of the property in question;
  - c. The suitability of the property in question to the uses permitted under the existing zoning classification as well as the proposed zoning classification; and
  - d. The current Comprehensive Plan for the City of Elmhurst.
- Again, the applicant and property owner must be present at the public hearing of the Zoning and Planning Commission, the Zoning and Planning Commission deliberation, the DPZ Committee meeting, and the initial City Council final approval meeting to respond to any questions or issues regarding the subject case.

### **PRE-APPLICATION MEETING**

Applicants are encouraged to consult with City of Elmhurst staff on proposed requests for a Map Amendment permit before submitting an application. Staff is available by appointment at the Community Development Department Monday through Friday from 8:30 a.m. to 5:00 p.m.

This conference will provide the petitioner with an opportunity to present a general concept to staff of the Map Amendment to be requested. This will also allow the Community Development Department staff to determine what items will be required for submittal of the formal application, and to suggest any necessary adjustments to the request. This step is very important in order to save time, effort, and expense throughout the rest of the process.

### **COMPLETE APPLICATION SUBMITTAL**

The applicant must submit a complete application to the Community Development Department to start the Variation process. The application can either be submitted electronically or on paper. Applications should be submitted at least 45 days prior to the expected public hearing date.

The following items and information are a part of the Map Amendment application:

- 1) Completed Map Amendment application with authorized signatures
- 2) Responses stating how the Map Amendment standards contained in Section 22.25 of the Elmhurst Zoning Ordinance, have been met
- 3) Project Impact Statement, which addresses detailed reason(s) or need for the Map Amendment, in addition to how the proposed Map Amendment is not detrimental to the public interest
- 4) Existing zoning on the subject property and within 500 feet of the site
- 5) Proposed zoning classification
- 6) Proposed land use, supplemented by a site plan and/or elevations for proposed development, if applicable (if paper submittal 1 folded copy no smaller than 11" x 17")

- 7) Satisfactory evidence of ownership by affidavit, contract purchase, or disclosure of beneficial trust, showing all persons or entities having an interest in the property
- 8) Current plat of survey showing lot lines, any buildings on the property and legal description of the subject property (if paper submittal 1 folded copy no smaller than 11" x 17")
- 9) Photographs, traffic study, parking study or other materials as requested by City Staff
- 10) \$6,500 Map Amendment application fee, made payable to the City of Elmhurst.

Each Map Amendment application is distributed to various City Departments: Building, Engineering, Fire, Police and Public Works for comment. The Planning, Zoning and Economic Development staff will forward any comments to the applicant generated from this review.

The applicant is responsible for responding to any and all issues derived from the City's review. This internal process is intended to allow City Staff the ability to review, discuss and resolve site problems and more directly communicate the City's requirements to developers, residents and others. By identifying the applicable codes and ordinances through this process, costly delays from oversights or incomplete applications may be avoided.

After the application has been submitted and all City issues, if any, have been addressed the case will be placed on the next available Zoning & Planning Commission agenda.

## **PUBLIC NOTIFICATIONS AND SIGNS**

### **▪ Public Notice**

Must be published at least once, thirty to fifteen days before the scheduled public hearing, in one or more newspapers with a local circulation. City of Elmhurst Planning and Zoning Staff will provide this service.

### **▪ Notice to Near-by Property Owners**

Must be sent by first class mail to all owners of property within 500' of any lot line of the property for which the Conditional Use is requested. City of Elmhurst Planning and Zoning Staff will provide this service.

### **▪ Public Hearing Sign**

A sign must be posted on the property by 9:00 a.m. at least 15 days before the public hearing. The applicant must remove the sign within ten days of any final action. Installation and cost of the sign is the responsibility of the Petitioner. City Staff recommends using a local sign company familiar with the specifications of the public hearing sign. The Petitioner must also provide an affidavit stating that the sign has been posted. The sign must meet the following requirements:

*Appearance of Sign:*

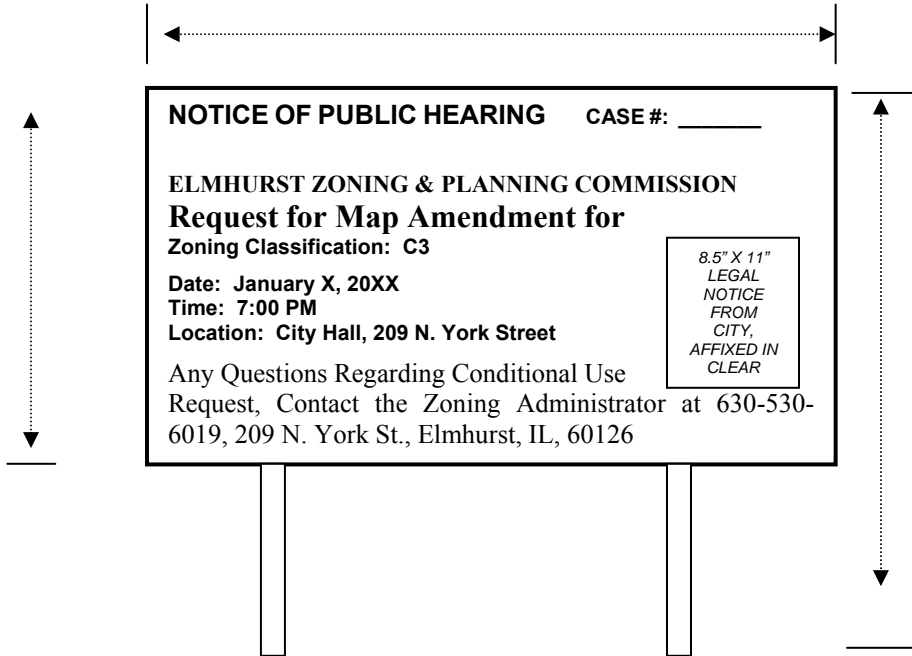
- ✓ Free-standing ground sign, no higher than five feet in overall height
- ✓ Sign face no larger than eight square feet, with no dimension smaller than two feet in length
- ✓ White background with black lettering in bold print, the lettering to be 3 ½ inches in height and ¾ inches wide
- ✓ Setback no less than 12 feet from property line and no closer than 10 feet from any structure on lot

*Sign Information:*

- ✓ Present zoning classification of the property
- ✓ Requested zoning amendment
- ✓ Date, time, and place of public hearing
- ✓ 8½ inch x 11-inch copy of the legal notice from the City of Elmhurst attached to the sign in a clear plastic cover
- ✓ This statement: QUESTIONS REGARDING THE SUBJECT CASE, CONTACT THE ZONING ADMINISTRATOR (630) 530-6019, 209 N. YORK ST, ELMHURST, IL 60126.

**NOTE:**

**THE PUBLIC HEARING SIGN MUST REMAIN POSTED UNTIL THE CITY COUNCIL HAS TAKEN FINAL ACTION. THE SIGN MUST BE REMOVED WITHIN TEN (10) DAYS OF SUCH FINAL ACTION.**



**ZONING & PLANNING COMMISSION**

The public hearing is an opportunity for the Zoning & Planning Commission to hear and assemble a record of testimony from the applicant and other concerned parties regarding the requested Map Amendment.

At the public hearing of the Zoning and Planning Commission:

- The applicant and owner must be present. The applicant and owner of the subject property must be present at the public hearing of the Zoning & Planning Commission in order to answer any questions or to respond to requests for further information.
- A court reporter will be present to record all verbal testimony provided at the public hearing, ultimately producing a transcript for each case.
- The applicant must speak before the Commission (for the official transcript) addressing the requested proposal and each of the standards for Map Amendment.
- The Map Amendment standards are as follows:

- a. Existing uses of property within the general area of the property in question;
  - b. The zoning classification of property within the general area of the property in question;
  - c. The suitability of the property in question to the uses permitted under the existing zoning classification as well as the proposed zoning classification; and
  - d. The current Comprehensive Plan for the City of Elmhurst.
- The applicant may have to respond to questions from Commission members and/or interested parties in the audience. All communications and responses to questions or issues should be addressed to the Zoning & Planning Commission.

Typically, the Commission members will place the subject case on their next agenda for deliberation and may request further information from the staff and/or applicant. At their next meeting the Zoning & Planning Commission will deliberate on the case and vote to recommend either approval or disapproval of the request to City Council. In order for the Zoning & Planning Commission to recommend approval of the Map Amendment request, the Commission shall find that the adoption of such amendment is not detrimental to the public interest and they shall make findings based upon the evidence presented in each specific case with respect to, but not limited to, the standards described above.

### **DEVELOPMENT, PLANNING AND ZONING COMMITTEE (DPZ)**

The recommendation of the Zoning & Planning Commission will be forwarded to the Development, Planning and Zoning Committee. The Committee will consider the information in the Zoning & Planning Commission report and the transcript of the public hearing, as well as any other information the members of the Committee consider relevant in order to develop a recommendation for the full City Council. The Development, Planning and Zoning Committee will forward their recommendation to the full City Council.

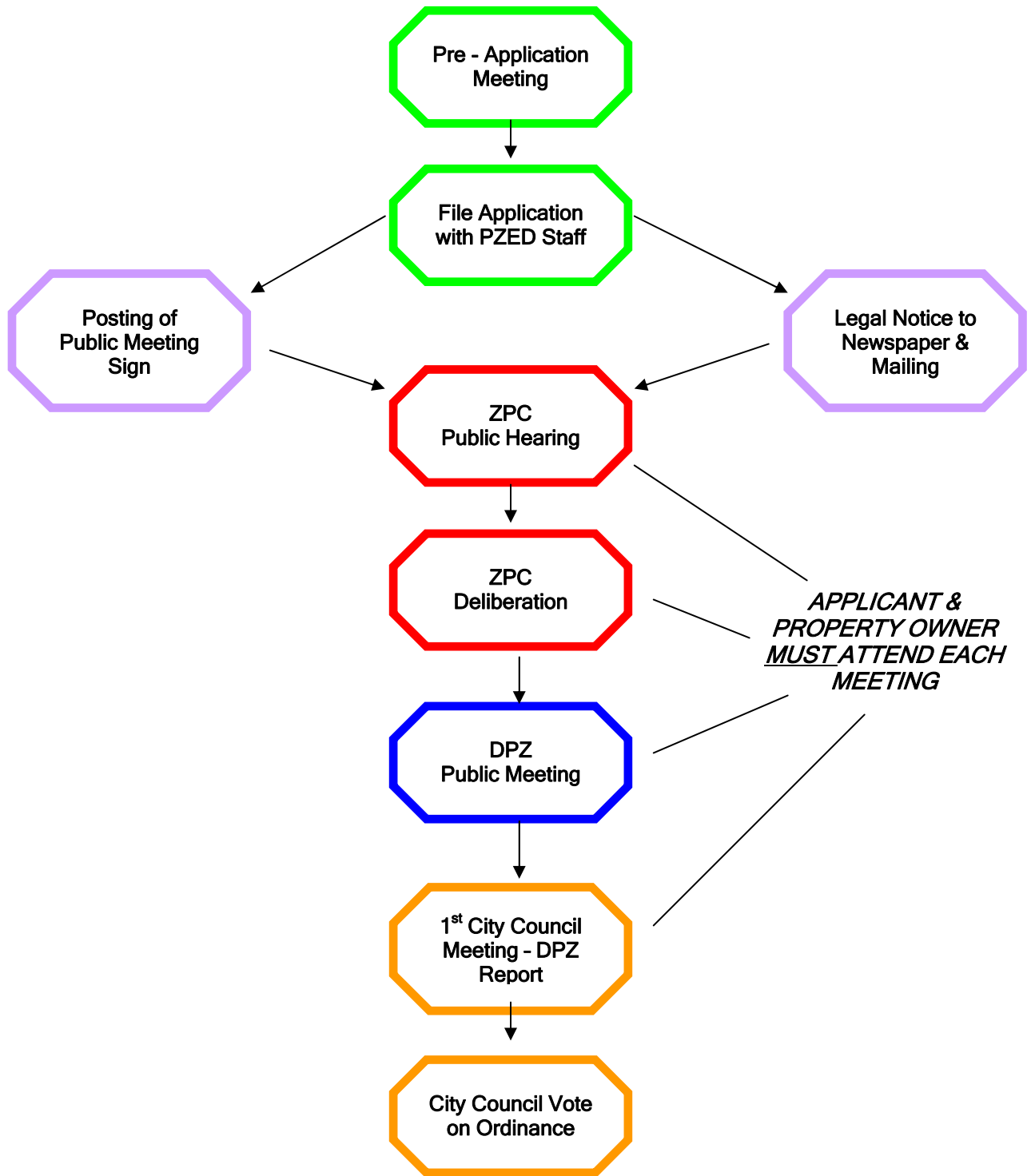
The applicant is required to attend the Development, Planning and Zoning Committee meeting, which is held the second and fourth Mondays of each month. The Planning and Zoning staff will inform you when you will be placed on the DPZ agenda.

### **CITY COUNCIL**

In this final step, the City Council will take into consideration all of the information compiled thus far in the process. At the first of the two City Council meetings for each case, they will vote to accept or not accept the report of the Development, Planning & Zoning Committee. It is expected that the applicant attend this meeting, which are held the first and third Mondays of each month.

At the next regularly scheduled Council meeting, the Council will make a decision to either approve or disapprove an ordinance that would allow the requested Map Amendment. After the ordinance is approved and signed by the Mayor and the City Clerk, the applicant must remove the public notice sign from the property.

MAP AMENDMENT PROCESS





**2019 MEETING SCHEDULE**

The **Zoning & Planning Commission / Zoning Board of Appeals** meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:00 PM. The regularly scheduled meetings for 2019 are:

January 15, 2019	May 21, 2019	September 17, 2019
February 5, 2019	June 4, 2019	October 1, 2019
February 19, 2019	June 18, 2019	October 15, 2019
March 5, 2019	July 2, 2019	November 5, 2019
March 19, 2019	July 16, 2019	November 19, 2019*
April 2, 2019	August 6, 2019	December 3, 2019
April 16, 2019	August 20, 2019	December 17, 2019*
May 7, 2019	September 3, 2019	

*\* If needed.*

The **Development, Planning & Zoning Committee (DPZ)** of the City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 7:00 PM. The regularly scheduled meetings for 2019 are:

January 14, 2019	May 13, 2019	September 9, 2019
January 28, 2019	May 28, 2019 (Tuesday)	September 23, 2019
February 11, 2019	June 10, 2019	October 15, 2019 (Tuesday)
February 25, 2019	June 24, 2019	October 28, 2019
March 11, 2019	July 8, 2019	November 12, 2019 (Tuesday)
March 25, 2019	July 22, 2019	November 25, 2019
April 8, 2019	August 12, 2019	December 9, 2019
April 22, 2019	August 26, 2019	December 23, 2019

The **City Council** meets on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month at 7:30 PM. The regularly scheduled meetings for 2019 are:

January 7, 2019	May 6, 2019	September 3, 2019 (Tuesday)
January 22, 2019 (Tuesday)	May 20, 2019	September 16, 2019
February 4, 2019	June 3, 2019	October 7, 2019
February 19, 2019 (Tuesday)	June 17, 2019	October 21, 2019
March 4, 2019	July 1, 2019	November 4, 2019
March 18, 2019	July 15, 2019	November 18, 2019
April 1, 2019	August 5, 2019	December 2, 2019
April 15, 2019	August 19, 2019	December 16, 2019

***Meeting dates are subject to change due to cancellations, holidays, etc.***