



# TOWN COUNCIL COMMUNICATION

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**DATE:** September 16, 2025

**FROM:** Helen-Eve Beadle, AICP, Town Planning Consultant

**AGENDA ITEM:** Discuss current ordinance procedures for processing Site Plans and other applications and provide direction to Staff regarding potential amendments.

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## **SUMMARY:**

Staff respectfully requests that Town Council consider a review of the current application procedures for Site Plans and related development applications. The goal is to ensure proper vetting and sequencing of actions that support thorough agenda communication and reduce the number of conditions typically associated with recommendations.

The Town of Bartonville Code of Ordinances (the “Code”) outlines statutory procedures for plats under Chapter 10, Subdivision Regulation, and Chapter 10A, Development Ordinance. These chapters require action within 30 days of application submission. Staff is not proposing any changes to these statutory timelines.

However, Chapter 14, Zoning, and Chapter 14A, Zoning Ordinance, require action on Site Plan applications within 30 days of determining the application is complete. While the Code identifies this as a statutory requirement, the Town Attorney has advised that this timeline is not mandated by State law.

Additionally, the Code requires public hearings and notifications—both mailed and published—for Site Plan applications. This is not a statutory requirement and is considered highly unusual. It is possible that this provision was added in response to a prior development that received significant public objection post-approval.

The Code also mandates that Board of Adjustment (BOA) applications be heard within 30 working days of submission. This, too, is not a statutory requirement.

In practice, Site Plans and BOA applications frequently require additional time for coordination and document revisions to ensure a well-planned, comprehensive submission. Removing the rigid action timelines would allow staff to present complete and suitable applications to reviewing bodies, reduce premature notifications, and minimize the need for extensive conditions upon approval. Furthermore, applicants often express confusion or frustration when asked to submit 30-day waivers or withdraw applications until they are fully prepared.

Staff requests the opportunity to review the Code and bring forward recommendations for amendments that would enhance the development review process and better align with best practices.