



**Meeting Date:** January 19, 2026

**Submitter:** Daniel Ritter, AICP, Community and Economic Development Director  
Ronald Mentzer, Community and Economic Development Consultant  
Atefa Ghaznawi, AICP, LEED AP, City Planner

**Department:** Community Development

**Agenda Item:** Plan Commission recommendation on application of the City of Crest Hill for Text Amendments to the City of Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook with Respect to Regulations Governing Non-Conforming Uses and Structures, Court Reporter Requirements for Development Applications, and Parking Lot, Driveway, and Street Access Regulations (Case # TXT-25-2-12-1)

**Summary:**

During the administration, interpretation, and enforcement of the City's Zoning Ordinance, Code of Ordinances, and Development Handbook, Community Development Department staff continue to identify a variety of Zoning Ordinance and procedural requirements that unnecessarily complicate the City's development review and entitlement process, lack sufficient detail, and/or are difficult to interpret and administer effectively. The City of Crest Hill (the "Applicant") has requested approval of the following text amendments to address these deficiencies:

1. Amend Court Reporter Requirements for Development Applications in Steps 6 and 10 of Section 1 Development Process Description of the Crest Hill Development Handbook.
2. Amend Section 5.5 Sale of a Non-Conforming Use of the Crest Hill Zoning Ordinance to clarify zoning ordinance compliance requirements for non-conforming uses at time of the sale, transfer, or conveyance.
3. Remove Sub-Section (I)(8) Access from Section 15.04.040 Standards for Structural Appearance and Site Location Plans, Chapter 15.04 Building Requirements of the Crest Hill Code of Ordinances and add new parking lot, driveway, signage and striping requirements and site access regulations to Section 11.6 Design, Development, and Maintenance of the Crest Hill Zoning Ordinance.

The overall goal of these amendments is to clarify City requirements, reduce regulatory conflicts, eliminate unnecessary regulatory barriers, and maintain narrowly tailored regulations that support the City's goals for orderly growth, economic vitality, and neighborhood character.

The Plan Commission conducted the required public hearing for this application at its December 11, 2025 meeting and recommended unanimous but conditional approval of the requested text amendments.

Additional details on the scope and need for these text amendments are provided in the December 11, 2025, Plan Commission staff report for this request. A copy of that staff report is attached to the draft ordinance the City Attorney and staff have prepared to memorialize the approval of the Plan Commission recommended text amendments and included with the agenda packet backup materials for this item as Exhibit B.

At the January 12, 2026 City Council Work Session, the case was presented and a discussion took place about the requested Text Amendments. No alterations were requested to the draft Ordinance that was attached to the packet. As such, the attached Ordinance and Exhibits are the same as the packet presented at the Work Session.

**Council Action Requested:** Community Development Staff recommend that the City Council approve the Ordinance pertaining to the Text Amendments to the Crest Hill Zoning Ordinance, Code of Ordinances, and Development Handbook with respect to regulations governing Non-Conforming Uses and Structures, Court Reporter Requirements for Development Applications, and Parking Lot, Driveway, and Street Access Regulations (Case # TXT-25-2-12-1).

#### Attachments

- Attachment A – December 11, 2025, Draft Plan Commission Meeting Minutes
- Attachment B - An Ordinance Approving Text Amendments to the Crest Hill Zoning Ordinance, Code of Ordinances, and Development Handbook with Respect to Regulations Governing Non-Conforming Uses and Structures, Court Reporter Requirements for Development Applications, and Parking Lot, Driveway, and Street Access Regulations – Application of City of Crest Hill (with Associated Exhibits)