



## City Council Agenda Memo

Crest Hill, IL

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<b>Meeting Date:</b>	July 15, 2024
<b>Submitter:</b>	Ronald Mentzer, Interim Community and Economic Development Director
<b>Department:</b>	Community Development
<b>Agenda Item:</b>	City Council Policy for Processing Plan Commission Recommendations

### Summary:

At this time, there is no clear City Council policy in place that establishes how Plan Commission recommendations involving zoning amendment, zoning variation, special use permit, zoning appeals, preliminary and final plat of subdivision, and similar and compatible use related applications (collectively “Special Zoning Applications”) are forwarded for City Council consideration. In the absence of such a policy, most Plan Commission recommendations, no matter how simple or non-controversial, are currently placed on a City Council Workshop Meeting agenda for City Council discussion prior to being considered for approval at a Regular City Council Meeting. This default process requires applicants to attend and staff to prepare agenda packet backup materials for both a City Council Workshop Meeting and a Regular City Council Meeting. Requiring multiple meetings with the City Council as the default City Council review process for all Plan Commission recommendations extends the amount of time it takes for the City to finalize the approval of Special Zoning Applications.

With the goal of enhancing the efficiency of the City’s processing of Special Zoning Applications and being more customer/business friendly, staff believes it would be beneficial for the City Council to establish clear policy that would allow Plan Commission recommendations involving straight-forward and non-controversial Special Zoning Applications to automatically be placed on the next available City Council agenda for consideration and potential approval in accordance with the following suggested policy guidance:

*Plan Commission recommendations involving the following Special Zoning Applications shall be reviewed at a City Council Workshop Meeting before said recommendations are included on a Regular or Special City Council Meeting Agenda for potential final approval:*

- 1. All Plan Commission recommendations involving Preliminary PUD Special Use Permit and zoning ordinance administration appeal applications.*
- 2. All non-unanimous Plan Commission recommendations.*

*Unless otherwise directed by the Community and Economic Development Director, all other Plan Commission Special Zoning Application recommendations may be included on the next available Regular or Special City Council Meeting Agenda for review and potential final approval without prior review and discussion at a City Council Workshop Meeting. The City Council retains the ultimate right and authority, by majority vote, to refer any such recommendation to a specific City Council Workshop meeting for additional City Council review and discussion.*

The City Council discussed this proposed policy at its July 8, 2024, meeting and directed it be placed on the July 15, 2024, City Council meeting agenda for potential approval.

**Recommended Council Action:** Pass a policy for processing Plan Commission Recommendations. for processing Plan Commission recommendations.

**Financial Impact:**

**Funding Source:** Not applicable.

**Budgeted Amount:** Not applicable.

**Cost:** Not applicable.

**Attachments:** Approval resolution prepared by the City Attorney's office.