



To: Plan Commission

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

Date: December 11, 2025

Re: Case # TXT-25-2-12-1: Text Amendments to the City of Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook for Driveway/ Right of Way Access Requirements, Regulations for Non-Conforming Buildings, Structures, Uses and Lots, and Court Reporter Requirement for Development Applications

Application Background

During the administration, interpretation, and enforcement of the City's Zoning Ordinance, Code of Ordinances and Development Handbook over the past few months and years, Community Development Department staff have identified a variety of Zoning Ordinance and process requirements that unnecessarily complicate the City's development review and entitlement process, lack sufficient detail, and/or are difficult to interpret and administer effectively. This staff report outlines various process and text amendments to the Crest Hill Zoning Ordinance, Code of Ordinances, and Development Handbook that staff is recommending be implemented to address these deficiencies. 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. Refining the regulations governing driveways and street access, sale of non-conforming uses, and court reporter requirements for certain development applications helps ensure the City's development regulations remain consistent with evolving community expectations for development quality and compatibility, area growth patterns, and City policy priorities.

Application documents submitted by Applicant include:

- Exhibit B – Application for Development 2025-12-04
- Exhibit C – Response to Standards for Text Amendment 2025-12-04
- Exhibit D – Redlined Section 1 Development Process Description of the Crest Hill Development Handbook 2025-12-04
- Exhibit E – Redlined Section 5.5 Sale of a Non-Conforming Use, and Section 11.6 Design, Development, and Maintenance of the Crest Hill Zoning Ordinance 2025-12-04
- Exhibit F – Redlined Section 15.04.040 Standards for Structural Appearance and Site Location Plans, Chapter 15.04 Building Requirements of the Crest Hill Code of Ordinances 2025-12-04

Summary of Proposed Text Amendments

The regulations proposed to be amended include:

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 amended Access Requirements and Sign Requirements to Section 11.6 Design, Development, and Maintenance of the Crest Hill Zoning Ordinance.

Staff Analysis

Court Reporter Requirements: The Zoning Ordinance currently requires a court reporter to be present at all public hearings. The full expense for the court reporter is paid for by the applicant. Meetings are now audio and video recorded, streamed, recorded, and posted digitally (on YouTube), with a verbatim recording existing and available to the public. The reality is that this process can be difficult to schedule administratively, is costly to residents and developers, and is outdated with the availability of modern technology. Staff recommend keeping it as an option that the applicant would have to pay for in cases where there may be significant public input or controversy. The amended court reporter requirements will improve staff and applicant efficiency in scheduling meetings, and will reduce an unnecessary cost to residents, businesses, and developers.

Non-Conforming Buildings, Structures, Uses and Lots: The current provisions of Zoning Ordinance Section 5 – Non-Conforming Buildings, Structures, Uses and Lots outline in detail if and how legal and illegal non-conforming buildings, structures, uses, and lots can be used, expanded, repaired, or changed and when they must be discontinued. Subsection 5.5 includes language that attempts to address what type of non-conformities need to be eliminated when they non-conforming use or business is sold. While the existing verbiage in Subsection 5.5 is very concise, it is not clear on what non-conforming conditions it is written to address and does not correlate well with other more detailed provisions found in Section 5. As such, the language in this section has been interpreted and applied differently over the last 7 years. This included some confusion with regards to the ability to sell “legal non-conforming” uses and structures that has had property and business owners concerned with the current language.

Staff recommended revisions to Subsection 5.5 would clarify what type of non-conforming situations it addresses and makes it clear that non-conforming non-residential and multi-family uses and structures need to be brought into compliance with the detailed provisions of Section 5 in conjunction with the sale transfer or conveyance of the same.

Driveway / Right of Way Access: The current Zoning Ordinance driveway and access requirements and restrictions (minimum width of 20 feet and maximum width of 30 feet) apply to all zoning districts (residential, commercial, and industrial). The proposed amendments allow more flexibility by defining different requirements and restrictions for residential, commercial, and industrial properties. Access points and curb cuts for residential properties will be limited to one per lot. For commercial and industrial properties, the number of access points and curb cuts will be restricted based on the lot width. Overall, the proposed text amendment modernizes driveway and street access regulations to better support

safety, mobility, and urban design objectives while improving clarity and administrative efficiency. Adoption of the amendment will ensure that future development contributes to a safer and more walkable built environment.

Text Amendment Approval Standards and Findings

Section 12.8-4 of the Zoning Ordinance states the Plan Commission shall recommend, and the City Council shall grant text amendments only when it shall have been determined, and recorded in writing, that all of the following standards are complied with. Staff has drafted the following findings of fact identified in bold italic font. These drafted findings can be modified or changed as the Plan Commission deems fit and based on the specific findings from the public hearing.

1. The effect the text amendment would have on comprehensive planning in the community and the extent to which the proposed amendment would be consistent with Crest Hill's planning objectives.

The proposed text amendments will positively influence comprehensive planning in the City of Crest Hill by aligning the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook with the long-term land-use vision established in the City's Comprehensive Plan. The proposed text amendments will ensure that development regulations remain consistent with evolving community needs, growth patterns, and policy priorities. By refining the regulations governing driveways and street access, non-conforming uses, and court reporter requirements for development applications, the proposed text amendments will help guide future development in a manner that supports the City's goals for orderly growth, economic vitality, and neighborhood character. It will also improve clarity, reduce regulatory conflicts, and ensure that the City regulations effectively reflect the community's expectations for development quality and compatibility.

2. The consistency of the proposed text amendment with other provisions in this Ordinance.

The proposed text amendments will be consistent with the overall structure and intent of the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook. The proposed text amendments will not conflict with existing provisions governing permitted uses, development standards, or procedural requirements. Instead, the proposed text amendments will align with the Crest Hill Zoning Ordinance's purpose of promoting public health, safety, and welfare while ensuring orderly and compatible development throughout the community. By updating or clarifying specific regulatory language, the text amendment will support consistency among the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook and will reduce ambiguities or contradictions between sections. The proposed text amendments will reinforce established zoning principles—such as appropriate land-use regulation, dimensional standards, and protection of neighborhood character—without undermining any existing zoning districts or regulations. Overall, the proposed text amendment will integrate smoothly with the City's current framework and will maintain compatibility with the intent and requirements of all other applicable provisions in the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook.

3. The degree to which all property owners in the community, zoned in similar classifications, would be benefited or affected by the zoning text amendment; and the extent to which the

proposed amendment would or would not benefit or affect one (1) or a selected and small group of property owners only.

The proposed text amendments are crafted to apply uniformly to all properties within the City of Crest Hill that share the same zoning classification. The impact will be broad in scope and will not be targeted toward any single parcel or a small group of property owners. By modifying the regulations that govern driveways and street access, non-conforming uses, and court reporter requirements for development applications, the proposed text amendments will provide consistent benefits and obligations to all similarly situated properties. All property owners within the affected zoning classifications will experience the same regulatory changes—whether through enhanced flexibility, clearer standards, improved compatibility requirements, or updated development expectations. This uniform application will ensure fairness and will support the City's objective of treating comparable properties in a consistent manner. There is no evidence that the proposed text amendments will be intended to advantage or disadvantage one or a limited number of property owners. Instead, the proposed text amendments will advance the overall public interest by improving the function, clarity, and effectiveness of the City regulations for the community as a whole.

4. The extent to which the text amendment will ameliorate a condition in this Ordinance which is, from a legal or administrative standpoint, deficient.

The proposed text amendments will help correct deficiencies and inconsistencies in the current Crest Hill Zoning Ordinance, Code of Ordinances, and Development Handbook by addressing provisions that have become outdated, unclear, or difficult to administer and enforce. From both a legal and administrative standpoint, the existing language creates inconsistencies, limits effective enforcement, or fails to reflect current development practices and community standards. By refining and clarifying the regulations governing driveways and street access, non-conforming uses, and court reporter requirements for development applications, the proposed text amendments will strengthen the legal defensibility of City regulations, will reduce the potential for misinterpretation, and will improve the City's ability to apply the regulations consistently. Administratively, the proposed text amendment will streamline procedures, will enhance predictability for applicants, and will ensure that the City staff can implement the City regulations more efficiently. Overall, the proposed text amendments will directly ameliorate existing deficiencies and inconsistencies in the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook, and will result in a more coherent, modern, and administratively workable regulatory framework.

5. The need for the zoning text amendment.

The proposed text amendments are needed to ensure that the City's development regulations remain current, effective, and aligned with the City of Crest Hill's long-term planning goals. As conditions in the community evolve—such as changes in land-use trends, development patterns, or regulatory expectations—periodic updates to the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook are necessary to maintain their relevance and functionality. The proposed text amendments will address gaps, outdated provisions, or unclear language that hinder consistent interpretation or efficient administration of the City regulations governing driveways and street access, non-conforming uses, and court reporter requirements for development applications. The proposed text amendments will also ensure that the City regulations continue to support high-quality development, protect neighborhood

character, and provide clear guidance to property owners, developers, and the City staff. Overall, the proposed text amendments are needed to reinforce the integrity of the City regulations, improve their usability, and ensure that the City regulations remain a reliable tool for implementing the City's planning objectives.

6. Whether or not the proposed text amendment, if adopted, will require other provisions of this Ordinance to be changed or modified and, if so, the way in which the Ordinance will have to be further modified and amended.

The proposed text amendments are not expected to necessitate significant changes to other sections of the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook. The proposed text amendments have been drafted to integrate with the existing regulatory framework and to function consistently with the current standards, definitions, and zoning district requirements. If any additional modifications are required, they would likely be minor and limited to cross-references, terminology updates, or clarifications intended to maintain internal consistency throughout the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook. These may include adjusting related definitions, aligning procedural language, or updating associated development standards to ensure that all sections operate cohesively. Overall, the proposed text amendments will be incorporated without substantial restructuring of the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook. Any secondary adjustments needed will be administrative in nature and aimed solely at ensuring clarity, consistency, and effective implementation of the updated provisions.

Staff Recommendation

Based on the drafted findings reflected in this staff report, Staff recommends the following motion to provide a recommendation to City Council. This motion may be amended by any Plan Commission member making the motion based upon the findings of the public hearing. Staff recommends any motion be made in the positive form to correspond with the applicant's request to avoid confusion.

The Plan Commission recommends City Council approval of the proposed text amendments to (i) court reporter requirements for development applications in Steps 6 and 10 of Section 1 Development Process Description of the Crest Hill Development Handbook; (ii) Section 5.5 Sale of a Non-Conforming Use of the Crest Hill Zoning Ordinance; and (iii) removal of 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 addition of amended access requirements and sign requirements to Section 11.6 Design, Development, and Maintenance of the Crest Hill Zoning Ordinance, subject to the proposed text amendments being implemented in substantial conformance with the application documents referenced in the December 11, 2025, Plan Commission Staff Report for petition TXT-25-2-12-1.

EXHIBIT A

Supplemental Text Amendment Approval Facts to Consider Per Crest Hill Zoning Ordinance Section 12.8-4

1. *The effect the text amendment would have on comprehensive planning in the community and the extent to which the proposed amendment would be consistent with Crest Hill's planning objectives.*
2. *The consistency of the proposed text amendment with other provisions in this Ordinance.*
3. *The degree to which all property owners in the community, zoned in similar classifications, would be benefited or affected by the zoning text amendment; and the extent to which the proposed amendment would or would not benefit or affect one (1) or a selected and small group of property owners only.*
4. *The extent to which the text amendment will ameliorate a condition in this Ordinance which is, from a legal or administrative standpoint, deficient.*
5. *The need for the zoning text amendment.*
6. *Whether or not the proposed text amendment, if adopted, will require other provisions of this Ordinance to be changed or modified and, if so, the way in which the Ordinance will have to be further modified and amended.*

EXHIBIT B Application for Development

For Office Use Only: Case Number: TXT-25-2-12-1
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Project Name: Text amendments to the Crest Hill Zoning Ordinance, Code of Ordinances, & Development Handbook

Owner: City of Crest Hill Correspondence To: _____

Street address: 20600 City Center Blvd Street address: _____

City, St., Zip: Crest Hill, IL 60403 City, St., Zip: _____

Phone: 815-741-5106 Phone: _____

Email: _____ Email: _____

Property Address: Street address: N/A **Property Information:** Lot Width: _____

City, St., Zip: _____ Lot Depth: _____

PIN: _____ Total Area: _____

*Submit an electronic version of the legal description only in a Word document to:
buildingdepartment@cityofcresthill.com

Existing Zoning: N/A Existing Land Use: _____

Requested Zoning: _____ Proposed Land Use: _____

Adjoining Properties Zoning and Uses:

North of Property: _____

South of Property: _____

East of Property: _____

West of Property: _____

Purpose Statement (intended use and approval sought): _____

Text amendments to Section 15.04.040 of Crest Hill Code of Ordinances, Sections 5 & 11.6 of Crest Hill Zoning Ordinance, & Section 1 of Crest Hill Development Handbook.

Development Request: Please check all that apply and describe:

Rezoning: _____

Special Use: _____

Variance: _____

Planned Unit Development: _____

Annexation: _____

Plat: _____

Other: Text Amendment _____

Contact Information – If not yet known, please indicate as TBD. Check those parties in which copies of all correspondences should be forwarded.

Civil Engineer: _____ Phone: _____
Company: _____ Email: _____

Contractor: _____ Phone: _____
Company: _____ Email: _____

Architect: _____ Phone: _____
Company: _____ Email: _____

Builder: _____ Phone: _____
Company: _____ Email: _____

I agree to be present (in person or by counsel) when the Plan Commission and City Council hear this development request.

Dan Ritter
Signature of the Applicant

12/4/25
Date

If you (the applicant) are not the owner of record, please provide the owner's signature.

Dan Ritter
Signature of the Owner

12/4/25
Date

EXHIBIT C - Response to the City of Crest Hill Standards for Text Amendments

12.8-4 STANDARDS FOR TEXT AMENDMENTS ([ZONING ORDINANCE](#), p-136)

The Plan Commission, within sixty (60) days after the close of the hearing on the proposed text amendment, shall make written findings of fact, and submit same together with a recommendation, to the City Council. In its findings of fact, the Plan Commission shall consider the following:

- 1. The effect the text amendment would have on comprehensive planning in the community and the extent to which the proposed amendment would be consistent with Crest Hill's planning objectives.** The proposed text amendments will positively influence comprehensive planning in the City of Crest Hill by aligning the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook with the long-term land-use vision established in the City's Comprehensive Plan. The proposed text amendments will ensure that development regulations remain consistent with evolving community needs, growth patterns, and policy priorities. By refining the regulations governing driveways and street access, non-conforming uses, and court reporter requirements for development applications, the proposed text amendments will help guide future development in a manner that supports the City's goals for orderly growth, economic vitality, and neighborhood character. It will also improve clarity, reduce regulatory conflicts, and ensure that the City regulations effectively reflect the community's expectations for development quality and compatibility.
- 2. The consistency of the proposed text amendment with other provisions in this Ordinance.** The proposed text amendments will be consistent with the overall structure and intent of the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook. The proposed text amendments will not conflict with existing provisions governing permitted uses, development standards, or procedural requirements. Instead, the proposed text amendments will align with the Crest Hill Zoning Ordinance's purpose of promoting public health, safety, and welfare while ensuring orderly and compatible development throughout the community. By updating or clarifying specific regulatory language, the text amendment will support consistency among the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook and will reduce ambiguities or contradictions between sections. The proposed text amendments will reinforce established zoning principles—such as appropriate land-use regulation, dimensional standards, and protection of neighborhood character—without undermining any existing zoning districts or regulations. Overall, the proposed text amendment will integrate smoothly with the City's current framework and will maintain compatibility with the intent and requirements of all other applicable provisions in the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook.
- 3. The degree to which all property owners in the community, zoned in similar classifications, would be benefited or affected by the zoning text amendment; and the extent to which the proposed amendment would or would not benefit or affect one (1) or a selected and small group of property owners only.** The proposed text amendments are crafted to apply uniformly to all properties within the City of Crest Hill that share the same zoning classification. The impact will be broad in scope and will not be targeted toward any single parcel or a small group of property owners. By modifying the regulations that govern driveways and street access, non-conforming uses, and court reporter requirements for development applications, the proposed text amendments will provide consistent benefits and obligations to all similarly situated properties. All property owners within the affected zoning classifications will experience the same regulatory

changes—whether through enhanced flexibility, clearer standards, improved compatibility requirements, or updated development expectations. This uniform application will ensure fairness and will support the City’s objective of treating comparable properties in a consistent manner. There is no evidence that the proposed text amendments will be intended to advantage or disadvantage one or a limited number of property owners. Instead, the proposed text amendments will advance the overall public interest by improving the function, clarity, and effectiveness of the City regulations for the community as a whole.

4. **The extent to which the text amendment will ameliorate a condition in this Ordinance which is, from a legal or administrative standpoint, deficient.** The proposed text amendments will help correct deficiencies and inconsistencies in the current Crest Hill Zoning Ordinance, Code of Ordinances, and Development Handbook by addressing provisions that have become outdated, unclear, or difficult to administer and enforce. From both a legal and administrative standpoint, the existing language creates inconsistencies, limits effective enforcement, or fails to reflect current development practices and community standards. By refining and clarifying the regulations governing driveways and street access, non-conforming uses, and court reporter requirements for development applications, the proposed text amendments will strengthen the legal defensibility of City regulations, will reduce the potential for misinterpretation, and will improve the City’s ability to apply the regulations consistently. Administratively, the proposed text amendment will streamline procedures, will enhance predictability for applicants, and will ensure that the City staff can implement the City regulations more efficiently. Overall, the proposed text amendments will directly ameliorate existing deficiencies and inconsistencies in the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook, and will result in a more coherent, modern, and administratively workable regulatory framework.
5. **The need for the zoning text amendment.** The proposed text amendments are needed to ensure that the City’s development regulations remain current, effective, and aligned with the City of Crest Hill’s long-term planning goals. As conditions in the community evolve—such as changes in land-use trends, development patterns, or regulatory expectations—periodic updates to the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook are necessary to maintain their relevance and functionality. The proposed text amendments will address gaps, outdated provisions, or unclear language that hinder consistent interpretation or efficient administration of the City regulations governing driveways and street access, non-conforming uses, and court reporter requirements for development applications. The proposed text amendments will also ensure that the City regulations continue to support high-quality development, protect neighborhood character, and provide clear guidance to property owners, developers, and the City staff. Overall, the proposed text amendments are needed to reinforce the integrity of the City regulations, improve their usability, and ensure that the City regulations remain a reliable tool for implementing the City’s planning objectives.
6. **Whether or not the proposed text amendment, if adopted, will require other provisions of this Ordinance to be changed or modified and, if so, the way in which the Ordinance will have to be further modified and amended.** The proposed text amendments are not expected to necessitate significant changes to other sections of the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook. The proposed text amendments have been drafted to integrate with the existing regulatory framework and to function consistently with the current standards, definitions, and zoning district requirements. If any additional modifications are required, they would likely be minor and limited to cross-references, terminology updates, or clarifications intended to maintain

internal consistency throughout the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook. These may include adjusting related definitions, aligning procedural language, or updating associated development standards to ensure that all sections operate cohesively. Overall, the proposed text amendments will be incorporated without substantial restructuring of the Crest Hill Zoning Ordinance, Code of Ordinances and Development Handbook. Any secondary adjustments needed will be administrative in nature and aimed solely at ensuring clarity, consistency, and effective implementation of the updated provisions.

EXHIBIT D

City of Crest Hill Development Handbook
Section 1: Development Process – Descriptions

Step 6: Plan Commission & City Council

Typically, the rezoning, special use, annexation and variance applications are heard during the preliminary portion of the process, however, when necessary or agreed between the applicant and staff, these items can be completed with the final plat hearings or as a combined preliminary and final process.

6.1. After City Staff completes the appropriate Summary Memos (Appendices I and J), Staff will contact the applicant with the selected meeting date. Additional copies of the required paperwork and fee shall be submitted to the City Clerk's office no later than 25 days before the Plan Commission meeting in accordance with Ordinance No. 1511 (see Appendix H). The required paperwork shall include 30 reduced size copies of the plat of survey, topographic survey, preliminary plat, site plan, applicable applications, and other selected supporting documentation for the project. Exhibits must be folded to a size no greater than 8 ½" X 11".

6.2. You will be required to pay a sign notification fee of \$50.00 for rezoning, special use and variance. City Staff will place the sign on the petitioner's property.

6.3. Verification is done by City Staff that all fees are current. For rezoning, special use and variance cases, Staff submits legal notice to the local newspaper (Herald News). The Herald News will contact the petitioner with the publication cost. This must be paid in advance of publication by cash, credit card or check to the Herald News.

6.4. Public hearings are required for a subdivision, rezoning, special use permit and variations. Please refer to the Zoning Ordinance No. 1511 for details. The petitioner is responsible for notifying surrounding property owners within 300' of the subject property (500' for a PUD) no later than 15 days of the Plan Commission hearing thereon, giving a full description of the action he wishes the Plan Commission to take. Notifications shall occur by either of the two following methods:

6.4.1 Personal Deliver: A letter is prepared with each name and address. Property owner addresses are affixed on notification sheets showing they accepted the notice.

6.4.2 Certified Deliver: If you are unable to contact the property owner by personal delivery or if the property owner refuses to accept the letter by personal delivery,

then a certified letter with return receipt is sent, with the property owner name and address.

Please refer to Appendices D and E for sample documents.

6.5. At the discretion of the Community Development Director and the City Attorney, for any application for development and at the applicant's expense ~~For special use~~, the applicant ~~is~~ may be required ~~responsible~~ to supply a licensed and professional court reporter for the hearing. ~~and When applicable, the applicant~~ shall supply to the City Clerk's office a copy of the transcribed proceedings. If the applicant does not supply a court reporter, the case will not be heard. ~~(To hire a reporter, see reporter, court in the yellow pages of the phone book.)~~

6.6. If required, the public hearing will be held at the Plan Commission. The Applicant is responsible for all hearing and/or recording fees with the County.

On the night of the Plan Commission meeting, you will be required to submit to the secretary of the Commission, your paid receipt from the Herald News, your affidavit of notification notarized and copies of the return receipt cards if applicable. If these items are not submitted the night of the meeting, your case will be tabled until a later date.

At the Plan Commission meeting, the Applicant will present the project. The applicant may include input and testimony from any consultants or experts that will support or help explain the request. City Staff will be available to answer questions or provide technical input for the Plan Commission. Members of the audience have the opportunity to ask questions and make comments about the request.

All speakers, including the applicant's representatives, will need to sign in (address, printed name, signature and agenda item). The Plan Commission may ask questions of the applicant and/or their consultants and then make a favorable or unfavorable recommendation to the Council, or postpone a vote to a future meeting.

6.7. When applicable, A a copy of the transcript shall be submitted to City Staff for City Council packets at least one week prior to the City Council meeting. If the Clerk's Office does not receive the transcript or other requested packet information, your case will be tabled until the following meeting.

6.8. Approximately one month but no longer than 80 days after the Plan Commission, the project will be placed on a City Council Meeting agenda. Depending on the complexity of the project, and at the discretion of City Staff, Plan Commission and City Council, the project may be discussed at a City Council work Session prior to a City Council meeting.

6.9 The City Council receives the written decision of findings of fact from the Plan Commission (and transcript, when applicable) and makes the final decisions.

A Schedule Guideline is included in Appendix Z to assist planning and timelines.

Step 10: Plan Commission & City Council

10.1. After City Staff completes the appropriate Summary Memos (Appendices I and J), Staff will contact the applicant with the selected meeting date. Additional copies of the required paperwork and fee shall be submitted to the City Clerk's office no later than 25 days before the Plan Commission meeting in accordance with Ordinance No. 1511 (see Appendix H). The required paperwork shall include 30 reduced size copies of the plat of survey, topographic survey, preliminary plat, site plan, applicable applications, and other selected supporting documentation for the project. Exhibits must be folded to a size no greater than 8 ½" X 11".

10.2. You will be required to pay a sign notification fee of \$50.00 for rezoning, special use and variance. City Staff will place the sign on the petitioner's property.

10.3. Verification is done by City Staff that all fees are current. For rezoning, special use and variance cases, Staff submits legal notice to the local newspaper (Herald News). The Herald News will contact the petitioner with the publication cost. This must be paid in advance of publication by cash, credit card or check to the Herald News.

10.4. Public hearings are required for a subdivision, rezoning, special use permit and variations. Please refer to the Zoning Ordinance No. 1511 for details. The petitioner is responsible for notifying surrounding property owners within 300' of the subject property (500' for a PUD) no later than 15 days of the Plan Commission hearing thereon, giving a full description of the action he wishes the Plan Commission to take. Notifications shall occur by either of the two following methods:

10.4.1 Personal Deliver: A letter is prepared with each name and address. Property owner addresses are affixed on notification sheets showing they accepted the notice.

10.4.2 Certified Deliver: If you are unable to contact the property owner by personal delivery or if the property owner refuses to accept the letter by personal delivery, then a certified letter with return receipt is sent, with the property owner name and address.

Please refer to Appendices D and E for sample documents.

10.5. At the discretion of the Community Development Director and the City Attorney, for any application for development and at the applicant's expense ~~for special use~~, the applicant ~~is~~ ~~may be required responsible~~ to supply a licensed and professional court reporter for the hearing, and When applicable, the applicant shall supply to the City Clerk's office a copy of the transcribed proceedings. If the applicant does not supply a court reporter, the case will not be heard. (To hire a reporter, see reporter, court in the yellow pages of the phone book.)

10.6. If required, the public hearing will be held at the Plan Commission. The Applicant is responsible for all hearing and/or recording fees with the County.

On the night of the Plan Commission meeting, you will be required to submit to the secretary of the Commission, your paid receipt from the Herald News, your affidavit of notification notarized and copies of the return receipt cards if applicable. If these items are not submitted the night of the meeting, your case will be tabled until a later date.

At the Plan Commission meeting, the Applicant will present the project. The applicant may include input and testimony from any consultants or experts that will support or help explain the request. City Staff will be available to answer questions or provide technical input for the Plan Commission. Members of the audience have the opportunity to ask questions and make comments about the request.

All speakers, including the applicant's representatives, will need to sign in (address, printed name, signature and agenda item). The Plan Commission may ask questions of the applicant and/or their consultants and then make a favorable or unfavorable recommendation to the Council, or postpone a vote to a future meeting.

10.7. When applicable, A a copy of the transcript shall be submitted to City Staff for City Council packets at least one week prior to the City Council meeting. If the Clerk's Office does not receive the transcript or other requested packet information, your case will be tabled until the following meeting.

10.8. Approximately one month but no longer than 80 days after the Plan Commission, the project will be placed on a City Council Meeting agenda. Depending on the complexity of the project, and at the discretion of City Staff, Plan Commission and City Council, the project may be discussed at a City Council work Session prior to a City Council meeting.

10.9. The City Council receives the written decision of findings of fact from the Plan Commission (and transcript, when applicable) and makes the final decisions.

A Schedule Guideline is included in Appendix Z to assist planning and timelines.

EXHIBIT E
City of Crest Hill Zoning Ordinance

SECTION 5.0 NON-CONFORMING BUILDINGS, STRUCTURES, USES AND LOTS

5.5 SALE OF A NON-CONFORMING USE OR STRUCTURE

No non-conforming non-residential or multi-family use or structure shall be sold, transferred or conveyed unless the same is made to conform to the use regulations of the district in which it is located this section.

SECTION 11.0 OFF-STREET PARKING AND LOADING

11.6 DESIGN, DEVELOPMENT, AND MAINTENANCE

Every parcel of land hereafter used as a public or private parking area greater than four (4) spaces, including a commercial parking lot and an automobile sales lot, shall be designed, developed, and maintained in accordance with Section 15.04.040, of the Code of Ordinances, including but not limited to geometric, pavement, screening, landscaping, lighting, curbing and drainage.

11.6-1 PARKING AND LOADING SURFACES

All parking, drive and loading areas must be graded and paved or otherwise improved with Bituminous concrete or Portland Cement Concrete, or other material approved by Council. All such areas shall be improved with curb and gutter. Parking stalls shall be identified by painted striping. The area shall be constructed in a manner that it affords adequate drainage. And no such parking lot or driveway shall be approved by the City until it has been determined that the parking lot or driveway is properly constructed. Only parking areas for heavy machinery located in the rear or side yards may have a gravel surface.

11.6-2 SCREENING AND LANDSCAPING

All off-street parking areas containing more than four (4) spaces shall be effectively screened on each side adjoining or fronting on any property situated in any Residence District, as required by Section 15.04.040 Standards for Structural Appearance and Site Location Plans, of the Code of Ordinances

A landscape island shall be provided at the end of each parking row. The interior of a parking lot with more than twenty (20) cars shall include interior landscape islands at a ratio of one (1) landscape island for every twenty (20) parking spaces or fraction thereof. They shall be evenly dispersed throughout the parking area.

11.6-3 LIGHTING

All parking areas shall be effectively illuminated as required by Section 8.7-4.

11.6-4 SIGNS

Accessory signs are permitted on parking areas, in accordance with Section 15.12 of the City Code of Ordinance. All traffic control devices, signage, and striping, located on private drives and parking areas of more than four (4) stalls, shall be consistent with the statutory provisions contained in Chapter 95-1/2, Section 11-209 and 209.1 of the Illinois Vehicle Code and approved by the City Engineer. Most notably, these devices shall comply with applicable standards set forth by the Illinois Department of Transportation (IDOT) or in the Manual on Uniform Traffic Control Devices (MUTCD).

11.6-5 REPAIR, DISMANTLING, AND MAINTENANCE/SERVICING OF VEHICLES

The parking area shall not be used for the repair, dismantling, or servicing of any vehicles, equipment, materials, or supplies.

11.6-6 ACCESSIBLE PARKING FOR PEOPLE WITH DISABILITIES

Parking facilities and accessible routes must be provided in accordance with the Americans with Disabilities Act and the Illinois Accessibility Code, or any other applicable local law or regulation that requires greater accessibility, the most restrictive shall apply.

11.6-7 STREET / RIGHT OF WAY ACCESS

a. Vehicular ingress and egress points (curb cuts) to and from the property into the public right-of-way shall be no less than fifty (50) feet from any street intersection (as measured from the property corner to the nearest side of the curb cut) nor closer than seventy-five (75) feet to another curb cut on the same street.

b. Except as otherwise provided for in this chapter, every building in all zoning districts shall be constructed or erected upon a lot, or parcel of land which abuts upon a street or a permanent easement of access to a street shall be dedicated.

c. Lots with legal non-conforming ingress/egress access points may maintain and resurface the existing driveways and aprons; however, they cannot expand or otherwise alter the driveway, aprons, or ingress/egress points without bringing it into compliance with all applicable regulations of section 11.6-7.

11.6-7.1 RESIDENTIAL DISTRICTS GENERAL REQUIREMENTS

a. Minimum residential driveway width shall be nine (9) feet at the lot line. Maximum residential driveway width shall be thirty (30) feet at the lot line. In no instance, shall a residential driveway or combination of driveways have a width greater than fifty (50) percent of the total lot width facing the public right-of-way. It shall be at the discretion of the City Engineer and Community Development Director to restrict driveway width on a case-by-case basis for reasons of public safety and sound traffic engineering practice.

b. Individual residential lots shall not have more than one point of ingress/egress to and from the lot into the public right-of-way for the principal buildings/structures and accessory uses structures on the premises. If the lot is a corner lot, the lot is still limited to only one ingress/egress point.

11.6-7.2 COMMERCIAL DISTRICTS GENERAL REQUIREMENTS

a. Minimum commercial driveway width shall be twenty (20) feet at the lot line. Maximum commercial driveway width shall be forty (40) feet at the lot line. In no instance shall a commercial driveway or combination of driveways have a width greater than fifty (50) percent of total lot width facing the public right-of-way. It shall be at the discretion of the City Engineer and Community Development Director to restrict driveway width on a case-by-case basis for reasons of public safety and sound traffic engineering practice.

b. Individual commercial lots shall not have more than one point of ingress/egress to and from the lot into the public right-of-way when the total lot width facing the public right-of-way is less than one hundred (100) feet. Access shall be limited to two (2) points of ingress/egress to and from the lot into the public right-of-way if the total lot width facing the public right-of-way is one hundred (100) feet or more.

11.6-7.3 INDUSTRIAL DISTRICTS GENERAL REQUIREMENTS

a. Minimum industrial driveway width shall be twenty (20) feet at the lot line. Maximum industrial driveway width shall be fifty (50) feet at the lot line. In no instance, shall an industrial driveway or combination of driveways have a width greater than fifty (50) percent of the total lot width facing the public right-of-way. It shall be at the discretion of the City Engineer and Community Development Director to restrict driveway width on a case-by-case basis for reasons of public safety and sound traffic engineering practice.

b. Individual industrial lots shall not have more than one point of ingress/egress to and from the lot into the public right-of-way when the total lot width facing the public right-of-way is less than two hundred (200) feet. Access shall be limited to two (2) points of ingress/egress to and from the lot into the public right-of-way if the total lot width facing the public right-of-way is two hundred (200) feet or more.

Crest Hill - Buildings and Construction

EXHIBIT F

CREST HILL CODE OF ORDINANCES: CHAPTER 15.04: BUILDING REQUIREMENTS
§ 15.04.040 STANDARDS FOR STRUCTURAL APPEARANCE AND SITE LOCATION PLANS
SUB-SECTION (I) REQUIREMENTS

g. *Other Ground Covers.* Other ground covers such as decorative rock, stone, boulders, bark, wood chips, etc., may be substituted for the required ground coverages as provided herein.

(3) *Applications of Standards to the Landscape Plan.* In reviewing the landscape plan, the Building Commissioner may require such changes or modifications in the types or location of permitted plantings and ground coverings as it may deem reasonable to the end that such required landscaping shall not hinder placement and operation of any improvement or structure related to public utilities located upon the site. It shall be an objective of this code that the requirements and standards set forth herein shall be applied in a manner so as to maximize the screening of proposed uses (including parking, loading and storage) from adjacent roads and highways and from residential uses located upon adjacent parcels of property.

(4) *Parking and Drive Areas.* All off-street parking and drive areas shall be graded and paved or otherwise improved with bituminous concrete or Portland Cement concrete or other "dust free" paving material as approved by the Council. Parking stalls shall be identified by painted striping. Dimensions for stalls and drive aisles shall be in accordance with Table A at the end of this section. Handicapped parking is required in accordance with compliance with the Americans with Disabilities Act requirements or any other applicable local law or regulation that requires greater accessibility.

(5) *Screening/Buffering.* All commercial, industrial and multi-family sites shall be buffered from adjacent single-family sites through the use of landscape berms, plantings and/or fencing to achieve no less than a minimum of 75% visual screen at a minimum mature height of six feet.

(6) *Drainage/Storm Water Controls.* All sites shall be graded so as to prevent storm water run-off from impervious surfaced areas onto adjacent properties. The storm water detention requirements specified in the City Subdivision Regulations shall be applied. A combination of detention storage and controlled release of storm water run-off shall be required for the following:

(a) All sites involving improvements with a net developed area of two acres or more;

(b) All sites involving improvements which have and will have impervious areas of 50% of gross lot area or greater.

1. In cases where improvements will be made to facilities existing prior to the adoption of this section, the percent of imperviousness will be based on the entire parcel. If this percentage is 50% or greater, the storm water detention requirement shall be applied only to the portion of the parcel being improved.

(7) *Lighting.* Exterior lighting shall be shaded, directed or otherwise designed so as to avoid glare onto neighboring residential properties.

(8) ~~Vehicular ingress and egress points (curb cuts) to/from the site shall be no less than 50' from any street intersection (as measured from the property corner to the nearest side of the curb cut) nor closer than 75' to another curb cut on the same street. Curb cut widths shall be no less than 20' nor more than 30' in width. No more than two curb cuts per site shall be permitted.~~

(9) *Trash Enclosures.* Enclosures surrounding trash receptacles shall be required to provide a 100% visual screen. Such enclosures shall be of masonry or wood construction.