



Report to Village Board

Agenda Item: Proposed changes to § 520-124. - Site plan procedures.

Meeting Date: August 18, 2025

Referring Body: Plan Commission

Committee Contact: Dave Baker

Staff Contact: Peter Wegner, CD/PZ Director

Report Prepared by: Peter Wegner, CD/PZ Director

AGENDA ITEM: Proposed changes to § 520-124. - Site plan procedures.

OBJECTIVE(S): Discussion and possible action to review § 520-124 - Site Plan Procedures.

HISTORY/BACKGROUND: The Plan Commission has been reviewing proposed changes to §520-121. – Conditional use permits. The Plan Commission acknowledged changes to §520-124. - Site plan procedures should be considered to provide consistency. Specifically, changes under 520-124 H. Action by Plan Commission: appeal procedure and 520-121 I. Action by Village Board.

On February 17, 2025, staff was directed to make changes to 520-124 H. and I related to the appeal process.

On March 17, 2025, the Plan Commission reviewed and approved the proposed changes. As a result, the Plan Commission directed staff to schedule a public hearing on April 21, 2025, to gather public input related to these changes.

On 4/21/2025, the Plan Commission held a public hearing and recommended an Ordinance Amendment be forwarded to the Village Board approval.

On 5/12/2025, the Village Board discussed the proposed Ordinance Amendment. Action was delayed to allow new Village Board Trustees time to consider that being proposed.

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On 6/14/2025, the Village Board discussed the background of the proposed Ordinance Amendment.

On 7/28/2025, the Village Board discussed concerns with the language as proposed. Motion passed not to approve the proposed changes to 520-124 Site plan procedures.

RECOMMENDED ACTION: Review and discuss the history of proposed changes to 520-124 Site plan procedures.

ATTACHMENTS: Proposed changes to § 520-124. - Site plan procedures and Ordinance Amendment.