



Planning and Community Development Department

10631 Main Street, Roscoe, IL 61073

tel: 815-623-2829 fax: 815-623-1360

permits@roscoeil.gov

Zoning Board of Appeals Meeting of April 9th, 2025

Application No. ZBA 2025-008

Applicant: N/A

Location: N/A

Requested Action: Discussion of Future Amendment to PUD Ordinance

Existing Use: N/A

Proposed Use: N/A

Existing Zoning: N/A

Adjacent Zoning: N/A

Background: This discussion item focuses on a potential amendment to Article XIII of the Zoning Regulations within the Village's Code of Ordinances. This article governs the Village's ability to grant flexibilities, variances, and special requirements for Planned Unit Developments (PUDs). These approvals allow developers and property owners to negotiate with the Village when proposing projects that do not strictly align with existing zoning or subdivision regulations.

Currently, the Village uses a one-step process to approve these types of projects at the Zoning Board of Appeals (ZBA) and at the Village Board level. This one approval includes everything within a potential development from street layout, zoning standards, subdivision requirements, site plans, landscaping plans, building elevations, and utility plans. Requiring all of these materials upfront for a single approval can present significant financial and logistical challenges for both applicants and the Village during review.

With the need to have drawings commissioned for all of these materials before even knowing if the zoning or layout is palatable to the Village, several developers have asked about why the Village uses this one-step process as opposed to other communities using a two- or multi-step process. Often, other communities will use a two-step process: approval of a General Development Plan (GDP) and Precise Implementation Plan (PIP). The Village had this kind of format previously but was changed to a one-step format along with the new zoning ordinance in 2021.

The GDP serves as the initial approval by the ZBA and Village Board, establishing the general layout, density, and conceptual site plan of a project. With this initial acceptance of the nature of the development, the applicant can wait on commissioning more detailed drawings like utility, landscaping, architectural, and engineering plans. This also allows staff to hold off on reviewing

these more detailed drawings before the zoning or conceptual layout of the site is approved and agreed upon.

The PIP acts as the final approval for the project to move forward. As stated above, the more detailed drawings and materials necessary for PUD approval are reviewed and finalized at this stage. Though the general zoning and conceptual site plan has been approved and agreed upon, the Village retains ability in this step to negotiate for further improvements like architectural and landscaping elements.

The redline document provided in the packet for discussion details amendments to the Village's PUD section of the code. These amendments would effectively separate the existing approval requirements into the GDP and PIP processes. Under this format, the ZBA and Village Board would primarily review the GDP for general compliance and site layout, while more detailed design elements would be considered in the PIP stage. Below are some points of discussion for the ZBA to consider:

1. Are there any elements within both the GDP and PIP that should be added?
2. Are there any elements within both the GDP and PIP that should be removed?
3. Are there any elements within both the GDP and PIP that should be moved to a different part of the process?
4. Are there any process notes that should be added? (e.g. time limits, what can be negotiated, etc.)
5. Should there be a statutory standard that allows smaller projects to go through a one-step approval, if the applicant so chooses?

Staff Recommendation: Because this is a discussion item and there is no approval required, no staff recommendation is given.