In order to pursue a project that would require an exemption from a Village code, a developer/applicant must first approach the Development Customer Services (DCS) Department with a plan. If DCS staff determines the proposal meets the criteria necessary for a Planned Development application, the applicant is advised of the following steps:

The applicant is required to conduct a neighborhood meeting to present the project, seek feedback and get to know the neighbors prior to submitting a Planned Development application. The meeting must be advertised. Village staff or officials, either elected or appointed, do not attend these meetings.

Once the neighborhood meeting is completed, the applicant submits a preliminary application of the project for a technical review by the Plan Review Team (PRT), a staff committee comprised of representatives from all Village departments. Staff reviews the preliminary application for compliance with the Planned Development regulations and provides comments to the applicant. The PRT response may include a summary of suggested revisions or a request for additional information that may be needed to prepare for a formal public hearing. During this phase, the application is a draft and is not available to the public.

Once PRT comments are received by the applicant and any modifications are made, the applicant submits a final Planned Development application for Village Board referral to a hearing body. The application is formally scheduled on a Village Board agenda and is made available to the public. Once the meeting date is confirmed and the agenda approved, the application becomes available for public view and is posted to the Village website, typically the Friday before the Village Board meeting.

At the scheduled meeting, the Village Board refers the Planned Development application to a hearing body, typically the Plan Commission. The selected hearing body holds the public hearing, which must be advertised.

Comments about the application from the general public may be submitted to the DCS department or made in person at the public hearing. The hearing body examines the application, reviews the public comments and conducts the public hearing. Upon conclusion of the public hearing, the hearing body makes a recommendation of approval, approval with conditions or denial to the Village Board.

Based on the hearing body’s recommendation, its findings and public comments, the Village Board may decide to approve, deny or require modifications to the application. The Village Board may determine that substantial modifications require the hearing body to re-review the application through the public hearing process.