

VILLAGE OF ELM GROVE PROCESS FOR REZONING AND DEVELOPMENT

Overview of the Process

Below is a guideline to be utilized by those interested in requesting approval of a rezoning petition or development/redevelopment. This guideline is not to be construed as an approved timeline for action, but merely a guide for establishing milestones in the process. All applications or requests **must be complete** at the time of submission or the proposal will not be scheduled for the anticipated meeting.

The Zoning & Planning Administrator is the primary staff for the Plan Commission, primary reviewer and administrator for the rezoning and development process. Applicants are strongly encouraged to meet with the Zoning & Planning Administrator prior to beginning the guideline activities. Please note that the Village contracts with outside consultants for legal, engineering and any other professional services deemed appropriate for review of the request. All costs for these services are billed back to the property owner and/or applicant.

Applicant Status

Applications can be submitted if the property is under the applicant's ownership OR the owner of the property has designated the applicant in writing as the owner's sole representative for the purpose of the request.

Meetings and Attendance

The applicant should be in attendance with exhibits to address any questions or comments. Project consultants and project partners are also encouraged to attend, unless otherwise specified by the Zoning & Planning Administrator.

Plan Commission 2017 Meeting Dates (1 st Monday of the Month)	Building Board 2017 Meeting Dates (1 st and 3 rd Tuesdays of the Month)	Village Board 2017 Meeting Dates (4 th Monday of the Month)
January 9 th	January 3 rd & January 17 th	January 23 rd
February 6 th	February 7 th & February 22nd #	February 27 th
March 6 th	March 7 th & March 21 st	March 27 th
April 3 rd	April 5th # & April 18 th	April 24 th
May 1 st	May 2 nd & May 16 th	May 22 nd
June 5 th	June 6 th & June 20 th	June 26 th
July 3 rd	July 5 th & July 18 th	July 24 th
August 7 th	August 1 st & August 15 th	August 28 th
September 10th ^	September 5 th & September 19 th	September 25 th
October 2 nd	October 3 rd & October 17 th	October 23 rd
November 6 th	November 7 th & November 21 st	November 27 th
December 4 th	December 5 th & December 19 th	December 18th *

^: First Monday falls on Labor Day. Generally the Plan Commission moves meeting date to the following Monday.

#: Dates of Building Board meetings changed from Tuesday to Wednesday due to scheduled elections.

***: Fourth Monday falls on a day Village Hall is closed. Typically the Village Board will move the meeting date.**

Development Agreements

It is standard for the Village to require a development agreement for an extensive redevelopment or new development. Development agreement approval is not contemplated within the process outlined below because it is highly dependant upon the simplicity or complexity of the project. (Typically the review and approval process takes 3 to 18 months.) As the process moves forward, milestones for the development agreement's review and recommendation by the Plan Commission and approval by the Village Board will be inserted into the process. It is customary that the development agreement, rezoning and development are acted upon by the Plan Commission and the Village Board as an entire proposal, as opposed to individual requests.

The Process

Please note, should any type of amendment to the Village Code of Ordinances be required, the timeline (as outlined below) would be extended by two to twelve months.

Please also note, development of structures within the floodplain requires cooperation with and approval by the Department of Natural Resources. The timeline (as outlined below) does not account for such review or approval.

1. Pre-conference with the Zoning & Planning Administrator and Village Manager

The purpose of this meeting is to allow staff to review the elevation renderings, site plan and potential project challenges. This is also an opportunity for the developer to ask staff questions regarding the application process and procedures.

2. Pre-conference with the Village President -

The purpose of this meeting is to meet with the Village President to review the proposed renderings and site plan.

Proposed date: *(Day 1 of process)*

3. Conceptual review before the Plan Commission –

The purpose of this meeting is for the developer to present the proposal to the Commission and for the Commission to provide comments. This is not a step required by Village ordinance; however, it is strongly encouraged. Comments from the Commission and an initial reaction from the public may assist the developer in refining their formal request. None of the comments provided by the Commissioners are binding.

Submission date: Submittal materials must be received 20 business days prior to the scheduled meeting.
(Minimum of 30 days)

4. Conceptual review before the Building Board –

The purpose of this meeting is for the developer to present the architectural plans for new or exterior changes with a complete landscaping plan. This includes, but is not limited to, new buildings, building additions, building alterations, fences, decks, sheds, and signs. Comments from the Building Board may assist the developer in refining their formal request. None of the comments provided by the Board are binding.

Submission date: Submittal materials must be received 10 business days prior to the scheduled meeting.
(Minimum of 15 days)

5. Formal request for applicable Comprehensive Plan amendment, rezoning and development submitted to the Board of Trustees –

The zoning code requires that the Board of Trustees formally receive all requests for rezoning (and accompanying development proposal) and then forward the requests to the Plan Commission for review. State law requires that all redevelopment adhere to the future plans of the Village, as outlined in the Comprehensive Plan. If appropriate, the Comprehensive Plan may be amended.

Submission date: Submittal materials must be received 20 business days prior to the scheduled meeting.
(Minimum of 30 days)

6. Formal petition review by the Plan Commission –

The Plan Commission reviews the request and may provide a recommendation to the Village Board with respect to the rezoning, Comprehensive Plan amendment and development. The Commission may request modifications or additional information requiring the developer to return to the Commission with the information requested. Should a recommendation be provided, a public hearing will be scheduled and noticed accordingly.

(Minimum of 60 days)

7. Formal petition review by the Building Board –

The Building Board reviews the request and may provide a recommendation to the Plan Commission with respect to the architectural and landscaping components of the development. The Board may request modifications or additional information requiring the developer to return to the Building Board with the information requested.

* The second review is to be determined by the Zoning & Planning Administrator.

Submission date: Submittal materials must be received 10 business days prior to the scheduled meeting.
(Minimum of 15 days)

8. Second review of the request by the Plan Commission –

At a minimum, developments take at least two Commission meetings to review and provide a recommendation on a request. To move forward with publication for the public hearing the Commission is required to provide a recommendation to the Village Board.

Submission date: Submittal materials must be received 20 business days prior to the scheduled meeting.
(Minimum 30 days)

9. Public hearing notification dates -

The required Class II notice must be posted at least 14 days prior to scheduled public hearing.

Posting must be made at least 14 days prior to scheduled Board of Trustees meeting.

10. Public hearing at the Board of Trustees Meeting & Potential Village Board Action -

The Board of Trustees acts on the request only after a recommendation has been forwarded from the Plan Commission and a public hearing has been held.

(Minimum of 30 days)

11. Formal request for demolition submitted to the Plan Commission –

The Plan Commission reviews and acts on the request. All properties within 300 feet of the property must be notified of the meeting by mail. Additional permits/approvals from other entities may be required (especially for properties within or bordering the floodplain).

Submission date: Submittal materials must be received 20 business days prior to the scheduled meeting.
(Minimum of 30 days)