

MEETING TIMES and LOCATION: Meeting Date 1st MONDAY OF THE MONTH

All meetings are held at 420 N. Sixth Street, Rochelle, IL in the City Hall Council Chambers (1st floor).

The Planning & Zoning Commission meets at 6:00 pm on the **1st Monday of each month**. (*Tuesday if that Monday is a Holiday*)

The Board consists of 8 members. Packets are posted on the cities website at <http://www.cityofrochelle.net>. To access the agenda, click on the "government" tab at the top, "Boards & Commissions", "Planning & Zoning Commission", then "agendas". For questions, please call the

Community Development Office at 815-562-6161 or email mpease@rochelleil.us or mknight@rochelleil.us

YEARS 2023, 2024 and 2025 Planning and Zoning Commission Meeting Schedule & Submission Deadlines

Packets received after 2:00 p.m are date stamped for the following day.

YEAR 2023 MEETING DATE	SUBMITTAL DATE
Jan. 3, 2023	Nov. 18, 2022
Feb. 6, 2023	Dec. 23, 2022
March 6, 2023	Jan. 20, 2023
April 3, 2023	Feb. 16, 2023
May 1, 2023	March 17, 2023
June 5, 2023	April 21, 2023
July 3, 2023	May 19, 2023
Aug. 7, 2023	June 23, 2023
Sept. 5, 2023	July 21, 2023
Oct. 2, 2023	Aug. 18, 2023
Nov. 6, 2023	Sept. 22, 2023
Dec. 4, 2023	Oct. 20, 2023
YEAR 2024 MEETING DATE	SUBMITTAL DATE
Jan. 2, 2024	Nov. 17, 2023
Feb. 5, 2024	Dec. 22, 2023
March 4, 2024	Jan. 19, 2024
April 1, 2024	Feb. 16, 2024
May 6, 2024	March 22, 2024
June 3, 2024	April 19, 2024
July 1, 2024	May 17, 2024
Aug. 5, 2024	June 21, 2024
Sept. 3, 2024	July 19, 2024
Oct. 7, 2024	Aug. 23, 2024
Nov. 4, 2024	Sept. 20, 2024
Dec. 2, 2024	Oct. 18, 2024
YEAR 2025 MEETING DATE	SUBMITTAL DATE
Jan. 6, 2025	Nov. 22, 2024
Feb. 3, 2025	Dec. 20, 2024
March 3, 2025	Jan. 17, 2025
April 7, 2025	Feb. 21, 2025

After the Planning and Zoning Commission act on your petition, their *written recommendation* is then scheduled to be placed on the City Council agenda, provided all requirements have been met.

The Minutes of the meetings are taken by the Community Development Department. The minutes are then approved by the Planning & Zoning Commission at their next scheduled Planning and Zoning Commission meeting, usually the following month. After the Planning & Zoning Commission approve the minutes, they are submitted to the City Council for approval.

After Council approval, minutes are posted on the city website at www.cityofrochelle.net – under Planning and Zoning Minutes.

All Petition & Publication Fees shall be paid at time of Application Submittal

PLANNING & ZONING COMMISSION: (Article I Sec 74-34)

Check Petition (s) Requested:

- Petition to Zone or Rezone
- Map Amendment
- Petition to Amend an Ordinance/Text (Sec 110:30)
- Petition for Subdivision or Re-subdivide (PRELIMINARY PLAT)
- Petition for Subdivision FINAL PLAT
- Petition for Subdivision PLAT of Annexation
- Petition for (Preliminary) Planned Unit Development (PUD) with CONDITIONAL USE
- Petition for Final Planned Unit Development (PUD)
- Petition for SPECIAL USE PERMIT for: Antennas ART XIV Sec 110:456 ROOF SIGNS (Gen Stds Sec 110: 365 (10))
 - Off Premise signs (Sec 110:366 (1) Must be located in same subdivision as the location of business advertised on the off-premise sign in order to apply for a Conditional Use. Signs in Residential Zoning (Sec:110:362) Exemptions)
- Petition to Vacate a Street, R.O.W. or an Alley – Petition of at least 50% of owners must accompany application. Also fees due at time of application of 5¢ or 10¢ per square foot of proposed area (determined by zoning) + appraisal costs. (See special instructions per City Code Article VIII Vacation of Right-of-Way. Fees established by Council Resolution Sec. 82-242.**

VARIANCES OF CODES OR SETBACKS OR CODE INTERPRETATION(Article I Sec 74-61thru 68) (Follow Requirements of 110-ART II Div. 3) (Fees Sec 22-455)

- Variance of Municipal Code (Sec 22-454)
- Variance of Setback(s) Variance of Height
- Variance of ART. II FLOOD HAZARD AREA DEVELOPMENT Sec 46-41
- Variance of Signs ART XIII
- Variance of Article XIV Pro-Diversity Construction Standards
 - Interpretation of: District Use Classification List (Sec 110:160) Interpretation of Unclassified or Unspecified Uses (Sec. 110:10)
- APPLICATION for Appeal of Zoning Administrator or Building Official Decision**

FEES MUST BE PAID AT TIME OF SUBMITTAL: EACH Petition is \$150.00 PLUS COST OF Legal Publication Fee (minimum of \$100.00) determined by the number of pages type written on 8 1/2 x 11, font of 12.

No. of petitions applied for: X \$150 each petition = \$ + # pages legal for ea. petition @ \$100. ea. = total \$
PLUS WHEN APPLICABLE

Additional Developer Fees per Ord. including Engineering fees, Professional Consultant Fees, Court Reporter Fees, Vacating St., alley or R.O.W. and Preliminary PUD & Subdivision Plat filing fees based on Number of Lots and Courthouse recording fees.

Subdivision Plat Filing Fees and Preliminary PUD Plan fees are:

\$350 for 1-20 lots; for more than 20 lots \$350 + \$20 for each lot in addition to 20 lots. Total Number of Lots
Amount due \$.

HOW MANY COPIES are needed: Fill out **"1"** ORIGINAL Petition (Pages 1-5) and preferably sign it IN BLUE INK & have it notarized. Make 3 - (11x17) copies of your detailed Site plan, and send electronically a copy in PDF format to mpease@rochelleil.us and mknigh@rochelleil.us When required, also submit (3) full size sets of Engineering plans and 1 book of stormwater calculations. Additional drawings may be requested as well as a Sealed Plat of Survey.

FOR ALL PETITION SUBMITTALS: The Tax Assessors office in Oregon at 815-732-1150 or (Rochelle location at 303 W. Hwy 38, 815-562-6862) can help you with researching the following information for your packet:

- List of addresses and names of ALL property owners within 250 ft of the outer boundaries of the proposed property.
- Petitioner shall deliver the notices of the public hearing to adjacent property owners (within 250') either personally or via mail, 15 to 30 days before the date of the public hearing.
- A minimum of 7 days prior to the public hearing the applicant shall file a sworn affidavit with a copy of the notice showing the names and addresses of the persons to whom the notices were sent to the Community Development Department.

For your convenience, the WEBSITE for the CITY OF ROCHELLE (www.cityofrochelle.net) contains the MUNICIPAL CODE BOOK, ZONING CODES, COMPREHENSIVE PLAN, MAPS and FORMS.

NOTE: Any desire to amend or withdraw application must be submitted in writing to the Community Development Department. If ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the petitioning owner who has conveyed said parcel of real property shall be required to immediately advise the Community Development Department in writing.

PETITION FOR PLANNING AND ZONING COMMISSION

Please answer all the questions thoroughly. If the question does not apply, please mark NA -Not Applicable.

DATA OF APPLICANT AND OWNER(S):

TODAYS DATE: _____ / _____ /20_____

Form with fields for Petitioner(s), Mailing Address, Petitioner's Representative, Property Owner, and Property Owners Address, each with Phone, FAX, and email fields.

SUBJECT PROPERTY INFORMATION: ADDRESS, USE AND ZONING OF PROPERTY & LOCATION

- 1. The petitioner hereby petitions the City of Rochelle for the following property:
a. Legal Description This is required for the packet to be considered a complete submission & meet the submission deadline.
b. Street Address:

GENERAL CASE INFORMATION

- 2. a. Describe in detail Reason for Request for petition and Specify Section(s) of Ordinance sought:
b. Are you requesting a SPECIAL USE PERMIT?
c. Are you requesting any variances?

VARIATION CRITERIA -The ordinance requires that the conditions set forth in the following questions/statements must be established before your request can be continued.

d. State your reason(s) why the strict application of the above-referenced provisions of the Zoning Ordinance would result in practical difficulties or unnecessary hardship inconsistent with the general purpose or intent of the Zoning Ordinance of the City of Rochelle. _____

e. Explain the exceptional circumstance(s) or condition(s) applicable to the subject property or to the intended use or development of the subject property that do not apply generally to other properties in the same zoning district or neighborhood. _____

f. Has the alleged difficulty or hardship been created by any person presently having an interest in the property? _____

g. Describe the proposed use; characteristics such as operating hours, number of employees, capacity of facility, etc; _____

VACATION OF STREET OR ALLEY

3. If this petition is for a vacation of a street or an alley, how many properties about the property to be vacated? _____

Attach approving signatures of at least 50% of the property owners whose property about the right-of-way to be vacated.

PARCEL DIMENSIONS, ACREAGE & JURISDICTION DESIGNATION, STRUCTURE & LAND USE and PROPOSED SUBDIVISION NAME

4. a. Parcel Dimensions: _____ Acreage: _____

b. Jurisdiction Ogle County Lee County Village of Hillcrest other please specify _____

_____ and designation of existing Zoning District: _____

Explain Present Structure and Land Use _____

c. If applicable, the proposed Subdivision name is _____

d. LIST THE PROPOSED STREET NAMES. New street names cannot be duplicated of any existing names anywhere in the City.

e. Is the property on Hwy 251 or Rt 38 or Between Caron Rd. on 38 to Dement or between 15th St & W. Hwy 38. or on Flagg Road. Is the property within 500 ft. of an existing or proposed right of way of a freeway, expressway, interstate, controlled access traffic way, intersection or Railroad, or within 1500 ft. of an existing or proposed interchange or turning lane. If yes to any of these questions review must be made by the highway or county road agency. Yes No. If yes, please explain the proximity of the above: _____

FLOODPLAIN INFORMATION

5. **Property** is in or near a flood plain. Yes No Floodplain Elevation: _____
FLOODPLAIN: Panel Number: _____ Panel Date: _____

VIOLATIONS OR APPEALS

6. Is the purpose of this application to address an **Ordinance Code Violation**? Yes No
If yes, what is the violation(s)? _____

Has a permit been applied for and denied? Yes No _____
Was a previous appeal made with respect to these premises? Yes No _____
If yes, please explain: _____

COMPREHENSIVE PLAN, IMPACTS & CONFLICTS

7a. What is the Proposed Comprehensive Plan Zoning and Use? _____

b. Is the proposed use in **Conformance with the City's Comprehensive Plan**? Yes No _____

c. How will the proposed use impact **existing and future** land uses? _____

d. How will the proposed use impact **adjacent** property values? _____

8. **Current Water Supply and Wastewater Treatment (check applicable items):**
WASTEWATER Septic System Sanitary Sewer Other Water: Individual Well Community Water
Describe Proposal for **future** Water Supply: _____
Describe Proposal for **future** Wastewater Treatment - _____

9. **TANKS** - Are you aware of any Tanks above or below ground on the property? Yes No **If yes, list number of tanks, size of each and location on property.** _____

10. **Will any part of proposed structure or project be used to house any of the following?** Yes No
If yes, check **each** that applies:
 Flammable Liquids Hazardous Chemicals Above ground Tanks
 Flammable or Fume Hazard Gases Highly Flammable Materials Below ground Tanks
 Dust Producing Machines Paint Dipping or Spraying
 Storage of Corrosive Liquids OTHER
Additional Explanation: _____

SIGNATURES

11. Please check one: This property is not in a trust. This property is in a trust. (Have Trustee complete this page).

Signature Date

Name of Trustee (s) _____

Name of Beneficiaries: _____

The petitioner has read and completed all of the above information and affirms that it is true and correct.

Petitioner's Signature: _____ Date: _____

Petitioner's Signature: _____ Date: _____

Subscribed and sworn to before me this _____ day of _____, 20_____

(Seal)

Notary Public

I hereby affirm that I am the legal owner (or authorized agent or representative- *Proof Attached*) of the subject property and authorize the petitioner to pursue this petition as described above.

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Subscribed and sworn to before me this _____ day of _____, 20_____

(Seal)

Notary Public