



**PLANNING AND ZONING TERMS:**

**Annexation:** The action through which directly adjacent unincorporated properties become part of the Village.

**Annexation Agreement:** A contract between the annexing property owner and the Village that outlines conditions under which the property is annexed.

**Comprehensive Plan:** The document which describes the proposed development pattern of the Village, as well as goals, policies and objectives for its growth.

**Concept Plan:** A rough plan showing land uses, road systems, densities, and other general characteristics of a proposed development.

**Density:** The numerical value which indicates the number of dwelling units per acre of a development.

**Final Plat:** The detailed subdivision plan that is approved by the Village and recorded with the county clerk.

**Planned Unit Development:** A special use of a tract of land that is under unified control and developed in a manner which enhances its character and environmental setting.

**Preliminary Plat:** The draft subdivision plan that is submitted for preliminary approval by the Village. Once approved, it is submitted in full or in phases as a final plat.

**Special Use:** A use of property under the zoning ordinance subject to special provisions due to its unique characteristics.

**Variance:** Permission granted by the ZBA or Village Board that provides relief from zoning conflicts caused by unusual circumstances beyond the property owner's control.

We welcome your questions and comments on any planning and development related matter. Please feel free to contact the Planning Staff at 462-6490. Our office hours are Monday through Friday from 8:30 a.m. to 5:00 p.m.

Please visit our website, [www.newlenox.net](http://www.newlenox.net) to view the zoning map, pending development map, zoning ordinance, subdivision code and future updates.

**PLAN COMMISSION / ZBA**

The Plan Commission / ZBA consists of a chairman, vice-chairman and 5 other members.

**STAFF**

Robin L. Ellis, AICP  
Assistant Village Administrator / Community  
Development Director

Jeffrey Smith, AICP  
Senior Planner

Jenni Neubauer  
Planner

Lisa Martin  
Senior Administrative Assistant

  
11/2018



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**Welcome to a  
Meeting  
of the  
New Lenox  
Plan  
Commission  
and  
Zoning Board of  
Appeals**

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**1 Veterans Parkway  
New Lenox, Illinois  
60451 (815) 462-6460  
Fax (815) 462-6469  
e-mail  
[planning@newlenox.net](mailto:planning@newlenox.net)**



### **ABOUT PLAN COMMISSION / ZBA:**

The Plan Commission / ZBA members are appointed by the Mayor and confirmed by the Village Board for five-year terms on a staggered basis. The Plan Commission / ZBA conducts public hearings concerning land use and zoning issues, and then makes recommendations to the Village Board about how these land use issues should be resolved. Their role is to represent the perspective of a local citizen, as a counter balance to the technical perspective of a professional planning staff, in a policy advisory capacity to the Village Board.

### **MEETING SCHEDULE:**

The Plan Commission / ZBA meetings are held the first and third Tuesday of each month at 7:00 p.m. in the Council Chambers, New Lenox Village Hall, 1 Veterans Parkway, unless otherwise specified. All meetings are open to the public. Meeting agendas are posted outside the Council Chambers at least 48 hours prior to the meeting.

The Plan Commission / ZBA meetings follow an agenda, consisting of the following sections:

### **CALL TO ORDER:**

The Chair officially calls the meeting to order.

### **PLEDGE OF ALLEGIANCE:**

Immediately following Call to Order, all rise and face the flag for the Pledge of Allegiance.

### **ROLL CALL:**

The Recording Secretary takes a roll call of the six Plan Commissioners and Chair and a quorum is determined.

### **APPROVAL OF MINUTES:**

The minutes of previous Plan Commission / ZBA meetings and work sessions are approved or changes / corrections are required.

### **NON-PUBLIC HEARING ITEMS:**

The Plan Commission reviews and provides a recommendation on items such as County cases, preliminary and final subdivision plats.

The ZBA reviews temporary use permits for items such as construction office trailers in residential areas.

### **PUBLIC HEARING ITEMS:**

The Plan Commission holds a public hearing and provides a recommendation on the following items: annexation, rezoning, special use, planned unit development, and text amendments. The Plan Commission also provides a recommendation on changes and official updates to the Comprehensive Plan.

The ZBA holds a public hearing on variances, and may grant minor variances but can only provide a recommendation on major variances.

### **WHAT HAPPENS AT A PUBLIC HEARING?**

- The petitioner makes a presentation on his request. This presentation may include the input of experts (engineer, market analyst) the petitioner feels will help make the intention and function of their project clear.
- Village staff outlines their findings as to the appropriateness of the request, compliance with the Village Codes and applicable plans, and any background or analysis they have conducted to facilitate an informed decision about the petition.
- The Plan Commission / ZBA members have the opportunity to ask questions of either the petitioner or staff in order to clarify their understanding of the project and its impact to the Village.

- Members of the audience that have signed up to speak have the opportunity to make comments about the petition.
- At the discretion of the Plan Commission / ZBA Chair, staff and the petitioner will have the opportunity to respond to or clarify any questions or statements from the audience.
- The members of the audience may cross-examine expert witnesses with their own expert witnesses.
- Open discussion about the petition ends and the public hearing is closed. Then, the Plan Commission / ZBA acts on the matter. If all questions have been clarified, they will vote to recommend whether or not to approve, amend, or deny the proposal. The Plan Commission may also continue its discussion or decision to a future meeting.

### **OLD BUSINESS:**

Plan Commission / ZBA members may bring back unfinished items discussed at prior meetings for further discussion and direction.

### **NEW BUSINESS:**

Plan Commission / ZBA members may introduce items previously not discussed. Items are then usually scheduled for future meeting agendas.

### **ADJOURNMENT:**

The Chair officially calls for a motion to adjourn the meeting. A vote is taken and the meeting concludes.

