

## **A PUBLIC HEARING BEFORE THE PLAN COMMISSION / ZONING BOARD OF APPEALS REQUIRES:**

### **1. Filing an Application**

The applicant must complete the necessary application form(s) and submit to the Community Development Department. Application forms can be obtained on our website at [www.warrenville.il.us/317/Plan-Commission-Zoning-Board-of-Appeals](http://www.warrenville.il.us/317/Plan-Commission-Zoning-Board-of-Appeals)

### **2. Costs**

With the filing of a completed application(s), a \$390.00-\$480.00 public hearing fee and a \$600.00 deposit (totaling \$990.00-\$1,080.00) must be submitted (see 11-1-9 of the [Subdivision Control Ordinance](#) for a complete list of fees). Additional consultant fees may apply. The deposit money is used by the City for payment of the costs of the publication of a legal notice in the newspaper, the services of a court reporter at the hearing, the transcript of the hearing proceedings, city attorney review fees, and removal of the public hearing sign if not removed by the applicant within seven (7) days after conclusion of the public hearing. Any balance remaining after these costs have been covered will be returned to the applicant. **In the event the above-noted costs exceed the initial deposit, the City will require submission of additional monies by the applicant as needed.**

### **3. Applications and Accompanying Submittals Reviewed by the City**

If the application(s) are complete, a public hearing before the Plan Commission and/or Zoning Board of Appeals will be scheduled for a date determined by the volume of cases waiting to be heard, and to ensure adequate public notification of the public hearing according to State Statute. (Refer to accompanying Public Hearing Requirement Schedule.)

### **4. Hearing Notice Drafted**

The City drafts a public hearing notice, listing the date, time, location and purpose of the hearing. The City submits the notice to a local newspaper for publication in compliance with statutory requirements.

### **5. Applicant Mails Notice to Owners of "Adjacent" Properties**

The City will prepare and provide the applicant a copy of the Legal Notice/Notice of Public Hearing. The applicant must mail a copy of such notice, by First Class Mail to the owners of all properties located within 250 feet (excluding street/road rights-of-way) of the perimeter boundary of the applicant's property (collectively the "Adjacent Property Owners"). It is helpful to also include a copy of the proposed Site Plan with your Legal Notice mailings. **Said notice must be sent to the Adjacent Property Owners' addresses listed on the most current DuPage County property tax records.** All electronic or hard-copy returned "green receipts" from this mailing must be provided to the Plan Commission Recording Secretary the day of the public hearing, along with the list of property owners to whom the applicant sent the notices. Adjacent Property Owners and taxpayer address information may be obtained from local title companies and/or from the Township Assessor's Office in which the property is located. Contact information for the two Township Assessor Offices that serve the City of Warrenville is as follows: Winfield (630) 231-3573; Naperville (630) 355-2444.

## 6. Public Hearing Sign

The City drafts Public Hearing Sign language, stating the subject of the public hearing, the type of action being requested, and the date, time, and location of the public hearing. The applicant will be given a copy of such language, and must post a sign that reflects such language in the front yard of the property, which must remain in place until the public hearing is concluded. It is helpful to also include a copy of the proposed Site Plan on the face of the sign. The applicant must remove the sign within seven (7) days after the conclusion of the public hearing by the Plan Commission/ Zoning Board of Appeals. If the sign is not removed within seven (7) days, the City will remove the sign and a \$100 removal fee will be deducted from the public hearing deposit.

## 7. Prior to the Public Hearing

No later than the end of the day on Thursday of the week before the public hearing, the applicant must submit 1 **electronic submission** and 15 **collated sets** of documents pertinent to request (Application, Site Plan/elevations no larger than 11" x 17"), together, to the Community Development Department. These sets are distributed to the Plan Commission/ZBA, City Council, and City staff in advance to allow adequate time for review prior to the public hearing. They are also posted on the City's website, per the City's Website Transparency Policy and the Illinois Open Meetings Act.

## 8. The Public Hearing

A formal public hearing is held before the Plan Commission and/or Zoning Board of Appeals. This board is comprised of citizens who serve as appointed volunteers, and is a recommending body. The applicant and/or a representative are required to attend the meeting to present the proposed project and answer any related questions. If an electronic presentation will be presented, it must be submitted to staff no later than 5:00 p.m. on the day of the public hearing.

## 9. Recommendation to City Council

The Plan Commission and/or Zoning Board of Appeals sends their recommendations to either approve or deny the request to City Council. With the exception of Minor Variance requests decided by the Zoning Board of Appeals, the City Council has final authority to grant or deny the request.

## 10. Council Action

In cases of unanimous recommendation from the Plan Commission/Zoning Board of Appeals, staff drafts an ordinance for City Council approval. The ordinance returns to the Council for two "readings" as part of the final approval process. (In most cases, the Council will consider staff's written requests to waive the second reading of the ordinance.) If the Plan Commission/Zoning Board of Appeals' recommendation is not unanimous, the City Council reviews the request at its meeting and, if approved, directs staff to draft an ordinance.

## 11. Issuance of Permit

Once the ordinance has been approved and applicable approval conditions are satisfied, and all prior fees have been collected, a permit can be issued for the project.

## 12. Estimated Length of Time

If all requirements are met, the process generally takes approximately 2.5 - 3 months.



## 2. SIGN NOTIFICATION REQUIREMENTS

1. Applicant shall post a sign at least 10 square feet in area in the front yard of the subject property, facing and visible from a public street, and no further than 30 feet from the right-of-way/property line. It is helpful to include the proposed Site Plan on the face of the sign and QR Code.
2. The sign shall be erected no more than 30 nor less than 15 days prior to the date of the scheduled public hearing. The sign shall remain continuously in place until the hearing is concluded, but no more than seven days thereafter. Refunds of unused public hearing deposits shall be issued only after inspection of the property confirms the public hearing sign has been removed. If the sign is not removed within seven days, the City will remove the sign and a \$100 removal fee will be deducted from the public hearing deposit.
3. The sign shall plainly state the type of action requested and the scheduled date, time, and location of the hearing thereupon. The copy and size of the public hearing sign shall be approved by the Community and Economic Development Director or his designee prior to installation. The public hearing sign shall be in substantial conformance with the following example:

### NOTICE OF PUBLIC HEARING

THIS PROPERTY IS THE SUBJECT OF A PUBLIC HEARING CONCERNING:  
*(Community Development Department will provide exact wording)*

THE PUBLIC HEARING WILL BE HELD AT 7:00 P.M. ON *(insert date)* AT THE  
 WARRENVILLE MUNICIPAL BUILDING LOCATED AT 28W701 STAFFORD  
 PLACE, WARRENVILLE, ILLINOIS. *Example* FOR MORE INFORMATION CONTACT  
 WARRENVILLE COMMUNITY DEVELOPMENT DEPARTMENT AT 630-393-9050



The City of Warrenville does not have a policy of recommending a particular sign company to produce the Public Hearing Notice sign. The following companies have been contracted by petitioners in the past, and are listed only as a guide:

<p><b><u>ACCURATE REPRO</u></b>            2368 Corporate Lane,            #100            Naperville, IL 60563            630-428-4433            Fax: 630-428-4449</p>	<p><b><u>AUBREY SIGN CO.</u></b>            1847 Suncoast Lane            Batavia, IL 60510            630-687-8250            Fax: 630-482-9906</p>	<p><b><u>SIGNARAMA</u></b>            1701 Quincy Avenue, #24            Naperville, IL 60540            630-527-0500            Fax: 630-527-0510</p>	<p><b><u>TCP</u></b>            225 Miles Parkway            Bartlett, IL 60103  <a href="mailto:denise@tcp signs.com">denise@tcp signs.com</a>            630-293-0026            Fax: 630-497-0526</p>
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*Please note this document is to be used as a guide only. Please refer to the Warrenville City Codes, including the Zoning Ordinance, or contact Community Development staff at (630) 393-9050 for further details.*

# 2024 Plan Commission (PC) / Zoning Board of Appeals (ZBA) Public Hearing Schedule

<b><u>APPLICANT</u> Applications Deadline Including Fees/Deposits*</b>	<b><u>APPLICANT</u> First Class Mailings and Public Hearing Sign Posting Deadline (15 days before PC/ZBA Meeting)</b>	<b>Plan Commission / Zoning Board of Appeals (PC/ZBA) Meeting Date  (Public Hearings are typically two meetings)</b>	<b>City Council Meeting Date  (Following PC/ZBA recommendation)</b>
12/13/23	12/20/23	01/04/24	01/15/24
12/27/23	01/03/24	01/18/24	02/05/24
01/17/24	01/24/24	02/08/24	02/20/24
01/31/24	02/07/24	02/22/24	03/04/24
02/14/24	02/21/24	03/07/24	03/18/24
02/28/24	03/06/24	03/21/24	04/01/24
03/13/24	03/20/24	04/04/24	04/15/24
03/27/24	04/03/24	04/18/24	05/06/24
04/17/24	04/24/24	05/09/24	05/20/24
05/01/24	05/08/24	05/23/24	06/03/24
05/15/24	05/22/24	06/06/24	06/17/24
05/29/24	06/05/24	06/20/24	07/01/24
No Meeting 07/04/24 (Independence Day)			07/15/24
06/26/24	07/03/24	07/18/24	08/05/24
07/17/24	07/24/24	08/08/24	08/19/24
07/31/24	08/07/24	08/22/24	09/03/24
08/14/24	08/21/24	09/05/24	09/16/24
08/28/24	09/04/24	09/19/24	10/07/24
09/18/24	09/25/24	10/10/24	10/21/24
10/02/24	10/09/24	10/24/24	11/04/24
10/16/24	10/23/24	11/07/24	11/18/24
10/30/24	11/06/24	11/21/24	12/02/24
11/13/24	11/20/24	12/05/24	12/16/24

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City of Warrenville  
3S258 Manning Avenue

(630) 836-3050 tel  
(630) 393-6948 fax Warrenville, IL 60555  
www.warrenville.il.us

### 2024 CITY COUNCIL AND COMMITTEE OF THE WHOLE MEETING SCHEDULE

All meetings to be held at City Hall, 28W701 Stafford Place, Warrenville, IL  
at 7:00 p.m. (unless otherwise noted)

<b>January</b>	03 City Council (Wednesday) - <b>CANCELLED</b>	<b>July</b>	01 City Council
	08 Community Development (Committee of the Whole)		08 Community Development (Committee of the Whole)
	15 City Council		15 City Council
	22 Public Safety and Finance (Committee of the Whole)		22 Public Safety and Finance (Committee of the Whole)
<b>February</b>	05 City Council	<b>August</b>	05 City Council
	12 Public Works and Infrastructure (Committee of the Whole)		12 Public Works and Infrastructure
	20 City Council (Tuesday)		19 (Committee of the Whole) City Council
<b>March</b>	04 City Council	<b>September</b>	03 City Council (Tuesday)
	11 Community Development (Committee of the Whole)		09 Community Development (Committee of the Whole)
	16 City Council Budget Workshop (9:00 a.m.)		16 City Council
	18 City Council		23 Public Safety and Finance (Committee of the Whole)
	25 Public Safety and Finance (Committee of the Whole)		
<b>April</b>	01 City Council	<b>October</b>	07 City Council
	08 Public Works and Infrastructure (Committee of the Whole)		14 Public Works and Infrastructure
	15 City Council		21 (Committee of the Whole) City Council
<b>May</b>	06 City Council	<b>November</b>	04 City Council
	13 Community Development (Committee of the Whole)		11 Community Development (Committee of the Whole)
	20 City Council		18 City Council
	28 Public Safety and Finance (Tuesday) (Committee of the Whole)		25 Public Safety and Finance (Committee of the Whole)
<b>June</b>	03 City Council	<b>December</b>	02 City Council
	10 Public Works and Infrastructure (Committee of the Whole)		09 Public Works and Infrastructure
	17 City Council		(Committee of the Whole)
			16 City Council

APPROVED BY THE WARRENVILLE CITY COUNCIL ON: \_\_\_\_\_

**ATTEST:** \_\_\_\_\_  
Julie Clark, City Clerk