

VILLAGE OF HOFFMAN ESTATES

**A RESOLUTION ESTABLISHING NOTIFICATION PROCEDURES
FOR PLANNING AND ZONING COMMISSION HEARINGS
IN THE VILLAGE OF HOFFMAN ESTATES**

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That the following procedures for certain Planning and Zoning Commission hearings and meetings are hereby established.

A. The Village of Hoffman Estates will:

1. In accordance with the Illinois State Statutes, cause a legal notice of time, place and purpose of the public hearing to be published in a newspaper of general circulation within the Village of Hoffman Estates as required for the appropriate hearing.

2. Provide a written notice to all properties within 150 feet in residential areas and 300 feet in non-residential areas of the subject property under petition, inclusive of streets and rights-of-way, including publicly owned property. It shall be at the determination of the President and Board of Trustees that notification be given to any county or municipality or school district or regional planning agency whose boundary includes or is within 150 feet in residential areas and within 300 feet in non-residential areas, inclusive of streets and rights-of-way, of the subject property under petition. Written notice shall be served in person or by mail, not more than thirty (30) days nor less than ten (10) days prior to the first scheduled hearing date. This notification will contain (1) the nature and purpose of the hearing, (2) the common address and location of the property, in question, (3) the approximate area size of the property, if available (4) the time and place of the hearing, (5) the name of the petitioner, and (6) the contact information where information may be obtained concerning the petition.

B. The Petitioner will:

1. Post at each street frontage of the subject property a sign as to be clearly legible to the public view on the nearest public way, for at least ten (10) consecutive days prior to the public hearing.

2. The signs shall be posted in the ground and not on trees, poles, fences or walls. The signs shall not be posted in the public right-of-way.

3. The signs shall be posted until Village Board action is taken on the application or petition and signs shall be maintained in legible condition and removed within ten (10) days after Village Board action.

4. There shall be one sign per site except when a property has more than one street frontage or more than twenty (20) acres, more than one sign may be required pursuant to the direction of the Village Manager.

5. The signs must be a minimum size of forty-eight (48) inches by ninety-six (96) inches and comply with a letter style and letter format as required by the Village Manager.

Section 2: That the established notification procedure under Section 1-B shall apply only to variations, except sign variations in non-residential areas or non-residential variations in residential areas and to special uses and to all annexations, rezonings, preliminary site plan reviews and subdivision approvals before the Planning and Zoning Commission.

Section 3: That this resolution shall be in full force and effect immediately from and after its passage and approval according to law.

PASSED THIS 16th day of May, 2011

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	<u>X</u>	_____
Trustee Raymond M. Kincaid	_____	<u>X</u>	_____	_____
Trustee Jacquelyn Green	<u>X</u>	_____	_____	_____
Trustee Anna Newell	<u>X</u>	_____	_____	_____
Trustee Gary J. Pilafas	<u>X</u>	_____	_____	_____
Trustee Gary G. Stanton	<u>X</u>	_____	_____	_____
Mayor William D. McLeod	<u>X</u>	_____	_____	_____

APPROVED THIS 16th DAY OF May, 2011

William D. McLeod
Village President

ATTEST:

[Signature]
Village Clerk