

Fraud Alert:

Unauthorized Invoices

The City has become aware that fraudulent invoices have recently been issued. Please be advised that **all official City of Rolling Meadows invoices are only sent from an @cityRM.org email address and are payable exclusively through the City's secure online payment portal.**

If you receive an invoice that does not meet these criteria, **do not make payment** and report the matter immediately to the Rolling Meadows Police Department at:

PD@CityRM.org

CC: ColeG@CityRM.org



**CITY OF ROLLING MEADOWS
PLANNING AND ZONING COMMISSION
TEXT AMENDMENT APPLICATION**

The City of Rolling Meadows Zoning Ordinance ([here is a link](#)) establishes permitted land uses and development regulations for property throughout the City. These regulations are intended to ensure compatibility between properties, preserve property values, promote public safety, and avoid negative impacts on surrounding properties, streets, and infrastructure.

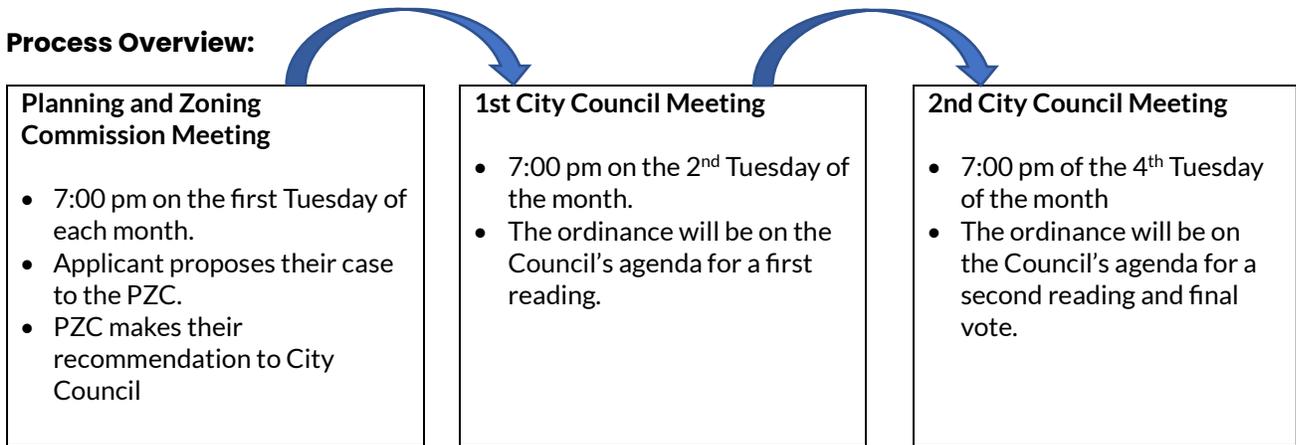
From time to time, it is necessary to amend the text of the Zoning Ordinance. Land use classifications and development standards may become outdated due to changing technology or market conditions. In such cases, the Zoning Ordinance prescribes procedures for public review and consideration of text amendments to the Zoning Ordinance. A text amendment differs from a zoning variation in that an amendment applies to all properties within a specific zoning district or throughout the City. A variation is limited to addressing unique conditions on a specific property.

All text amendments require a public hearing before the Planning and Zoning Commission (PZC). The PZC is a body of seven volunteer residents appointed by the Mayor and City Council. The PZC holds public hearings and makes recommendations to the City Council for all text amendments and other zoning applications. The PZC will evaluate your application based on the prescribed Standards for Text Amendments (attached). The burden of proof is on the Applicant to demonstrate that the amendment meets those standards. The PZC will make a recommendation to the City Council to approve, approve with modifications, or deny the amendment. The PZC may also continue a hearing to a subsequent meeting date if additional information is needed or if other circumstances necessitate a continuance.

The following is a description of the text amendment process. Also attached is a checklist of documents that must be provided with the application and a list of required fees.

The City Council's decision to rezone or not rezone a property is final and binding.

Process Overview:



Planning and Zoning Commission Meeting

- 7:00 pm on the first Tuesday of each month.
- Applicant proposes their case to the PZC.
- PZC makes their recommendation to City Council

1st City Council Meeting

- 7:00 pm on the 2nd Tuesday of the month.
- The ordinance will be on the Council’s agenda for a first reading.

2nd City Council Meeting

- 7:00 pm of the 4th Tuesday of the month
- The ordinance will be on the Council’s agenda for a second reading and final vote.

Detailed Timeline:

<ul style="list-style-type: none"> • >30 days before PZC Public Hearing 	<ul style="list-style-type: none"> ○ Applicant submits application and all accompanying documents and fees. A public hearing will not be scheduled until all required documents and fees are provided.
<ul style="list-style-type: none"> • 30-15 days before Public Hearing 	<ul style="list-style-type: none"> ○ The City provides the following notifications: ○ A legal notice is published in a local newspaper. ○ Public notice letters are sent to property owners within 300 feet of subject lot. ○ A public hearing sign is posted on the property.
<ul style="list-style-type: none"> • Friday before Public Hearing 	<ul style="list-style-type: none"> ○ The agenda, staff report, and application materials are published on the City’s web site on the Friday before the hearing.
<ul style="list-style-type: none"> • Day of Public Hearing 	<p>PZC meets at 7:00 p.m. at the City Hall. Staff will provide an overview of the request. The Applicant will give a brief presentation and members of the public will be invited to comment. All testimony is required to be under oath. The PZC will then discuss the application’s merits. You must participate in this meeting. If you or your representative do not appear, your application may be continued or denied.</p> <p>The PZC may recommend that the City Council approve or deny the Text Amendment. The PZC may also continue the hearing to a subsequent meeting date if they require more information from the Applicant or a third party.</p>
<ul style="list-style-type: none"> • 1 Week after PZC Hearing 	<ul style="list-style-type: none"> ○ City Council performs first reading; there is discussion, but no final action.
<ul style="list-style-type: none"> • 3 Weeks after PZC Hearing 	<ul style="list-style-type: none"> ○ City Council performs second reading and votes.

Upon conclusion of the public hearing and review process, if approved by the City Council, the amendment will be codified and applicable future development will be subject to compliance with the amendment.

Fees and Escrow:

	Application Fee	Publication Fee	Cash Advance*
Map Amendment	\$500.00	\$75.00	\$1,500.00

The **total** of the Application Fee, Publication Fee, and Cash Advance, **paid as a single payment to the “City of Rolling Meadows”** must be provided with the initial application. The Application and Publication fees are non-refundable, whether the application is approved or denied. Any remaining balance of the Cash Advance will be refunded, typically within 60 to 90 days after conclusion of the special use review process.

* The cash advance covers any unanticipated costs related to your application, such as fees for legal review or civil or engineering consultants. *The cash advance may be waived by the Community Development Director for applications that will not require outside review.*

Checklist for Attachments to Application

Prior to scheduling the public hearing, the applicant **must** submit **one hard copy and one digital (pdf) copy** of the following documents:

- Text Amendment Application;** The application must be signed by both the applicant and the property owner (see attached).
- Response to Text Amendment Standards;** Detailed responses must be provided to each standard (see attached). Yes or no answers are not sufficient.

You **may** also consider including additional documentation in support of the amendment. Questions regarding this process should be directed to City Staff.



**THE CITY OF ROLLING MEADOWS
PLANNING AND ZONING COMMISSION
TEXT AMENDMENT STANDARDS**

Chapter 122, Article VI, Section 122-394(4) of The City of Rolling Meadows Zoning Ordinance specifies the standards for approval for a text amendment. The Planning and Zoning Commission will base its recommendation on whether the Applicant has shown that the text amendment meets each standard. Please provide a statement as to how your application satisfies each standard. You may respond to the questions below or attach a separate typed response.

Standards for amendments: No amendments to the city's zoning text or zoning map shall be approved without a satisfactory finding regarding the following standards. The Planning and Zoning Commission shall submit to the city council a written recommendation and findings of fact for each matter it hears based upon said standards:

Standard 1. Potential impacts: The amendment shall not adversely impact [...] in the case of a text amendment, the overall zoning district purpose or intent of a code section proposed for amendment. The amendment should not unreasonably affect the value, use and enjoyment of nearby properties.

Standard 2. Trend of development/consistency: Text amendments should be a logical extension of the trend of development in the City.

Standard 3. Externalities: Relevant physical or market conditions that may have changed [...] that make the proposed text amendment necessary for this chapter to be in keeping with the desirable development of the city shall be specified.

Standard 4. City plans: Amendments should be consistent with the City's Comprehensive Plan, Official Map, and all other plans and policies adopted by the city.

Standard 5. Zoning Appropriateness: The extent to which use of [...] relevant properties in the case of a text amendment [...] is diminished by the current zoning standards or designation and is no longer suitable for the underlying zoning shall be specified.