



Incredibly Close  Amazingly Open

VILLAGE OF MORTON GROVE

PUD (Planned Unit Development) Application Packet

Village of Morton Grove
Department of Community and Economic Development
6101 Capulina Avenue
Morton Grove, Illinois 60053
commdev@mortongroveil.org
(phone) 847.470.5231
(fax) 847.965.4162

PROCESS OVERVIEW

A PUD (Planned Unit Development) request typically takes three to four months for review. The process usually includes submittal of the application and associated documents, public meetings with the Traffic Safety and Appearance Commissions, a complete review of plans by all Village Departments, a Staff-Applicant conference, legal notice, public notice sign posting, notification period, and applicant submittal of revised plans and documents. The Plan Commission will then conduct a public hearing for all PUD (Planned Unit Development) requests, including determining whether to recommend for or against the application, or to continue the request for further review.

The Village Board then considers the Plan Commission recommendation over a two-meeting period. At the first meeting, the application is presented with a summary report. At the second meeting, the Board votes on an ordinance to grant the request.

This overview is provided only as a summary of the PUD (Planned Unit Development) request process. This full packet contains specific information about requirements and expectations for each step in the process.

Requests for signs are processed separately; see Village Staff for more information or go to the Village website <http://www.mortongroveil.org/government/departments/FormsPermits.asp> for the sign application.

APPLICANT / PETITIONER RESPONSIBILITIES FOR A PUD (PLANNED UNIT DEVELOPMENT)

- The applicant is required to attend the public hearing of the Plan Commission and the Village Board meetings where the application is reviewed. The owner should also attend these meetings. If the owner cannot be present, then written authorization allowing the applicant to act on the owner's behalf must be provided. The applicant's attendance is needed to respond to any questions or issues regarding the application.
- The applicant is required to attend the Traffic Safety Commission and Appearance Commission meetings, if they are required for the application. The applicant must present their request to these respective commissions.
- The applicant must submit a completed application with appropriate exhibits for processing.
- The applicant must respond to requests for additional information, revised information or clarifications from Village Staff.
- The applicant and property owner must allow the Village to place a public hearing sign on the subject property. The applicant and property owner must also allow Village Staff, Plan Commissioners, and Village Board members to visit the property in preparation for their review of the case.
- At the public hearing of the Plan Commission, the applicant must present their case to the Commission.

- At the public hearing of the Plan Commission, the applicant will speak before the Commission, and should specifically address each of the Standards for PUD (Planned Unit Development). These Standards are included in this application packet.

PERFORMANCE STANDARDS FOR A PUD (PLANNED UNIT DEVELOPMENT)

The applicant is advised to verbally discuss the following Performance Standards for PUD (Planned Unit Development) when appearing before the Plan Commission at the Public Hearing. These are located in Sec. 12-6-4 of the Unified Development Code, and are listed below:

(Performance Standards For PUD (Planned Unit Development)s: The following standards for evaluating PUD (Planned Unit Development)s shall be applied in a reasonable manner, taking into consideration the restrictions and/or limitations which exist for the site being considered for development:

- a. **Comprehensive Plan:** The planned unit development shall be consistent with the general policies of the village as may be expressed in the comprehensive plan.
- b. **Public Welfare:** The planned unit development should be so located, designed, operated and maintained in a manner that will not only protect, but promote the public health, safety, and welfare of the village.
- c. **Impact on Adjoining Properties:** The proposed planned unit development will not be injurious to the use and enjoyment of adjoining property and that the exceptions to the underlying district regulations are for the purpose of promoting development which is beneficial to the residents or occupants of the surrounding properties with and adjoining the proposed development.
- d. **Drives, Parking and Circulation:** Principal vehicular access to the planned unit development shall be designed to encourage smooth traffic flow with controlled turning movements and minimum hazards to vehicular and pedestrian traffic. Adequate provision should be made to provide ingress and egress in a manner that minimizes traffic congestion in the public streets.
- e. **Impact on Public Facilities:** The planned unit development shall be so designed that adequate utilities, road access, drainage, and other necessary facilities will be provided to serve it, and not negatively impact the existing public infrastructure. Surface water in all paved access areas shall be collected in a manner that will not obstruct the flow of vehicular and pedestrian traffic.
- f. **Adequate Buffering and Landscaping:** Adequate fencing, screening, and landscaping shall be provided to protect the enjoyment of surrounding

properties, or provide for public safety, or to screen parking areas or other visually incompatible uses. The existing landscape should be preserved in its natural state, to the extent as practicable, minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of the neighboring developed area.

- g. Integrated Design:** The planned unit development shall be laid out and developed as a unit in accordance with an integrated overall design. This design shall provide for safe, efficient, convenient and harmonious groupings of structures, uses, and facilities, including common open space and storm water detention areas, and for appropriate relationship of space between buildings and site. Any common open space shall be integrated into the design in a manner which has a direct or visual relationship to the main building(s) and not be of an isolated or leftover character.
- h. Appearance:** The design of all buildings, structures, and facilities on the site of the planned unit development shall be subject to the approval of the appearance review commission, and shall be of quality as good, if not better, than the surrounding neighborhood. Higher or denser buildings shall be located in such a way as to dissipate any adverse impact on adjoining lower buildings within the development or on surrounding properties.
- i. Relationship to Adjoining Land and Neighborhood:** All planned unit developments shall encourage designs that emphasize accessibility, open views and connections to the larger community as a whole, discouraging new development which may divide neighborhoods and restrict access to adjacent property. In order to achieve this objective, the design of lots, streets, sidewalks, and access ways within the planned unit development, the continuation of such existing or proposed features to adjoining areas shall be encouraged. When a proposed planned unit development adjoins land susceptible of being subdivided, resubdivided, or redeveloped, new streets, sidewalks, and access ways may be carried to the boundaries of the proposed planned unit development.

PRE-APPLICATION MEETING

Applicants are encouraged to contact and meet with the Village's Director of Community Development (the "Director") on proposed PUD (Planned Unit Development) requests before submitting an application. Staff is available by appointment at the Village Hall typically Monday through Friday from 8:30 a.m. to 5:00 p.m.

This initial meeting will provide the applicant with an opportunity to present a general concept to the Village on the PUD (Planned Unit Development) to be requested. This will also allow the Director to determine what items will be required for submitting the application, and to suggest any necessary adjustments to the request. This step is important in order to save time, effort, and expense throughout the rest of the process!

COMPLETE APPLICATION SUBMITTAL

The applicant must submit a complete application to the Director to start the PUD (Planned Unit Development) process, including **30** copies of each document for processing. **Additional and/or revised copies may be required at any time during the review process.** Once the application is determined to be complete, it will follow the Village's Procedural Control Schedule, which is provided in this application package.

The following items and information are a part of the PUD (Planned Unit Development) application, unless otherwise specified by the Director:

(Each sheet larger than 11" X 17" shall have one 11" x 17" copy with it.)

- 1) Completed PUD (Planned Unit Development) application with authorized signatures.
- 2) Responses stating how the PUD (Planned Unit Development) standards (contained in Sec. Sec. 12-6-4 of the Unified Development Code, and listed above) are being met with the proposed project.
- 3) Evidence of ownership such as copy of deed, affidavit, contract purchase, or disclosure of beneficial trust (1 copy may be submitted). *(Include a paid tax bill from property owner, and if tenant is applicant, a lease document).*
- 4) List of property owners and addresses of all contiguous and adjacent properties within 250 feet of the subject property's boundaries.
- 5) Written authorization from the property owner to file application and accept conditions of approval regarding the project and the property.
- 6) Current plat of survey by a registered land surveyor, showing lot lines, all existing buildings and physical features including paved areas, utility lines, easements, right of way, and other property interests.
- 7) Site plan (to scale) for proposed development, including the following:
 - a. Building location
 - b. Traffic access and circulation *(traffic movement onto and around site)*
 - c. Parking *(stall and aisle dimensions; required parking calculations; handicapped parking identified; total parking provided on site)*
 - d. Site area, building area, and floor area ratio (FAR).
 - e. Impervious surface area/percentage of site area *(for new projects or as required by the Village).*
 - f. For new residential, numbers of units and composition.
 - g. Landscaping *(detailed planting plans and plant list)*

- h. Lighting (*location, type of light head, wattage, and photometric analysis*).
 - i. Fire lanes.
 - j. Loading dock or loading area
 - k. Site environs (*showing locations and distances of all structures on adjacent properties, and uses of existing properties*).
- 8) Building elevations (*if required by Village; typically necessary for new construction, redevelopment, and/or building renovations*).
- 9) Floor plans.
- 10) Engineering Data (*if required by Village; typically necessary for new construction, redevelopment, and/or other changes to an existing site*)
- a. Topography (*one-foot contour intervals or elevations on a 25 foot grid based on U.S.G.S. datum within 100 feet of parcel*).
 - b. Existing utilities (*all within 100 feet of parcel*).
 - c. Proposed utilities (*sanitary and storm sewer with placement of manholes and retention areas; water main with placement of valves and hydrants*).
 - d. Storm water detention (*proposed facilities; calculations*).
 - e. Streets, alleys, public easements and utility rights-of-way (*location, width and names*).
 - f. Floodplain notation.
- 11) Traffic Impact Analysis, including parking impact analysis.
- 12) Photographs or other materials requested by City Staff.
- 13) Check(s), made payable to the Village of Morton Grove, for:
- a. Application fee (*\$500 for properties in C1, C2, CR, M1 or M2 or \$250 for properties in R1, R2 or R3*).
 - b. Escrow fee for administrative processing (*\$1000 for all requests*).

VILLAGE STAFF REVIEW AND STAFF/APPLICANT CONFERENCE

Each PUD (Planned Unit Development) application is distributed to various Village Departments: Building, Public Works/ Engineering, Fire, and Police, along with Community Development, for comment.

The Director or Village Staff will forward comments to the applicant generated from this review prior to the Staff/Applicant meeting, and further discuss them with the applicant at the Staff/Applicant Conference. The Director will contact the applicant to schedule a Staff/Applicant Conference using the schedule in the Procedural Control Schedule (attached to this document).

The applicant is responsible for responding to any and all issues noted during the Village review, subject to the deadline for "Revised Materials Due" as noted in the Procedural Control Schedule.

This review process is intended to allow Village Staff the ability to review, discuss and resolve site problems and more directly communicate Morton Grove requirements to applicants. By identifying the applicable codes and ordinances through this process, costly delays from oversights or incomplete applications may be avoided. After the Staff/Applicant Conference and all Village issues have been addressed, the case will be placed on the next available Plan Commission agenda.

PUBLIC NOTIFICATIONS AND SIGNS

As noted above, the applicant is responsible for submitting the names and addresses of property owners within 250 feet of the property.

Apart from that requirement, the Village carries out the other public notice and legal notice requirements, including the following:

- **Placing a Public Notice sign on the property.** *The applicant must allow this sign to remain where the Village places it on the property for the duration of the planning and zoning review.* The Village places these signs at least 10 days before a public hearing, and removes them sign once all Village planning and zoning review is completed.
- **Publishing a legal notice in a local newspaper.** The applicant should understand that the property in question will be identified publicly for their request.
- **Sending notification letters to surrounding property owners.** Again, the applicant should be aware that such letters are sent identifying the property, nature of request, and public hearing where anyone can speak about a request.

The Applicant should also expect Village Staff and Plan Commission members to visit the property to gather more information about the request. (Applicants may discuss the case with Village Staff, but should **NOT** speak about the case with Commissioners; any violation of this can result in the case being **withdrawn** due to "ex parte" communications as specified by Illinois State Law.)



Sample Public Notice Sign

TRAFFIC SAFETY COMMISSION & APPEARANCE COMMISSION

The Traffic Safety and Appearance Commission meetings are an opportunity for these Village commissions to provide a more detailed review of proposed projects, and provide recommendations for the applicant, Staff and the Plan Commission. Staff will determine whether these meetings are required for each project. At these meetings, the applicant must present their request for review, and be prepared to answer questions.

The Traffic Safety Commission focuses on traffic, parking and related topics, while the Appearance Commission's area of review is building façade design, landscaping, and signs.

PLAN COMMISSION

The public hearing is an opportunity for the Plan Commission to hear testimony from the applicant and other concerned parties regarding the PUD (Planned Unit Development) request.

At the public hearing of the Plan Commission:

- The applicant must be present. The owner should also be present, or have previously provided written authorization for the applicant to represent the property. The applicant's presence is required at the public hearing to respond to questions from the Commission and/or interested parties, or to respond to requests for further information. All communications and responses to questions or issues should be addressed to the Plan Commission.
- A recording secretary will be present to summarize verbal testimony provided at the public hearing.
- The applicant will speak at the Commission meeting, for the record, to present the request and to address the Standards for PUD (Planned Unit Development) (listed above).

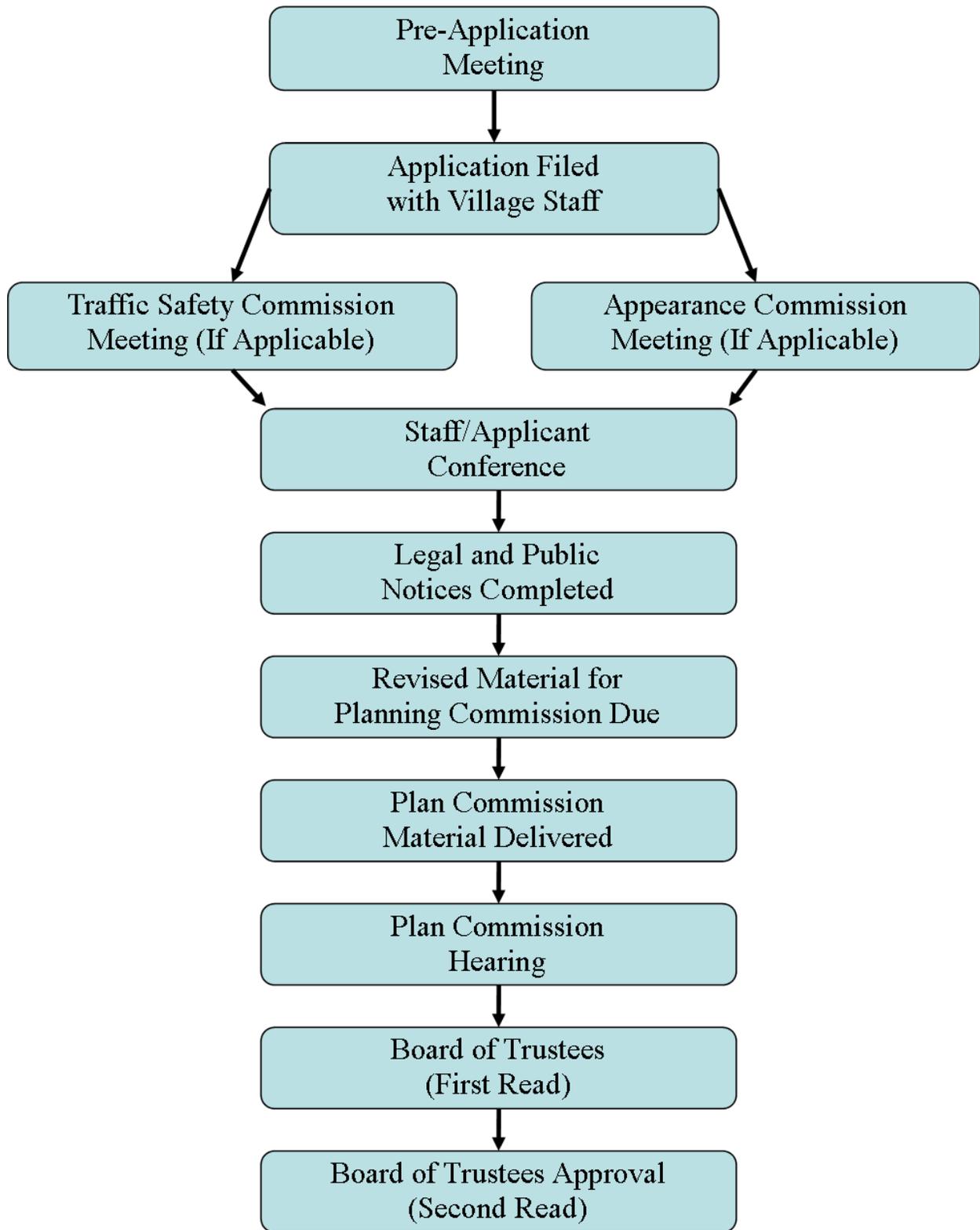
At the end of the public hearing, the Plan Commission will discuss the case and vote to recommend either approval or disapproval of the request to the Village Board. In order for the Plan Commission to recommend approval, the Commission must find that the proposed PUD (Planned Unit Development) meets the standards described above.

VILLAGE BOARD

In this final step, the Village Board will consider the information presented in the written Commission report and as presented by the Plan Commission Chair at the first of two Village Board meetings in the process. At this first meeting, the reports are presented along with the ordinance for the PUD (Planned Unit Development). At the next regular meeting, the Board will vote on the ordinance for the PUD (Planned Unit Development).

The applicant should attend these meetings, which are typically held the second and fourth Mondays of each month. If the ordinance is approved, it is signed by Village officials and a copy provided to the applicant. The applicant then has one year from that approval date to begin the building process by applying for a building permit. If no action is taken in that one-year period, the ordinance is revoked.

PUD (PLANNED UNIT DEVELOPMENT) PROCESS



PUD (PLANNED UNIT DEVELOPMENT) APPLICATION



Village of Morton Grove
Department of Community Development
6101 Capulina Avenue Morton Grove, Illinois 60053
(847)470-5231 (p) (847)965-4162 (f)

CASE NUMBER: _____ DATE APPLICATION FILED: _____

APPLICANT INFORMATION

Applicant Name: _____

Applicant Organization: _____

Applicant Address: _____

Applicant City / State / Zip Code: _____

Applicant Phone: Work: (____) _____ Home: (____) _____

Mobil / Other: (____) _____

Applicant Fax: Work :(____) _____ Home :(____) _____

Applicant Email: _____

Applicant Relationship to Property Owner: _____

Applicant Signature: _____

PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Owner Name: _____

Owner Address: _____

Owner City / State / Zip Code: _____

Owner Phone: Work: (____) _____ Home: (____) _____

Mobil / Other: (____) _____

Owner Fax: Work :(____) _____ Home :(____) _____

Owner Email: _____

Owner Signature: _____

PROPERTY INFORMATION

Common Address of Property: _____

Property Identification Number (PIN): _____

Legal Description (Attach additional sheets as necessary): _____

APPLICANT'S REQUEST (ATTACH ADDITIONAL SHEETS AS NECESSARY):

1. Applicant is requesting a PUD (Planned Unit Development) permit for the following:

_____,
which is being requested as a PUD (Planned Unit Development) in the _____ zoning
district of the Village of Morton Grove.

2. Provide responses to the Performance Standards for PUD (Planned Unit Development) as listed in Section 12-6-4 of the Village of Morton Grove Unified Development Code. The applicant must present this information for the official record of the Zoning & Planning Commission. The PUD (Planned Unit Development) Performance standards are as follows:

a. Comprehensive Plan: The planned unit development shall be consistent with the general policies of the village as may be expressed in the comprehensive plan;

b. Public Welfare: The planned unit development should be so located, designed, operated and maintained in a manner that will not only protect, but promote the public health, safety, and welfare of the village;

c. Impact On Adjoining Properties: The proposed planned unit development will not be injurious to the use and enjoyment of adjoining property and that the exceptions to the underlying district regulations are for the purpose of promoting development which is beneficial to the residents or occupants of the surrounding properties with and adjoining the proposed development;

d. Drives, Parking and Circulation: Principal vehicular access to the planned unit development shall be designed to encourage smooth traffic flow with controlled turning movements and minimum hazards to vehicular and pedestrian traffic. Adequate provision should be made to provide ingress and egress in a manner that minimizes traffic congestion in the public streets;

e. Impact on Public Facilities: The planned unit development shall be so designed that adequate utilities, road access, drainage, and other necessary facilities will be provided to serve it, and not negatively impact the existing public infrastructure. Surface water in all paved access areas shall be collected in a manner that will not obstruct the flow of vehicular and pedestrian traffic;

f. Adequate Buffering and Landscaping: Adequate fencing, screening, and landscaping shall be provided to protect the enjoyment of surrounding properties, or provide for public safety, or to screen parking areas or other visually incompatible uses. The existing landscape should be preserved in its natural state, to the extent as practicable, minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of the neighboring developed area;

g. Integrated Design: The planned unit development shall be laid out and developed as a unit in accordance with an integrated overall design. This design shall provide for safe, efficient, convenient and harmonious groupings of structures, uses, and facilities, including common open space and storm water detention areas, and for appropriate relationship of space between buildings and site. Any common open space shall be integrated into the design in a manner which has a direct or visual relationship to the main building(s) and not be of an isolated or leftover character;

h. Appearance: The design of all buildings, structures, and facilities on the site of the planned unit development shall be subject to the approval of the appearance review commission, and shall be of quality as good, if not better, than the surrounding neighborhood. Higher or denser buildings shall be located in such a way as to dissipate any adverse impact on adjoining lower buildings within the development or on surrounding properties;

i. Relationship to Adjoining Land and Neighborhood: All planned unit developments shall encourage designs that emphasize accessibility, open views and connections to the larger community as a whole, discouraging new development which may divide neighborhoods and restrict access to adjacent property. In order to achieve this objective, the design of lots, streets, sidewalks, and access ways within the planned unit development, the continuation of such existing or proposed features to adjoining areas shall be encouraged. When a proposed planned unit development adjoins land susceptible of being subdivided, resubdivided, or redeveloped, new streets, sidewalks, and access ways may be carried to the boundaries of the proposed planned unit development.

CHECKLIST

NOTE: Each sheet larger than 11" x 17" shall have one (1) - 11" x 17" copy accompanying it.

_____ Completed PUD (Planned Unit Development) application with authorized signatures (30 copies)

_____ Responses to the PUD (Planned Unit Development) Performance Standards (30 copies)

_____ Project impact statement describing the reasons for the PUD (Planned Unit Development) (30 copies)

_____ Evidence of ownership such as copy of deed, affidavit, contract purchase, or disclosure of beneficial trust (1 copy may be submitted). *(Include a paid tax bill from property owner, and if tenant is applicant, a lease document).*

_____ List of property owners and addresses of all contiguous and adjacent properties within 250 feet of the subject property's boundaries.

_____ Written authorization from property owner to file application and accept conditions of approval regarding the project and the property.

_____ Current plat of survey showing lot lines, any buildings on the property and legal description of the subject property (30 folded copies)

_____ Site plan for proposed development (30 folded copies)

_____ Accompanying plans for elevations, landscaping, parking, etc. where applicable (30 folded copies)

_____ Floor plans (30 folded copies)

_____ Engineering data where applicable (30 folded copies)

_____ Photographs, traffic study, parking study or other materials requested by Village Staff (30 copies)

_____ Check for PUD (Planned Unit Development) application fee, made payable to the Village of Morton Grove.

_____ Check for administrative processing escrow fee, made payable to the Village of Morton Grove.

**MORTON GROVE PLAN COMMISSION
2017 PROCEDURAL CONTROL SCHEDULE**

APPLICATION DEADLINE DATE (1)	STAFF/APPLICANT CONFERENCE (WEEK OF)	TRAFFIC SAFETY COMMISSION MEETING (2)	APPEARANCE COMMISSION MEETING (2)	LEGAL NOTICE E-MAILED TO PAPER (To be published in the following Thursday's paper)	(1) PLAN COMM. MATERIAL DELIVERED	PLAN COMMISSION HEARING	BOARD OF TRUSTEES FIRST READ	BOARD OF TRUSTEES APPROVAL (SECOND READ)
December 12, 2016	December 19, 2016	January 7, 2017	January 4, 2017	December 23, 2016	January 10, 2017	January 16, 2017	February 13, 2017	February 27, 2017
January 16, 2017	January 23, 2017	February 2, 2017	February 6, 2017	January 27, 2017	February 14, 2017	February 20, 2017	March 13, 2017	March 27, 2017
February 13, 2017	February 20, 2017	March 2, 2017	March 6, 2017	February 24, 2017	March 14, 2017	March 20, 2017	April 10, 2017	April 24, 2017
March 13, 2017	March 20, 2017	April 6, 2017	April 3, 2017	March 24, 2017	April 11, 2017	April 17, 2017	May 8, 2017	May 22, 2017
April 10, 2017	April 17, 2016	May 4, 2017	May 1, 2017	April 21, 2017	May 09, 2017	May 15, 2017	June 12, 2017	June 26, 2017
May 15, 2017	May 22, 2017	June 8, 2017	June 5, 2017	May 26, 2017	June 13, 2017	June 19, 2017	July 10, 2017	July 24, 2017
June 12, 2017	June 19, 2017	July 6, 2017	July 5, 2017	June 23, 2017	July 11 2017	July 17, 2017	August 14, 2017	August 28, 2017
July 17, 2017	July 24, 2017	August 3, 2017	August 7, 2017	July 28, 2017	August 15, 2017	August 21, 2017	September 11, 2017	September 25, 2017
August 14, 2017	August 21, 2017	September 7, 2017	September 6, 2017	August 25, 2017	September 12, 2017	September 18, 2017	October 09, 2017	October 23, 2017
September 11, 2017	September 18, 2017	October 5, 2017	October 2, 2017	September 22, 2017	October 10, 2017	October 16, 2017	November 13, 2017	November 27, 2017
October 16, 2017	October 23, 2017	November 2, 2017	November 6, 2017	October 27, 2017	November 14, 2017	November 20, 2017	December 11, 2017	January 8, 2018
November 13, 2017	November 20, 2017	December 7, 2017	December 4, 2017	November 24, 2017	December 12, 2017	December 18, 2017	January 8, 2018	January 22, 2018
December 11, 2017	December 18, 2017	January 4, 2018	January 3, 2018	December 22, 2017	January 09, 2018	January 15, 2018	February 12, 2018	February 26, 2018

Prepared December 2016

- (1) This schedule timeline will begin ONLY after Village Staff have determined that the Plan Commission application submitted is COMPLETE WITH ALL REQUIRED INFORMATION.**
- (2) Village staff will determine whether Traffic Safety Commission and Appearance Commission review will be required.**