



CITY OF WOOD DALE

COMMUNITY DEVELOPMENT COMMISSION **MEETING AGENDA**

Date & Time: March 18, 2024 at 7:00 PM
Location: Wood Dale City Hall
404 N. Wood Dale Road, Wood Dale, IL 60191
Members: Jaime Ochoa, Jay Babowice, April Jaeger-Rudnicki, Jim Parenti,
Richard Petersen, Tereasa Szatko, David Woods
Staff Liaison: Gosia Pociecha, AICP - Senior Planner

I. CALL TO ORDER

II. ROLL CALL

III. BUSINESS ITEMS

A. *Approval of Meeting Minutes from February 26, 2024*

IV. PUBLIC HEARINGS

A. *CDC-2024-0003 – Text Amendments to the Unified Development Ordinance (UDO) Regarding Public Hearing Signs*

The City is proposing certain Text Amendments to the Unified Development Ordinance (UDO) to provide clearer notice by sign of pending CDC petitions. Staff seek to enhance the visibility of public notice signs required to be displayed on properties subject to zoning petitions by adopting standard messaging which may be utilized for a variety of petition types.

V. STAFF LIAISON REPORT

A. None

VI. ADJOURNMENT

COMMUNITY DEVELOPMENT COMMISSION MINUTES

Committee Date: February 26, 2024

Present: James Parenti, April Jaeger Rudnicki, Teresa Szatko, Richard Petersen, David Woods

Absent: Jay Babowice, Jamie Ochoa

Also Present: Attorney Sean Conway, Gosia Pociеча, Andrew Koterас Staci Springer, Forty Residents

Meeting Convened at: 7:00 p.m.

CALL TO ORDER

Mr. Woods made a motion, seconded by Ms. Rudnicki, to appoint Mr. Parenti as Chairman Pro Tem in Mr. Ochoa's absence. A voice vote was taken with all members voting aye; motion carried. The meeting was then called to order by Attorney Conway at 7:00 P.M. A roll call vote was taken and a quorum was present. He will act as the meeting facilitator.

APPROVAL OF MINUTES

Ms. Szatko made a motion, seconded by Mr. Woods, to approve the minutes of the January 15, 2024 meeting. A roll call vote was taken with all members voting aye; motion carried.

Ms. Szatko made a motion, seconded by Mr. Petersen, to approve the minutes of the January 22, 2024 meeting. A roll call vote was taken with all members voting aye; motion carried.

PUBLIC HEARINGS

Attorney Conway recommended that, owing to the facts involved in Case No. CDC-2023-0003 and Case No. CDC-2023-0008, that Commissioners consolidate the public comment portion of the hearing, as similar questions may apply to both phases of the development. Mr. Parenti made a motion to approve the consolidation. The motion was seconded by Ms. Rudnicki. A roll call vote was taken with all voting aye except for Mr. Woods who voted nay. Motion carried.

CASE NO. CDC-2023-0003

Mr. Parenti made a motion, seconded by Mr. Petersen, to approve re-opening the Public Hearing under Case No. CDC-2023-0003. A roll call vote was taken with all members voting aye. Motion carried.

This Public Hearing was initially presented before the CDC at their January 22, 2024 meeting and was continued until this date.

Ms. Pociеча reviewed the language of the original application which was filed by the property's owner, C1 Chicago 1 LLC:

“Special Use for Planned Unit Development (combined Concept for the entire site & Final Development Plan for Phase 1) with certain deviations, Special Use for Major Utilities and Public Service Facilities, Site Plan Review and Final Plat of Subdivision (Resubdivision) to enable construction of two data center buildings and a ComEd substation on property located to the west of IL Rte 83 (Busse Road) between Bryn Mawr Avenue to the north and Washington Street to the south.”

DISCUSSION

Staff provided Commissioners with a report (attached to staff memo as Exhibit M) listing all of the concerns and questions which were raised at the January 22, 2024 Public Hearing. The report contained responses and clarification of those issues from the applicant and staff. Mr. Bradd Hout, representing the applicant, was in attendance to reply to those issues and to offer additional information regarding this project. He described the change to the building height that has been made since the January 22, 2024 meeting; specifically, a reduction of the building height from the original request of 75 feet to 70 feet and added that the Federal Aviation Administration (FAA) has granted approval of a building up to 70 feet in height. He pointed to the economic benefits to the City with this project; specifically, increased tax revenue and the creation of jobs given the anticipated five to ten year time period for completion of this project. He described the fencing plans, testing of noise levels, diesel fuel storage tank design and location, the types of lighting being proposed, landscape screening, generator design and stated that all wells which served the demolished residences will be properly sealed as required by Du Page County. In addition, the applicant is working with the Fire Protection District to ensure that services will not be negatively impacted during and after construction. In conclusion, Mr. Hout stated that the applicant is open to discussion of any and all concerns raised by staff, commissioners and residents.

RECOMMENDATION

Ms. Szatko made a motion, seconded by Ms. Rudnicki, that based on the submitted petition and the testimony presented, the proposed request for a Special Use for Planned Unit Development (combined Concept for the entire site and Final Development Plan for Phase I) with certain deviations, Special Use for Major Utilities and Public Service Facilities, Site Plan Review, and Final Plat of Subdivision (resubdivision) on property generally located to the west of IL Route 83 (Busse Road) between Bryn Mawr Avenue on the north and Washington Street to the south is consistent with the Unified Development Ordinance and Comprehensive Plan; and, therefore, I move that the Community Development Commission adopt the findings of fact included within the staff memo dated February 26, 2024 as the findings of the Community Development Commission, and recommend to the City Council approval of the Special Use for Planned Unit Development (combined Concept for the entire site and Final Development Plan for Phase I) with certain deviations, Special Use for Major Utilities and Public Service Facilities, Site Plan Review, and Final Plat of Subdivision (Resubdivision) on property generally located to the west of IL Route 83 (Busse Road) between Bryn Mawr Avenue to the north and Washington Street to the south in Case No.CDC-2023-0003 subject to the following conditions:

1. The Special Use, Planned Unit Development, Variation, Site Plan Review and Plat of Subdivision shall substantially conform to the staff memo dated February 26, 2024 and the attached exhibits, except as such plans may be modified to meet City code requirements. Where deviations to the codes have not been requested as part of this approval, the existing codes must be met, as applicable, at the time of permit application.
2. The Special Use permit shall be deemed to relate to, and be for, the benefit of the lot itself.
3. Final engineering approval prior to building permit issuance.
4. If the rooftop units are visible from the streets, the developer will be required to provide screening.
5. The developer has the ongoing obligation to maintain the landscaping on the site in accordance with the approved landscaping plan.

A roll call vote was taken with the following results:

Ayes: None

Nays: Szatko, Rudnicki, Woods, Petersen, Parenti

Abstain: None

Motion denied.

CASE NO. CDC-2023-0008

An application has been filed for a Map Amendment (re-zoning) upon Annexation via Annexation Agreement and Preliminary Subdivision Plat including Vacation of streets to enable redevelopment of the area generally located along IL Rte 83 (Busse Road) between Washington Street to the north and Foster Avenue to the south, also known as the Bryn Mawr Phase III project. C1 Chicago 2 LLC is the applicant and the property owner.

DISCUSSION

Mr. Marshall Hubery, representing C1 Chicago 2 LLC presented a conceptual plan for the development of property generally located at the northwest corner of the intersection of IL Rte. 83 (Busse Road) and Foster Avenue. The approximately 38 acre property is currently improved with 63 unincorporated single family homes which are served by private well and septic systems. The intent of the developer is to build three data center buildings which will be contiguous with the data center buildings and ComEd substation to the north currently being reviewed under Case No. CDC-2023-0003. As described by Mr. Huberty, each of the three buildings will be two stories in height and will have a total square footage of approximately 731,400 square feet when fully built out. This project would result in a five building gated data center campus with connections between both developments.

At this point in the discussion, the public was invited to speak and to offer their comments and concerns regarding information presented at the Public Hearings under Case No. CDC-2023-0003 and Case No. CDC-2023-0008 (see attached sign in sheet). Attorney Conway reminded residents that remarks must be relevant to zoning matters only and while understanding their desire to air all of their concerns and grievances, this meeting is a legal proceeding convened for the purpose of discussing zoning issues only, not private property sales or transactions. All of the residents who offered comments expressed their opposition to this project pointing to safety concerns arising from the neglected condition of the area following demolition, the anticipated traffic on Foster during construction and during the Fire District's burn training, the effect that this project will have on their property values, the noise which may be created from the generators,

and, in particular, dissatisfaction with the buyout procedures. A member of the public made statements that the City was remiss in allowing any aspect of this project to go forward without an agreement by the applicant at the outset to purchase every home affected.

RECOMMENDATION

At the conclusion of discussions, Mr. Woods made a motion, seconded by Mr. Petersen, that based on the submitted petition and the testimony presented, the proposed request for a Map Amendment (Rezoning) upon Annexation via Annexation Agreement and Preliminary Subdivision Plat including Vacation of streets to enable redevelopment of the area generally located along IL Rt. 83 (Busse Road) between Washington Street to the north and Foster Avenue to the south is consistent with the United Development Ordinance and Comprehensive Plan; and, therefore, I move that the Community Development Commission adopt the findings of fact included within the staff memo dated February 26, 2024 as the findings of the Community Development Commission, and recommend to the City Council approval of Map Amendment (Rezoning) from R-1 to I-1 upon Annexation and Preliminary Subdivision Plat including Vacation of Streets to enable redevelopment of the area generally located along IL Rte 83 (Busse Road) between Washington Street to the north and Foster Avenue to the south, also known as Bryn Mawr Phase III project in Case No. CDC-2023-0008.

A roll call vote was taken with the following results:

Ayes; None

Nays; Rudnicki, Szatko, Woods, Petersen, Parenti

Abstain: None

Motion denied.

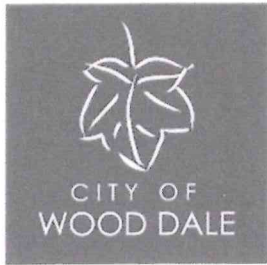
STAFF LIAISON REPORT

None to report; the next scheduled meeting will take place on March 18, 2024.

ADJOURNMENT

The meeting was adjourned at 10:45 P.M.

Minutes taken by Marilyn Chiappetta

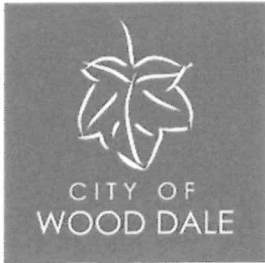


City of Wood Dale

Community Development Commission Meeting | February 26, 2024

Sign-in Sheet

| Name | Address | Company (if applicable) | Phone | Would like to speak during the hearing (Yes or No) and Indicate CDC Case # |
|-----------------|------------------------------------|-------------------------|----------------|--|
| Jason DeBello | 17W040 Washington St Personelle | | (630) 335-2605 | Yes |
| CHRIS PRUCNAL | 17W022 Hawthorne | | (847) 456-0209 | Yes |
| Mamas Keane | 910 W Hillside Dr | | 630-330-9205 | NO |
| Thomas Milewski | 17W061 Washington | | 3 | YES |
| Matthew Plizga | 17W075 Washington St | | 773 946 7751 | Yes |
| Paul Plizga | " " | | 773-946-7758 | Yes |
| Dianne Parodi | | | 847.836.0763 | NO |
| Rafael Velasco | 19W021 Hawthorne | | 708.259.2087 | Yes |
| Vanessa Velasco | 17W036 Hawthorne | | 708-533-9162 | Yes |
| Eugene Wesley | 471 ITASCA ST | | 630-373-3118 | Yes |
| Marcela Delong | 401 N HOUSTON Dallas | | 614-607-2033 | |
| Ismael Rocha | | | 773-936-8144 | No |
| BRAND HAST | 2855 N. HARWOOD, OKLAHOMA | | (312) 446-4605 | YES |
| Marshall Hubery | 202 W. Madison St | | 925 323 1544 | YES |



City of Wood Dale

Community Development Commission Meeting | February 26, 2024

Sign-in Sheet

| Name | Address | Company (if applicable) | Phone | Would like to speak during the hearing (Yes or No) and Indicate CDC Case # |
|----------------------|-----------------------|-------------------------|----------------|--|
| T. Stasnow | 200 W. Madison | TDC | 630-631-2183 | NO |
| D. Fankhauser | 200 W. Madison | TDC | 269-274-817 | NO |
| Dwight Trotter | 109 E. Adams | PEG | 630-714-9023 | NO |
| Jeff Dubois | 1716 N. Ashland, A.H. | TR | 047-812-5134 | NO |
| IRV GILABER | 200 W. MARSHALL | TRANSWESTERN | 312 881 7044 | NO |
| Debra Schmalz | 482 Foster | | 713 704-3708 | ? |
| Katherine Hodge | 462 Foster Ave | | 847-529-6859 | NO |
| Mike Hodge | 462 Foster Ave | | " " | NO |
| Juan & Maria Ramirez | 1220 Foster Av. | | (630) 607-9453 | ? |
| ANETA MARYNOWSKA | 1216 FOSTER AVE | N/A | 630-422-5214 | ? |
| NORBERT PAREN | 479 FOSTER AVE | N/A | 224 595 7294 | NO |
| | | | | |
| | | | | |
| | | | | |

CITY OF WOOD DALE

Community Development



MEMO

DATE: March 18, 2024

TO: Community Development Commission

FROM: Andrew Koterak, Planner

SUBJECT: Case No. CDC-2024-0003, Text Amendments to the Unified Development Ordinance (UDO) Regarding Public Hearing Signs

REQUEST

The City is proposing certain Text Amendments to the Unified Development Ordinance (UDO) to provide a clearer public notice sign for upcoming CDC public hearings. Staff seeks to enhance the visibility, readability and understanding of public notice signs required to be displayed on properties subject to a public hearing for zoning petitions by adopting standard messaging which may be utilized for a variety of petition types.

BACKGROUND

For zoning petitions subject to a public hearing before the Community Development Commission (CDC), notice is required to be provided. The purpose is to provide members of the public notice of a pending zoning review and make them aware of the opportunity to obtain information from the City and attend the public hearing and provide comment. The City Code requires notice to be given by publication in the local newspaper, by sign placed on the subject property visible from public right-of-way, and by mail to all property owners within two-hundred fifty feet (250') of the subject property.

ANALYSIS

The public hearing signs currently utilized by the City suffer from maintenance issues and a lack of legibility. The UDO currently requires that all notices contain the specific date, time, and place of the hearing or meeting, a general description of the petition, common street address, and Parcel Index Number(s) of the subject property. This requires a unique paper sign insert to be printed for each petition. Due to the large volume of text required on each sign, the text is often small which can make the signs difficult to read by passing motorists. The signs are also prone to tipping over, leaks from rain, and condensation which can further obscure the message.



Figure 1: Example of an existing Wood Dale Notice of Public Hearing Sign

Neighboring Communities Survey

To better understand prevailing trends in public notice signs and identify alternative solutions, staff surveyed surrounding communities within a 10-mile radius of Wood Dale. There were generally three types of public notice signs identified: Standard, Semi-Custom, and Fully Custom. Standard (or generic) signs were found to be most common. These signs incorporate standard messaging printed on metal or plastic and are often mounted to an A-frame structure which provides superior stability. The table below summarizes these findings:

| Public Hearing Signs: Neighboring Communities Survey | | |
|--|--|-------------|
| Updated: 12/14/23 | | |
| Community | Material | Sign Type |
| Bensenville | Metal Frame | Standard |
| Schaumburg | Wood Frame, Printed Plastic Sign | Standard |
| Villa Park | Metal Frame (Traffic Barricade) with Printed Metal Sign | Standard |
| Wheaton | Metal Frame (Traffic Barricade) with Printed Metal Sign | Standard |
| Park Ridge | Metal Frame (Traffic Barricade) with Printed Metal Sign | Standard |
| Mount Prospect | Metal Frame, Printed Metal Sign | Standard |
| Glendale Heights | Unknown | Standard |
| Des Plaines | Unknown | Standard |
| Elk Grove Village | Metal Stakes, Printed Plastic Sign (Applicant creates sign for commercial / industrial properties) | Semi-Custom |
| Franklin Park | Metal Stakes, Printed Plastic Sign with Blank Fields | Semi-Custom |
| Downers Grove | Metal Frame, Printed Metal Sign with Blank Fields | Semi-Custom |
| Lombard | Metal Frame, Printed Metal Sign with Blank Fields | Semi-Custom |
| Wood Dale | Plastic | Custom |
| Itasca | Unknown | Custom |
| Addison | Unknown | Custom |
| Bloomington | Metal Stakes, Printed Plastic Sign | Custom |
| Roselle | Various | Custom |
| Elmhurst | Various | Custom |

Examples



Figure 2: Standard / Generic (Villa Park)



Figure 3: Semi-Custom (Downers Grove)



Figure 4: Fully-Custom (Elk Grove Village)

Proposed Sign

To address the maintenance and legibility issues, City staff propose adopting a standard or generic public hearing sign which would align Wood Dale with best practices in neighboring communities. The new signs will be manufactured from metal, a more durable weather-resistant material, so they may be used for years to come. At least six (6), double-sided signs would be purchased to replace the City's current stock of plastic insert signs. Although the exact dimensions have not been finalized, each sign face is expected to measure 9 square feet in area. An example of the proposed sign face is shown in Exhibit A attached to this memo and other examples of standard public notice signs are attached as Exhibits B through D.

Text Amendment

The notices for public hearings are regulated by Section 17.202E of the UDO. The proposed text amendments to this code section, with redlines, are attached (Exhibit E). A clean version of the proposed text amendments is also attached (Exhibit F). The purpose of the text amendment is to allow a generic notice on the City's public hearing sign that can be reused for multiple petition types. Content requirements for newspaper and mailed notices will not change. The City has enacted self-imposed time limitations on posting notices by sign and by mail in section 17.202 E of the UDO. Text has been added to clarify that all three types of notice be published no more than 30, but no fewer than 15 days prior to a public hearing. Finally, a few additional grammatical changes help make the section easier to read by removing redundant references to various sections of the UDO.

Legal Review

To ensure compliance with all applicable state statutes, the City's legal counsel reviewed the proposed text amendments and raised no objections. Under the Illinois Municipal Code, the only required notice is newspaper (publication notice) for all types of zoning changes and relief in all municipalities with a population less than 500,000 (every municipality except Chicago). Additionally, under Illinois Supreme Court precedent, personal mailed notice to the owner and/or taxpayer of record is required if the proposed zoning change will result in a limitation on the use of property beyond the current limitations. No state statute or case requires property posting notice in connection with any type of zoning change or relief requested for any municipality with a population less than 500,000. Therefore, the City is free to modify these requirements or eliminate them, altogether through the zoning amendment process.

Comprehensive Plan

The proposed text amendment will help the City work towards the goals listed in the Comprehensive Plan, such as Goal 1: Connect Wood Dale Citizens to Government. The objectives advanced by this proposal include fostering a communicative atmosphere in the City of Wood Dale by expanding transparency between the government and citizens. It will also encourage easier public participation by facilitating clearer notice for neighbors and passing motorists.

Unified Development Ordinance

The proposed text amendment is in keeping with the purpose and intent of the UDO to implement the goals, objectives and policies of the Comprehensive Plan and to promote the public health, safety, morals, comfort and general welfare of the people. The purpose of the requested text amendment is to facilitate better notice by allowing the City to procure new signs which are more durable and readable.

Neighborhood Comment

Notice was provided in accordance with Section 17.202.E of the UDO. A public hearing notice published in Daily Herald on March 1, 2024. Staff have not received any public comments related to this petition as of writing of this memo.

Findings of Fact

Although there is no requirement to adopt findings of fact, the proposed text amendment is consistent with the Comprehensive Plan and is in keeping with the purpose and intent of the UDO.

RECOMMENDATION

Based on the above considerations, the Community Development Department finds that the request for the text amendment to the Unified Development Ordinance (UDO), Chapter 17 of the Municipal Code meets the requirements in the Unified Development Ordinance and is consistent with the City's Comprehensive Plan. The Community Development Commission may consider the following motion recommending approval of this petition:

“Based on the submitted petition and the testimony presented, the proposed text amendment to the Unified Development Ordinance (UDO), Chapter 17 of the Municipal Code is consistent with the Comprehensive Plan and is in keeping with the purpose and intent of the UDO; and, therefore, I move that the Community Development Commission adopt the recommendations of the staff memo dated March 18, 2024 as the findings of the Community Development Commission, and recommend to the City Council approval of the text amendment to the Unified Development Ordinance (UDO), Chapter 17 of the Municipal Code that would amend the content requirements for notice of public hearing signs in Case No. CDC-2024-0003.”

(Yes vote would be to approve; No vote would be to deny)

Attachments

- A – Proposed Standard Public Hearing Sign
- B – Example Notice of Public Hearing Sign (Schaumburg)
- C – Example Notice of Public Hearing Sign (Bensenville)
- D – Example Notice of Public Hearing Sign (Wheaton)
- E – Draft Text Amendment [Sec. 17.202.E] – With Redlines
- F – Draft Text Amendment [Sec. 17.202.E] – Clean Copy

PUBLIC HEARING

ZONING REQUEST PENDING FOR THIS PROPERTY

FOR MORE INFORMATION

CALL: (630) 766-5133

EMAIL: PLANNING@WOODDALE.COM



**CITY OF
WOOD DALE**





BENSENVILLE
GATEWAY TO OPPORTUNITY

NOTICE of PUBLIC HEARING

ZONING ACTION PENDING

**Location: Village Board Room, Village Hall
12 S. Center Street**

Please send inquiries to the
Community & Economic Development

630.350.3413



**THIS PROPERTY
WILL BE THE
SUBJECT OF AN**

**UPCOMING ZONING HEARING
FOR THE DATE TIME AND
PLACE OF THE HEARING
CALL THE WHEATON PLANNING
AND ZONING DEPARTMENT
AT 630-260-2080**

Public Hearing Notice

Draft Text Amendment w/ Redlines

blue – new text
~~red~~ – deleted text
green – moved text
black – existing text

Sec. 17.202

E. Public Hearings and Meetings.

1. Setting Hearing or Meeting; Time Limitation. When the provisions of this UDO require a public hearing or meeting in connection with any application filed pursuant to this UDO, the Community Development Commission will, upon receipt of a properly completed application, fix a reasonable time and place for such hearing or meeting; provided, however, that such hearing or meeting will be commenced no later than 60 days, and will be concluded no later than 120 days, following the receipt of the subject application unless the applicant agrees to an extension or unless the hearing or meeting agenda of the body is completely committed during that time.

2. Notice.

a. Notice to be Given. Notice of public hearings and meetings set pursuant to Section 17.202.E.1. of this Section will be given by the Development Administrator or the applicant, as the case may be, in the form and manner and to the person herein specified.

~~b. Content of Notice. All notices will include the date, time and place of such hearing or meeting, a description of the matter to be heard or considered, and the common street address, Parcel Index Number(s), and particular location of the subject property.~~

~~e.~~b. Notice Procedures.

(1) All Hearings and Meetings. Notice of every hearing or meeting set pursuant to Section 17.202.E.1. of this Section will be given by the Development Administrator:

1. By first class mail, electronic mail or personal delivery to the applicant and, if a specific parcel is the subject of the application, to the owner of the subject property.
2. By first class mail or electronic mail to any newspaper or person that will have filed a written request, accompanied by an annual fee as established from time to time by the Development Administrator to cover postage and handling, for notice of all hearings or meetings held pursuant to this UDO. Such written request will automatically expire on December 31 of the year in which it is made unless a written request for renewal, accompanied by the annual fee, is submitted prior to such date.
3. By first class mail, electronic mail or personal delivery or interdepartmental delivery to affected City Council, Commissions, Departments and Officials.

(2) Delivery of Notice. Notice by mail as herein required, will be mailed no less than five days in advance of the hearing or meeting date by regular first class United States Mail.

~~d.c. Hearings on Amendments, Special Use Permits and Variations. In addition to notice as required by Section 17.202.E.2.a. and Section 17.202.E.2.b., the following notice will be given for every hearing set pursuant to 17.205.A. of this Article in connection with an application for an amendment to this UDO (other than an amendment to the Zoning Map), a special use permit or a variation:~~ Required Public Notices: Prior to holding a public hearing, the following notices shall be required:

~~(1) Content of Notice. The notice required pursuant to this Subparagraph will contain, at a minimum, the following information:~~

- ~~1. The street address, property index number(s), and street intersection location description of the property that is the subject of the application;~~
- ~~2. A brief statement of the nature of the relief being requested;~~
- ~~3. The name and address of the applicant;~~
- ~~4. The name and address of the legal and beneficial owner of the property, if any, that is the subject of the application; and~~

~~(2) (2) Notice by Newspaper Publication. The Development Administrator will cause a notice to be published in a newspaper published in, or of general circulation within, the City at least once no less than fifteen (15) days, nor more than thirty (30) days, in advance of the hearing date. The newspaper notice shall contain, at a minimum, the following information:~~

1. The street address, property index number(s), and street intersection location description of the property that is the subject of the application;
2. A brief statement of the nature of the relief being requested;
3. The name and address of the applicant;
4. The name and address of the legal and beneficial owner of the property, if any, that is the subject of the application.; and

~~(23) Notice by Sign. If a specific property is the subject of the application, the Development Administrator or applicant will post the subject property with a ground sign of approximately nine six (96) square feet of gross surface area containing the legibly written notice. The sign shall be placed no less than fifteen (15) days, nor more than thirty (30) days, in advance of the hearing date. The sign will be located on the subject property so as to be visible from at least one (1) right-of-way abutting the subject property. The Development Administrator or applicant will remove the sign within three (3) days after the hearing is closed.~~

~~(34) Notice by Mail. The Development Administrator shall make best efforts, where applicable, to provide notice mailed via first class mail to all the property owners within two hundred and fifty feet (250') of the specific property. The notice shall be mailed no less than fifteen (15) days, nor more than thirty (30) days, in advance of the hearing date. Any irregularity or mistake concerning mailed notice shall not otherwise affect the validity of any legislative action. The mailed notice shall contain, at a minimum, the following information:~~

1. The street address, property index number(s), and street intersection location description of the property that is the subject of the application;
2. A brief statement of the nature of the relief being requested;
3. The name and address of the applicant;

4. The name and address of the legal and beneficial owner of the property, if any, that is the subject of the application.

~~d.(5)~~ Report to Hearing Body. At the hearing, the Development Administrator or applicant will present to the Community Development Commission an affidavit, certification or other evidence satisfactory to the Community Development Commission, demonstrating, to the satisfaction of the Community Development Commission, that the applicable notice requirements of this Subparagraph have been satisfied.

~~e.—Hearing on Renewal of Special Use Permits. In addition to notice as required by Section 17.202.E.2.a. and Section 17.202.E.2.b. above, notice of a hearing for the renewal of a special permit pursuant to Section 17.205.B.11. of this Article will be given in accordance with Section 17.202.E.2.d.~~

~~f.—Hearing on The City of Wood Dale Comprehensive Land Use Plan. In addition to notice as required by Section 17.202.E.2.a. and Section 17.202.E.2.b. above, notice of every hearing set pursuant to Section 17.202.E.1. hereof in connection with the adoption of The City of Wood Dale Comprehensive Land Use Plan will be given by publication in a newspaper of general circulation in Wood Dale County at least fifteen (15) days before such hearing.~~

~~g.—Hearing on Zoning Map Amendments. In addition to notice as required by Section 17.202.E.2.a. and Section 17.202.E.2.b., notice of every hearing set pursuant to Section 17.202.E.1. hereof in connection with an application for an amendment to the Zoning Map will be pursuant to Section 17.202.E.2.d.; provided, however, that the requirements set forth in Section 17.202.E.2.d.(4) will not apply when the City is the applicant and none of the property that is the subject of the application is owned by the City.~~

Public Hearing Notice

Draft Text Amendment – clean copy

Sec. 17.202

E. Public Hearings and Meetings.

1. Setting Hearing or Meeting; Time Limitation. When the provisions of this UDO require a public hearing or meeting in connection with any application filed pursuant to this UDO, the Community Development Commission will, upon receipt of a properly completed application, fix a reasonable time and place for such hearing or meeting; provided, however, that such hearing or meeting will be commenced no later than 60 days, and will be concluded no later than 120 days, following the receipt of the subject application unless the applicant agrees to an extension or unless the hearing or meeting agenda of the body is completely committed during that time.
2. Notice.
 - a. Notice to be Given. Notice of public hearings and meetings set pursuant to Section 17.202.E.1. of this Section will be given by the Development Administrator or the applicant, as the case may be, in the form and manner and to the person herein specified.
 - b. Notice Procedures.
 - (1) All Hearings and Meetings. Notice of every hearing or meeting set pursuant to Section 17.202.E.1. of this Section will be given by the Development Administrator:
 1. By first class mail, electronic mail or personal delivery to the applicant and, if a specific parcel is the subject of the application, to the owner of the subject property.
 2. By first class mail or electronic mail to any newspaper or person that will have filed a written request, accompanied by an annual fee as established from time to time by the Development Administrator to cover postage and handling, for notice of all hearings or meetings held pursuant to this UDO. Such written request will automatically expire on December 31 of the year in which it is made unless a written request for renewal, accompanied by the annual fee, is submitted prior to such date.
 3. By first class mail, electronic mail or personal delivery or interdepartmental delivery to affected City Council, Commissions, Departments and Officials.
 - (2) Delivery of Notice. Notice by mail as herein required, will be mailed no less than five days in advance of the hearing or meeting date by regular first class United States Mail.
 - c. Required Public Notices: Prior to holding a public hearing, the following notices shall be required:
 - (1) Notice by Newspaper Publication. The Development Administrator will cause a notice to be published in a newspaper published in, or of general circulation within, the City at least once no less than fifteen (15) days, nor more than thirty (30) days, in advance of the hearing date. The newspaper notice shall contain, at a minimum, the following information:

1. The street address, property index number(s), and street intersection location description of the property that is the subject of the application;
 2. A brief statement of the nature of the relief being requested;
 3. The name and address of the applicant;
 4. The name and address of the legal and beneficial owner of the property, if any, that is the subject of the application.
- (2) Notice by Sign. If a specific property is the subject of the application, the Development Administrator or applicant will post the subject property with a ground sign of approximately nine (9) square feet of gross surface area containing the legibly written notice. The sign shall be placed no less than fifteen (15) days, nor more than thirty (30) days, in advance of the hearing date. The sign will be located on the subject property so as to be visible from at least one (1) right-of-way abutting the subject property. The Development Administrator or applicant will remove the sign within three (3) days after the hearing is closed.
- (3) Notice by Mail. The Development Administrator shall make best efforts, where applicable, to provide notice mailed via first class mail to all the property owners within two hundred and fifty feet (250') of the specific property. The notice shall be mailed no less than fifteen (15) days, nor more than thirty (30) days, in advance of the hearing date. Any irregularity or mistake concerning mailed notice shall not otherwise affect the validity of any legislative action. The mailed notice shall contain, at a minimum, the following information:
1. The street address, property index number(s), and street intersection location description of the property that is the subject of the application;
 2. A brief statement of the nature of the relief being requested;
 3. The name and address of the applicant;
 4. The name and address of the legal and beneficial owner of the property, if any, that is the subject of the application.
- d. Report to Hearing Body. At the hearing, the Development Administrator or applicant will present to the Community Development Commission an affidavit, certification or other evidence satisfactory to the Community Development Commission, demonstrating, to the satisfaction of the Community Development Commission, that the applicable notice requirements of this Subparagraph have been satisfied.