

## **MEMORANDUM**

**TO:** John DeFalco, Zoning Board of Appeals Chairperson  
Zoning Board of Appeals Members

**FROM:** David A. Hulseberg, AICP  
Assistant Village Manager/Director of Community Development

**DATE:** March 28, 2007

**RE:** **Text Amendment- Administrative Variations**

The purpose of this memo is to update the Zoning Board of Appeals on a pending text amendment (PC 07-11) concerning the authority of the Zoning Board of Appeals. The text amendment would establish an administrative variation process, whereby the authority to grant approval of variations, in selected limited cases, is given to the Zoning Board of Appeals. The proposed amendment establishes the types of relief that would be subject to an “administrative variation”, the process for approving such relief and the associated appeal process, if necessary. The intent of this amendment is to provide for a streamlined approval process for those variation requests that are deemed to be minor in nature and have traditionally been supported by the Zoning Board of Appeals and the Village Board.

Attached for the ZBA member’s reference is a copy of the staff report for PC 07-01, which describes the proposed amendment in greater detail. The proposed text amendment went before the Plan Commission at their March, 19, 2007 meeting. The Plan Commission recommended approval (4-0) of the petition, subject to final review of the text language by Village Counsel. The text amendment will be on the April 19, 2007 Village Board of Trustees agenda for first reading.

### **Action Requested**

Before the Village Board considers the proposed amendment, staff wanted to inform the ZBA members of the proposed change, as it will grant additional authority to the ZBA. Staff also seeks comments from the ZBA members regarding the proposed amendment.