

## **MEMORANDUM**

**TO:** William T. Lichter, Village Manager

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

**DATE:** April 19, 2007

**SUBJECT:** **PC 07-11: Text Amendment to the Zoning Ordinance – Administrative Variations**

Attached please find the following items for Village Board consideration as part of the April 19, 2007 Village Board meeting:

1. Plan Commission referral letter;
2. Memo summarizing the Zoning Board of Appeals discussion at their March 28 meeting;
3. IDRC report for PC 07-11;
4. An Ordinance granting approval of text amendments establishing an administrative variation process.