

**VILLAGE OF LOMBARD**  
**INTER-DEPARTMENTAL REVIEW GROUP REPORT**

TO: Lombard Plan Commission

HEARING DATE: January 24, 2011

FROM: Department of  
Community Development

PREPARED BY: Michael S. Toth  
Planner I

**TITLE**

**PC 11-02; Text Amendments to the Subdivision and Development Ordinance:** The Village requests an amendment to Section 154.703 (and any other relevant sections for clarity) of the Subdivision and Development Ordinance relative to plats of subdivision.

**GENERAL INFORMATION**

Petitioner: Village of Lombard  
255 E. Wilson Ave.  
Lombard, IL 60148

**ANALYSIS**

**DESCRIPTION**

In order to provide clarity between the definition of Administrative Plat of Subdivision and the consolidation of land, the Planning Services Division has conducted a review of the plat regulations set forth in the Subdivision and Development Ordinance. As a result, staff is proposing to amend the definition of 'Administrative Plat' and any other relevant sections for clarity.

**INTER-DEPARTMENTAL REVIEW COMMENTS**

**PUBLIC WORKS**

The Department of Public Works has no comments.

**PRIVATE ENGINEERING SERVICES**

The Private Engineering Services Division of Community Development has no comments.

**BUILDING DIVISION**

The Building Division has no comments.

**FIRE DEPARTMENT**

The Fire Department has no comments.

## **PLANNING**

The administrative plat procedure affords staff the ability to approve plats of subdivision and consolidation without requiring Board approval. Administrative plats of subdivision are primarily associated with single-family residential development and are often needed to redraw legal boundaries to convert assessment divisions into legal lots-of-record. Any division of land into five or more lots could not be done administratively. Administrative plats of consolidation are more broadly used to create an assemblage of land of involving two or more lots. Currently, if the area of land being consolidated is greater than one (1) acre, the plat of consolidation could not be done administratively. The intent of the proposed text amendment is to allow the consolidation of land to be done administratively, regardless of the size of land.

Staff believes that the consolidation of land (of any size) should be done administratively as the consolidation process and subdivision process are separate procedures and have different impacts on land use. Through the subdivision process, it is possible to create additional density on an area of land. Any division of land into five or more lots could not be done administratively because the Board should have the ability to review larger subdivisions of land to confirm adherence to all Village Codes and governing documents, such as the Comprehensive Plan. Conversely, the consolidation of land may actually create a situation where density is potentially being decreased.

It is important to note that while an administrative plat may not require the need for public improvements, the Subdivision and Development Ordinance requires certain public improvements for projects classified as Major and/or Minor Developments. For example, a water distribution system and sanitary sewer distribution system is required for both Major and Minor Developments. Staff notes that such public improvements would still be required, regardless of whether or not the property was assembled through a consolidation (of any size). More specifically, the development (major or minor) itself would trigger the need for such public improvements, not the actual consolidation.

### **Proposed Text Amendments**

The following are the proposed text amendments for the Subdivision and Development Ordinance and Code of Ordinances. Proposed changes to the Subdivision and Development Ordinance are denoted by **underlining** new text.

## **SECTION 154.203 – PROCEDURES FOR ADMINISTRATIVE FUNCTIONS**

### **(C) Procedures for Administrative Plats of Subdivision**

An administrative plat ~~consists of a~~ is the division of a lot or block of less than one acre in any recorded subdivision, or the consolidation of lots of any size into a single lot-of-record, in any recorded subdivision and which does not involve any new streets, extensions of existing streets, or easements of access; which consists of the division of land into four or less lots; and which complies with all provisions of ~~this~~ the Zoning Ordinance, Subdivision and Development

Ordinance, and all other applicable ordinances. ~~; or the combination of two or more entire lots of record into a single lot.~~

### **SECTION 154.703 - DEFINITIONS**

**Administrative Plat.** The division ~~(or consolidation)~~ of a lot ~~or block~~ of less than one acre in any recorded subdivision, or the consolidation of lots of any size into a single lot-of-record, in any recorded subdivision and which does not involve any new streets, extensions of existing streets, or easements of access; which consists of the division of land into four or less lots; and which complies with all provisions of ~~this~~ the Zoning Ordinance, Subdivision and Development Ordinance, and all other applicable ordinances.

### **FINDINGS AND RECOMMENDATIONS**

Based on the above findings, the Inter-Departmental Review Committee has reviewed the petition and finds that it meets the standards required by the Lombard Zoning Ordinance and Subdivision and Development Ordinance. As such, the Inter-Departmental Review Committee recommends that the Plan Commission make the following motion recommending **approval** of this petition:

Based on the submitted petition and the testimony presented, the requested text amendments **comply** with the standards required by the Lombard Zoning Ordinance and Subdivision and Development Ordinance; and, therefore, I move that the Plan Commission accept the findings and recommendations of the Inter-Departmental Report as the findings of the Plan Commission and I recommend to the Corporate Authorities **approval** of PC 11-02.

Inter-Departmental Review Group Report Approved By:

---

William Heniff, AICP  
Director of Community Development