

**AN ORDINANCE MODIFYING THE CITY'S SUBDIVISION ORDINANCE  
CONCERNING PROCEDURAL REQUIREMENTS**

**WHEREAS**, the City of Rolling Meadows is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, Chapter 98 ("Subdivisions") sets forth procedures for the consideration of proposed subdivisions ("**Subdivision Regulations**"); and

**WHEREAS**, the City desires to amend the Subdivision Regulations in order to: (i) expand the distance from a subject property within which property owners will receive notice by mail; (ii) provide that the City will provide mail notice at the applicant's expense; and (iii) clarify that an applicant may apply for and receive concurrent approval of a preliminary and final plat;

**WHEREAS**, the Corporate Authorities of the City of Rolling Meadows have determined that it would be in the best interest of the City to amend the Subdivision Regulations as set forth in this Ordinance.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Rolling Meadows, Illinois:

**Section 1:** Recitals. The recitals set forth above are incorporated herein by reference as the findings of the Corporate Authorities.

**Section 2:** Section 98-102 ("Procedure for conditional approval of preliminary plat") of Division 2 ("Approval Procedures") of Article III ("Plats") of Chapter 98

("Subdivisions") is hereby amended to read as follows [additions are **bold and double-underlined**; deletions are struck through]:

**"SECTION 122-391            Procedure for conditional approval of preliminary plat.**

**"\*           \*           \***

(e) *Planning and zoning commission hearing.* After receipt of an application and the filing of all the required data and fees, the planning and zoning commission shall hold a public hearing **to consider the preliminary plat.** ~~Notice shall be given.~~ **The City shall give notice** of the time and place of the hearing ~~not more than 30 and not less than 15 days before the hearing~~ **as follows:**

**(i)    Notice by newspaper publication.** ~~The City shall~~ by publishing a notice thereof **of the public hearing** in a newspaper having a general circulation within the city **not more than 30 and not less than 15 days before the hearing.**

**(ii)    Notice by mail.** ~~The applicant shall make written notification by certified mail, return receipt requested, to all property owners or tax bill recipients of property within 250 feet including rights-of-way, stating the date, time, place and nature of the hearing request. This notification is to be not less than 15 and not more than 30 days prior to the hearing. Notification to condominiums need not be mailed to each condominium unit, provided the notification is sent to the board of directors of the condominium association in care of~~

~~the association president. Certified mail, return receipts (green cards) are to be submitted to the community development department no later than 48 hours prior to the hearing along with a map depicting the properties within the service area. Accompanying the return receipts shall be a sworn statement as to the source of the names and addresses notified.~~ **The City shall, at the expense of the applicant, give notice of the public hearing by mail to the owners of all properties within 300 feet, including public property and rights-of-way, of the property that is the subject of the application. Such notice shall be postmarked not less than 15 days nor more than 30 days in advance of the hearing and shall be sent by first class US Mail.**

**(iii) Notice by sign: The City will cause to be placed on or in a right-of-way adjacent to the subject property a sign containing information regarding the public hearing. The sign will be placed on the property a minimum of 15 days prior to the public hearing and will remain until after a final determination on the matter is made by the city council, after which the sign shall be returned to the City. It is a violation of this Code for any person to tamper with, deface, destroy, or remove a City sign to advertise a subdivision public hearing except at the direction of the zoning administrator, whether or not such sign is strictly required by this subsection. The notice by sign**

**requirements of this subsection are a courtesy to the public.**  
**Failure to provide notice by sign as set forth in this subsection**  
**shall not delay or invalidate a hearing.”**

\* \* \*

**(k) Concurrent Approval of Preliminary and Final Plat. Nothing in this**  
**Division 2 prevents the concurrent consideration and approval of a**  
**preliminary and final plat.”**

**Section 3: Severability.** If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

**Section 4: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

[Signature page follows.]

**PASSED AND APPROVED** by the City Council of Rolling Meadows, Cook County,

Illinois this 8<sup>th</sup> day of October, 2024.

AYES: McHale, Budmats, O'Brien, Vinezeano, Boucher, Reyez, Koehler

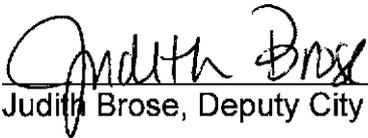
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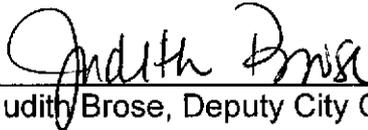
\_\_\_\_\_  
Lara Sanoica, Mayor

ATTEST:



\_\_\_\_\_  
Judith Brose, Deputy City Clerk

Published this 15<sup>th</sup> day of October, 2024.



\_\_\_\_\_  
Judith Brose, Deputy City Clerk