

OVERVIEW OF STAFF REVIEW DRAFT

Village of Clarendon Hills Zoning Ordinance Update; March 22nd, 2018

camiros

Purpose:

Provide an Overview and Introduction to the Staff Review Draft of the Ordinance to help the Planning and Zoning Commission conduct its review.

What is the Staff Review Draft Based On?

- **Technical Review and Approaches Memo**
- **Key Person Interviews**
- **Input from Village Staff**
- **Zoning Best Practices**

How does the Staff Review Draft differ from the current ordinance?

- Logical and consistent organization
- Liberal use of illustrations
- Greater use of charts & matrices
- Modest changes to the District Structure
- Targeted and specific changes to Village Policy

How does the Staff Review Draft differ from the current ordinance?

- **Logical and consistent organization**

ARTICLE 1. TITLE, PURPOSE, AND APPLICABILITY

ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT

ARTICLE 3. ZONING DISTRICTS

ARTICLE 4. RESIDENTIAL DISTRICTS

ARTICLE 5. BUSINESS DISTRICTS

ARTICLE 6. PUBLIC & INSTITUTIONAL DISTRICT

ARTICLE 7. D – O DOWNTOWN OVERLAY DISTRICT

ARTICLE 8. USE REGULATIONS

ARTICLE 9. SITE DEVELOPMENT STANDARDS

ARTICLE 10. OFF-STREET PARKING AND LOADING

ARTICLE 11. LANDSCAPE

ARTICLE 12. SIGN REGULATIONS

ARTICLE 13. ADMINISTRATIVE BODIES

ARTICLE 14. ADMINISTRATIVE PROCEDURES

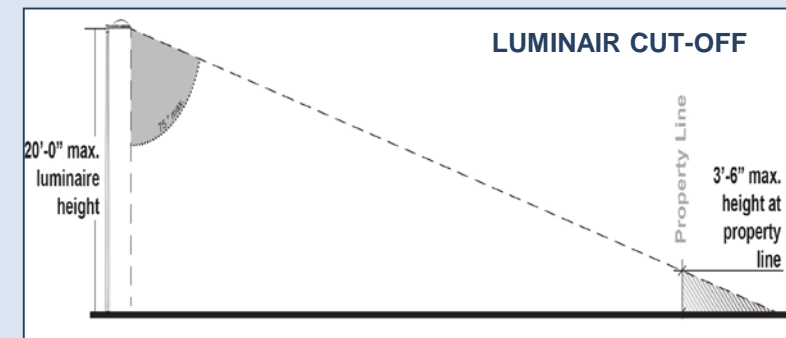
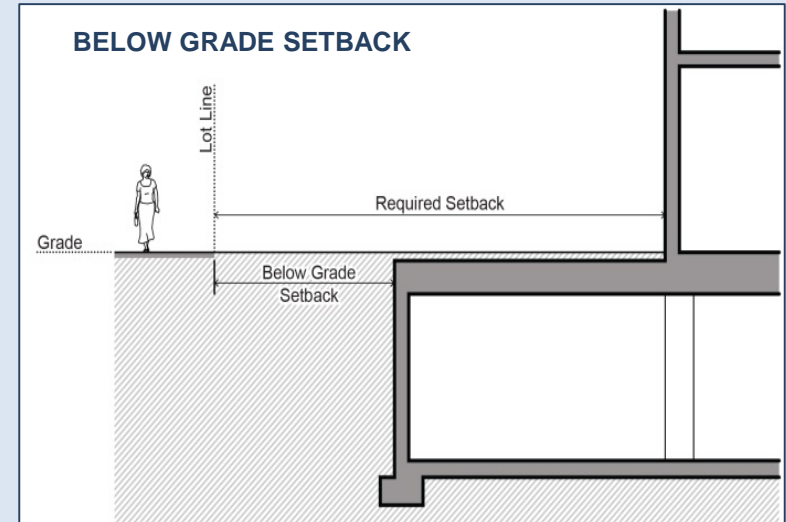
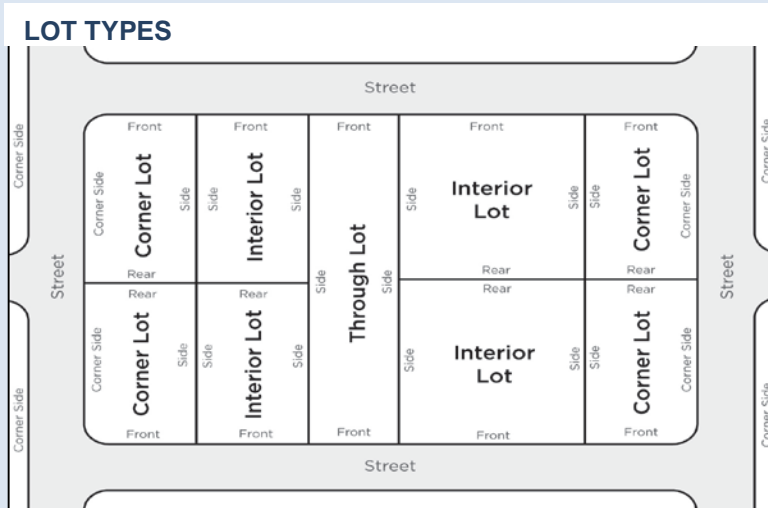
ARTICLE 15. ZONING APPLICATIONS

ARTICLE 16. NONCONFORMITIES

ARTICLE 17. ENFORCEMENT

How does the Staff Review Draft differ from the current ordinance?

- Liberal use of illustrations



How does the Staff Review Draft differ from the current ordinance?

- Greater use of charts & matrices

TABLE 9-1: PERMITTED ENCROACHMENTS INTO REQUIRED SETBACKS Y= Permitted // N= Prohibited Max. = Maximum // Min. = Minimum				
	Front Setback	Corner Side Setback	Interior Side Setback	Rear Setback
(Section 9.3)				
Shed <i>Prohibited in front yard</i> <i>Min. of 10' from any lot line</i>	N	N	Y	Y
Sidewalk <i>No min. distance from lot lines required</i>	Y	Y	Y	Y
Sills, belt course, cornices, and ornamental features <i>Max. of 30" into setback</i> <i>No min. distance from lot lines required</i>	Y	Y	Y	Y
Solar Panels - Freestanding (Section 9.3)	N	N	Y	Y
Steps and Stoops (roofed or unroofed, includes support posts) <i>Max. of 5' into front, interior side, or corner side setback</i> <i>Max. of 8' into rear setback</i> <i>Min. of 10' from any lot line</i>	Y	Y	Y	Y
Wind Turbine (Private) - Freestanding (Section 9.3)	N	N	N	Y

How does the Staff Review Draft differ from the current ordinance?

- Updated content; non-policy updates

TABLE 8-1: USE MATRIX										
Use	R-1	R-2	R-3	B-1	B-2	B-3	PI	L-O	O-T	Use Standard
Amusement - Recreation Facility: Indoor						P	C			
Amusement - Recreation Facility: Outdoor						C	C			
Animal Care Facility					P	P			P	Sec. 8.3.A
Animal Kennel: Commercial						C			C	Sec. 8.3.A
Animal Shelter						C			C	Sec. 8.3.A
Art Gallery				P	P	P				
Arts Studio					P	P				
Bed and Breakfast			C		C					Sec. 8.3.B
Body Modification Establishment					C	C				
Broadcasting Facility - With Antenna						C			C	
Broadcasting Facility - No Antenna					C	P			P	
Bar				P	P	P				
Brew Pub				P	P	P			C	
Car Wash						C				Sec. 8.3.C
Cemetery							C			
Community Center					P	P			P	
Community Garden	C	C	C			C	C			Sec. 8.3.D
Contractor Office - No Outdoor Equipment Storage						C				
Contractor Office - With Outdoor Equipment Storage						C				
Conservation Area							C			
Cultural Facility					C	P			P	
Day Care Center					P	P			P	Sec. 8.3.E
Day Care Home	P	P	P							Sec. 8.3.E
Drive-Through Facility					P	P			P	Sec. 8.3.F

How does the Staff Review Draft differ from the current ordinance?

- **Modest changes to the District Structure**

Residential Districts

R-1 Single Family Residential District

R-2 Medium Density Residential District

R-3 Multi-Family Residential District

Business Districts

B-1 Retail Business District

B-2 General Business District

B-3 Highway Business District

L-O Limited Office District

O-T Office Transitional District

Public and Institutional District

P-I Public and Institutional District

Overlay District

Downtown Design Review Overlay District

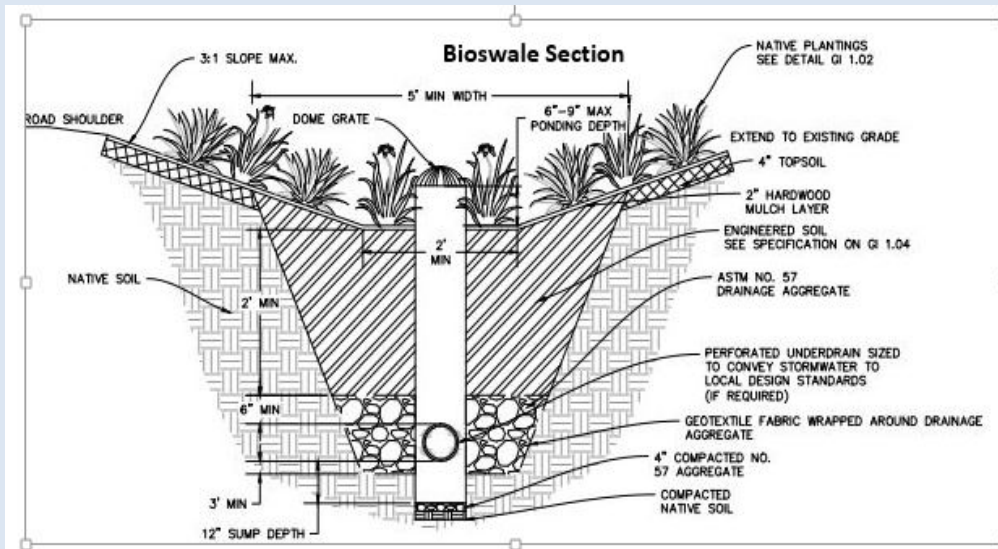
How does the Staff Review Draft differ from the current ordinance?

- Targeted and specific changes to Village Policy

H. Impervious Surface Coverage Ratio

- Defined.** Impervious surface coverage ratio is a measure of intensity of site improvement/development that represents the portion of a site that is occupied by structures, pavement, and other impervious surfaces, which do not allow for the absorption of water into the ground. The maximum impervious surface coverage ratio of a lot is calculated as the ratio of all impervious surface area divided by the total area of the lot, subject to various adjustments in site improvements that increase absorption or reduce short-term runoff, as presented below.
- Bioswales and Recharge Basins.** Bioswales and recharge basins can be added as site improvements to increase the absorption of stormwater into the soil, thereby decreasing runoff. In order to qualify for a reduction in impervious surface coverage ratio, the bioswale or recharge basin must be: a) designed by a qualified wetland specialist or engineer; b) reviewed and approved by the Village's consultant; and c) inspected by the Village during construction to ensure conformance with design specifications. Requirements for qualifying reductions are established below:

INCREASED STANDARDS FOR IMPERVIOUS SURFACE RATIO COMBINED WITH CREDITS FOR BIOSWALES AND RECHARGE BASINS



Things to look for in each Chapter

Departures from the Current Ordinance are noted in colored font or yellow highlights.

BULK REGULATIONS	R-1	R-2	R-3
Minimum Lot Area	9,000 SF	Single Family: 5,000 SF Two Family: 7,000 SF Townhouse: 3,500 SF/Unit Multi-Family: 3,000 SF/Unit	20,000 SF
Maximum Net Density	-	-	19 DU/acre
Minimum Lot Width	60'	35'	80'
Minimum Lot Depth ¹	110'	110'	-
Maximum Building Height	37.5'	40'	35'
Maximum Building Coverage	0.55 30% 0.30	40%	50% No Standard
Maximum Impervious Surface Coverage Ratio ¹	0.45 for first 9,000 SF; 0.25 for remainder of zoning lot area ²	.55	0.65
Maximum FAR ²	0.40 for first 9,000 SF; 0.20 for remainder of zoning lot area ²	.45	-
SETBACK REQUIREMENTS	R-1	R-2	R-3
Minimum Front Yard	Equal to the average of existing block face, but not less than 30'	30'	20'
Minimum Interior Side Yard	10% of zoning lot width measured at front yard setback line or 6', whichever is greater	5'	6'
Minimum Corner Side Yard	20% of zoning lot width for Side Yard along street measured at front yard setback line or 15', whichever is greater ²	15'	30'
Minimum Rear Yard	25'	25'	15'
Minimum Yard Abutting a Property used for a Single Family Dwelling	NA	10'	10'

Things to look for in each Chapter

ARTICLE 2 – DEFINITIONS AND RULES OF MEASUREMENT

- Upgraded, modernized definitions
- Comprehensive set of definitions
- Rules of Measurement Section

ARTICLE 3 – ZONING DISTRICTS

Residential Districts

R-1 Single Family Residential District

R-2 Medium Density Residential District

R-3 Multi-Family Residential District

Business Districts

B-1 Retail Business District

B-2 General Business District

B-3 Highway Business District

L-O Limited Office District

O-T Office Transitional District

Public and Institutional District

P-I Public and Institutional District

Overlay District

Downtown Design Review Overlay District

Things to look for in each Chapter

ARTICLE 4 – RESIDENTIAL DISTRICTS

- New R-2 District
- Moving R-1A to Business Districts
- Some revised standards

BULK REGULATIONS	R-1	R-2	R-3
Minimum Lot Area	9,000 SF	Single Family: 5,000 SF Two Family: 7,000 SF Townhouse: 3,500 SF/Unit Multi-Family: 3,000 SF/Unit	20,000 SF
Maximum Net Density	-	-	19 DU/acre
Minimum Lot Width	60'	35'	80'
Minimum Lot Depth ¹	110'	110'	-
Maximum Building Height	37.5'	40'	35'
Maximum Building Coverage	30%	40%	50%
Maximum Impervious Surface Coverage Ratio ¹	0.45 for first 9,000 SF; 0.25 for remainder of zoning lot area ²	.55	0.65
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Minimum Corner Side Yard	20% of zoning lot width for Side Yard along street measured at front yard setback line or 15', whichever is greater ²	15'	30'
Minimum Rear Yard	25'	25'	15'
Minimum Yard Abutting a Property used for a Single Family Dwelling	NA	10'	10'

Things to look for in each Chapter

ARTICLE 5 – BUSINESS DISTRICTS

5-1: Business Districts Dimensional Standards					
	B - 1	B - 2	B - 3	L - O	O - T
BULK					
Minimum Lot Area	None	None	22,500	9,000	43,560
Minimum Lot Width	None	None	75'	60'	100'
Maximum Building Height: Feet	40'	40'	40'	35'	100'
Maximum Building Height: Stories	4	4	4	2 – 1/2	10
Maximum Building Lot Coverage	80%	80%	50%	30%	60%
Maximum Impervious Surface Ratio	None	None	None	.55 for first 9,000 SF; .30 above 9,000 SF	.80

5:1 Business Districts Dimensional Standards, cont.					
	B - 1	B - 2	B - 3	L - O	O - T
SETBACKS					
Minimum Front Setback	None	None	60'	40'	20' or average of existing block face
Minimum Interior Side Setback	None	None	5'	6'	10'
Minimum Corner Side Setback	None	None	15'	15'	20'
Minimum Rear Setback	None	None	20'	25'	25'
Minimum Yard Abutting a Residential Property	10'	10'	20'	10'	Equals height of building
Minimum Below Grade Setback	5'	5'	5'	NA	10'

Things to look for in each Chapter

ARTICLE 6 – PUBLIC & INSTITUTIONAL DISTRICT

	P-I
BULK	
Minimum Lot Area	20,000 SF
Minimum Lot Width	75'
Maximum Building Height: Feet	35'
Maximum Building Height: Stories	2 -1/2
Maximum Building Lot Coverage	50%
Maximum Impervious Surface Coverage	.60
SETBACKS	
Minimum Front Setback	40'
Minimum Interior Side Setback	10'
Minimum Corner Side Setback	25'
Minimum Rear Setback	40'
Minimum Yard Abutting a Residential District	40'
Minimum Separation Between Buildings on the Same Lot	20'

Things to look for in each Chapter

ARTICLE 7 – D – O DOWNTOWN OVERLAY DISTRICT

7.7 DESIGN STANDARDS

Two levels of design standards shall be used to evaluate applications. Mandatory Standards must be met in order to receive approval. Design Guidelines represent objectives that should be fulfilled to the greatest extent possible, but may not be practically achievable in every instance, depending on site/property conditions.

A. Mandatory Standards. Affirmative finding of the following Mandatory Standards are a condition of approval:

1. All sides of a building or structure shall receive design consideration commensurate with its effect or impact on the character/appearance of the downtown.
2. Mechanical and service equipment shall located, designed and screened to not be visible from public streets or adjacent properties.
3. Accessory structures and uses, including parking lots, outdoor storage and refuse areas, shall be effectively screened by landscaping and/or fencing to not impact adjacent properties.
4. Building design shall reinforce the street wall in the immediate area.

B. Design Guidelines. Approvals shall be based on the reasonable fulfillment of the following Design Guidelines, where such guidelines are applicable to conditions on and surrounding the property:

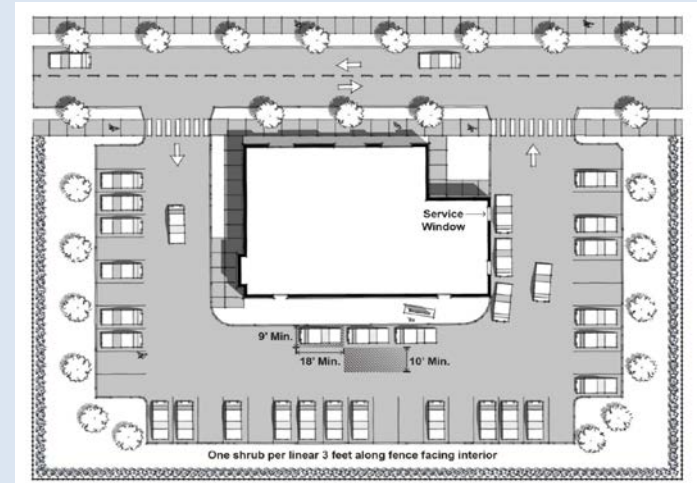
1. Building elevations facing a residential lot or district shall be designed in a compatible manner with respect to materials, colors and design details.
2. Building design shall be respectful of, and compatible with, other surrounding buildings on adjacent properties, without replicating or nearly replicating any adjacent buildings such that design monotony is created.
3. Buildings and site improvements shall be designed to preserve, where practical, existing vegetation and natural features.
4. Site accessories, such as light fixtures, fences, and miscellaneous structures, shall be designed to be compatible with the overall character of the downtown and to avoid practical or aesthetic impacts on adjacent properties.
5. Accessory buildings shall be consistent with the principal structure, and project design as a whole, in terms of building materials, scale, and style/character.

Things to look for in each Chapter

ARTICLE 8 – D – USE REGULATIONS

TABLE 8-1: USE MATRIX										
Use	R-1	R-2	R-3	B-1	B-2	B-3	PI	LO	OT	Use Standard
Amusement - Recreation Facility: Indoor						P	C			
Amusement - Recreation Facility: Outdoor						C	C			
Animal Care Facility					P	P			P	Sec. 8.3.A
Animal Kennel: Commercial						C			C	Sec. 8.3.A
Animal Shelter						C			C	Sec. 8.3.A
Art Gallery				P	P	P				
Arts Studio					P	P				
Bed and Breakfast			C		C					Sec. 8.3.B
Body Modification Establishment					C	C				
Broadcasting Facility - With Antenna						C			C	
Broadcasting Facility - No Antenna					C	P			P	
Bar				P	P	P				
Brew Pub				P	P	P			C	
Car Wash						C				Sec. 8.3.C
Cemetery							C			
Community Center					P	P			P	
Community Garden	C	C	C			C	C			Sec. 8.3.D
Contractor Office - No Outdoor Equipment Storage						C				
Contractor Office - With Outdoor Equipment Storage						C				
Conservation Area							C			
Cultural Facility					C	P			P	
Day Care Center					P	P			P	Sec. 8.3.E
Day Care Home	P	P	P							Sec. 8.3.E
Drive-Through Facility					P	P			P	Sec. 8.3.F
Dwelling, Above the Ground Floor				P	P	C				
Dwelling, Detached Single-Family	P	P	C							
Dwelling, Townhouse		P	P		C					
Dwelling, Two-Family		P								
Dwelling, Multi-Family		P	P		C					
Energy System - Solar (Principal)								P	P	Sec. 8.3.G.4

USE STANDARDS FOR DRIVE-THROUGH FACILITY



Things to look for in each Chapter

ARTICLE 9 – SITE DEVELOPMENT STANDARDS

I. Home-Based Business

1. The home-based business must be conducted by an individual permanently residing within the dwelling. Only residents of the dwelling may be employed in the home-based business.
2. Signs, displays, or activities that indicate from the exterior that the structure is being used, in part, for any purpose other than that of a residence are limited to one identification sign not exceeding six square feet in area is permitted.
3. The home-based business and all related activity, including storage, must be conducted completely within the principal building.
4. No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted materials may be used or stored on the site.
5. No commodities can be sold or services rendered that require receipt or delivery of merchandise, goods, or equipment other than by a passenger motor vehicle or by parcel or letter carrier mail services using vehicles typically employed in residential deliveries.
6. The home-based business cannot create greater vehicular or pedestrian traffic than normal for a residential area. The home-based business and any related activity must not create any traffic hazards or nuisances in public rights-of-way.
7. Building modifications to the residence that would alter the residential character of the dwelling are prohibited.
9. There must be no perceptible noise, odor, smoke, electrical interference, vibration, or other nuisance emanating from the structure where the home-based business is located in excess of that normally associated with residential use.
9. Repair and service of any vehicles or any heavy machinery is prohibited as a home-based business. Day care homes are not considered a home-based business and are regulated separately by this Ordinance.
10. Use or storage of tractor trailers, semi trucks, or heavy equipment, such as construction equipment used in a commercial business, is prohibited.
11. The operator of the home-based business must comply with Village requirements to obtain a business license.

Things to look for in each Chapter

ARTICLE 10 – PARKING AND LOADING

TABLE 10-4: OFF-STREET PARKING SPACE DIMENSIONS

Parking Angle	Stall Width	Stall Depth	Aisle Width Two-Way	Aisle Width One-Way	Vertical Clearance
0° (Parallel)	9' 8'	18' 21'	22' 18'	12'	7' 6"
90° (Head-In)	8.5' 9'	18' 18'	22' 24'	20'	7' 6"
60°	8.5'	21'	N/A	18'	7' 6"
45°	8.5' 9'	19.8' 24'	N/A	12.5'	7' 6"

TABLE 10-1: OFF-STREET VEHICLE PARKING REQUIREMENTS

USE	MINIMUM REQUIRED
Body Modification Establishment	1 per 300sf GFA
Bar	1 per 100sf GFA
Brew Pub	1 per 250sf GFA
Broadcasting Facility	1 per 1,000sf GFA
Campground	2 per campsite
Car Wash	1 per car wash bay + 3 stacking spaces per bay
Cemetery	1 per 200sf of GFA of office, chapel/parlor, and/or preparation area
Community Center	1 per 500sf GFA
Contractor Office – With Outdoor Equipment Storage	1 per 300sf of GFA of office
Cultural Facility	1 per 500sf GFA
Day Care Center	1 per 500sf GFA
Dwelling, Single-Family	2 per dwelling unit
Dwelling, Two-Family	2 per dwelling unit
Dwelling, Townhouse	2 per dwelling unit
Dwelling, Manufactured Home	2 per dwelling unit
Dwelling, Multi-Family	2 per dwelling unit + 1 visitor space per 10 dwelling units
Financial Institution	1 per 500sf GFA + 4 stacking spaces per drive-through lane
Funeral Home	1 per 200sf GFA

Things to look for in each Chapter

ARTICLE 11 – LANDSCAPING

The Staff Draft contains a comprehensive set of landscape regulations.



TABLE 11-1: TREE DIVERSITY REQUIREMENTS

Total Number of Trees	Maximum Number of One Species	Minimum Number of Species
1-4	100%	1
5-10	60%	2
10-15	45%	3
16-75	40%	5
76-500	25%	8
500-1,000	30%	10
1,000+	15%	15

11.5 PARKING LOT PERIMETER LANDSCAPE YARD

A perimeter landscape yard is required for all parking lots that abut a public right-of-way and must be established along the edge of the parking lot to screen vehicle parking. The landscape treatment must run the full length of the parking lot perimeter along the right-of-way and must be located between the lot line and the edge of the parking lot. The landscaped area must be improved as follows:

- A. **Landscape Yard Width.** The perimeter parking lot landscape area must be at least five feet in width, excluding a minimum linear distance of two feet along perimeter any wheels stops or curbs located next to the landscape area to accommodate vehicle bumper overhang.
- B. **Shrub Screening.** Shrubs to screen parked vehicles must be planted at the rate of one shrub for every three linear feet of landscape yard. Alternatively, a mix of shrubs, perennials, native grasses, and other planting types that provide screening of a minimum of three feet in height may be used.
- C. **Tree Planting.** A minimum of one shade tree must be provided for each 50 linear feet of perimeter landscape yard. Two ornamental trees may be substituted for one shade tree.
- D. **Groundcover, Perennials or Ornamental Grasses.** 60% of the landscape area outside of shrub and tree masses must be planted in live groundcover, perennials, or ornamental grasses.
- E. **Decorative Metal Fencing.** In any Business District, a four foot high decorative metal fence, painted black, shall be installed located one foot inside the parking lot.

Things to look for in each Chapter

ARTICLE 12 – SIGN REGULATIONS

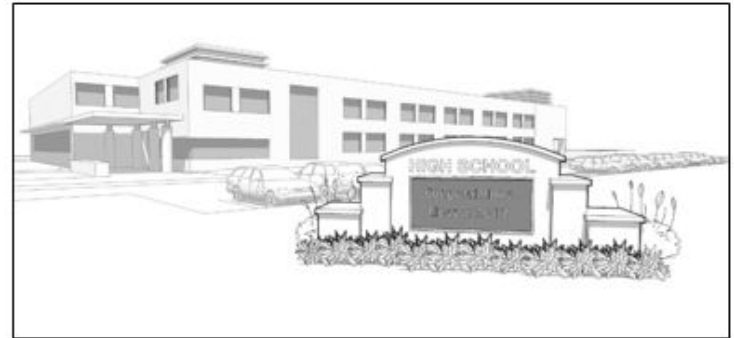
ARTICLE 12. SIGN REGULATIONS

- 12.1 TITLE AND PURPOSE
- 12.2 DEFINITIONS
- 12.3 SIGN PERMIT
- 12.4 MODIFICATIONS AND VARIANCES
- 12.5 SIGN DIMENSION MEASUREMENT
- 12.6 GENERAL SIGN STANDARDS
- 12.7 PROHIBITED SIGNS
- 12.8 EXEMPT SIGNS - NO PERMIT REQUIRED
- 12.9 SIGN PERMIT REQUIRED: PERMANENT AND TEMPORARY SIGNS
- 12.10 SUMMARY OF PERMITTED SIGNS
- 12.11 ENFORCEMENT
- 12.12 NONCONFORMING SIGNS

MENUBOARD



ELECTRONIC MESSAGE SIGN



Things to look for in each Chapter

ARTICLE 13 – ADMINISTRATIVE BODIES

Concisely defining the roles and duties of the bodies charged with administering the ordinance

13.2 VILLAGE BOARD

The Village Board has the following powers, pursuant to this Ordinance:

- A. To make final decisions on zoning text and map amendment applications.
- B. To make final decisions on conditional use applications.
- C. To make final decisions on variation applications.
- D. To make final decisions on planned unit development applications.

13.3 PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission has the following powers, pursuant to this Ordinance:

- A. To make recommendations to the Village Board on zoning text and map amendment applications.
- B. To make recommendations to the Village Board on conditional use applications.
- C. To make recommendations to the Village Board on variation applications.
- D. To make recommendations to the Village Board on planned unit development applications.
- E. To make final decisions on zoning appeals.
- F. To hear and report to the Village Board on such other matters as may be referred to it by the Village Board.

Things to look for in each Chapter

ARTICLE 14 – ADMINSTRATIVE PROCEDURES

Succinctly delineating the various processes/approvals within the Zoning Ordinance

ARTICLE 14. ZONING PROCEDURES

- 14.1 GENERAL REQUIREMENTS
- 14.2 ZONING TEXT AND MAP AMENDMENT
- 14.3 SPECIAL USE
- 14.4 VARIATION
- 14.5 PLANNED UNIT DEVELOPMENT
- 14.6 SITE PLAN REVIEW
- 14.7 ZONING INTERPRETATION
- 14.8 TEMPORARY USE PERMIT
- 14.9 ZONING APPEALS
- 14.10 DOWNTOWN DESIGN REVIEW

Things to look for in each Chapter

ARTICLE 15 – ZONING APPLICATIONS

Succinctly describing processes for making applications for approvals within the Zoning Ordinance

ARTICLE 15. ZONING APPLICATIONS

- 15.1 APPLICATION
- 15.2 NOTICE
- 15.3 PUBLIC HEARING

15.1 APPLICATION

A. Filing, Pre-Application Conference, and Referrals

1. All zoning applications must be filed with the Zoning Administrator. The application must be on forms provided by the Village and filed in such quantity as required by the instructions.
2. Prior to formal submittal of an application, the applicant may request a pre-application conference with the Zoning Administrator. The purpose of a pre-application conference, which does not require a formal application or fees, is to provide informal advice and assistance to the applicant. Any opinions or advice provided are not binding with respect to any official action that may be taken on the formal application.

B. Completeness

1. An application must include all information, plans, and data as specified in the application requirements. Any required plans must be at a scale sufficient to permit a clear and precise understanding of the proposal, unless specifically required to be at a set scale.
2. The Zoning Administrator will examine all applications within 30 days of filing to determine completeness. If the application does not include all the submittal requirements for the application, the Zoning Administrator will reject the application and provide the applicant with the reasons for the rejection. The Zoning Administrator will take no further steps to process the application until all deficiencies are remedied.
3. After an application is determined to be complete, any substantive change made by the applicant to the application requires resubmittal of the entire application and a new completeness review. However, such revisions do not require an additional payment of fees.
4. Once the application is under consideration by the appropriate body, additional information, or revisions are not subject to this provision.

C. Fees

Each application must be accompanied by the required filing fee as established and modified, from time to time, in the Village Code. The failure to pay such fee when due is grounds for refusing to process the application and renders the application incomplete. If an application is submitted by the Village Board or Planning and Zoning Commission, then all fee requirements are considered waived.

Things to look for in each Chapter

ARTICLE 16 – NONCONFORMITY

A standard nonconformity section.

ARTICLE 16. NONCONFORMITIES

- 16.1 GENERAL APPLICABILITY
- 16.2 NONCONFORMING USE
- 16.3 NONCONFORMING STRUCTURE
- 16.4 NONCONFORMING LOT OF RECORD
- 16.5 NONCONFORMING SITE ELEMENTS

ARTICLE 17 – ENFORCEMENT

A standard enforcement section.

ARTICLE 17. ENFORCEMENT

- 17.1 ENFORCEMENT OFFICIAL
- 17.2 APPLICATION OF PENALTIES
- 17.3 FINES

Thank You!



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Village of Clarendon Hills Zoning Ordinance Update; March 22nd, 2018