PLANNING DIVISION STAFF REPORT

October 6, 2025



PREPARED FOR THE PLAN COMMISSION

Proposal: Zoning Text Amendment

Legistar File ID #: 90056 (Amending the Conditional Use Scope of Approval)

Prepared By: Zoning and Planning Staff

This code change modifies the initial order granting a conditional use from two to three years. It continues the practice of allowing the Director of Planning and Community and Economic Development, after consultation with an Alderperson, to approve an extension for up to one year after the initial conditional use has expired and allows for an additional extension of up to one year. In total, up to five years after the initial approval may be allowed before a new hearing and approval would be required. This also includes a fee of \$100 for conditional use extensions.

In 2022, staff recommended a code change that would have allowed for a two year initial approval and up to two year extension of a conditional use—for a total of up to four years from initial approval. Ultimately, the approval timelines were modestly updated to reflect the current two year initial approval with an extension up to one year. In the years since this discussion, new and continuing complexities related to project funding (including those that require land use approvals as a prerequisite to funding awards), materials costs, changes to and availability of certain programs, provision of public infrastructure, permitting, legal and other factors continue to impact some projects' ability to meet this approval timeline. This code change could provide additional time for projects to navigate these complexities and ultimately be constructed without requiring reapproval.

Staff supports this amendment.