

**CHAPTER 18<sup>1</sup>**  
**GROWTH MANAGEMENT PROCEDURES**

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**18.01 GROWTH PLAN**

The Planning and Zoning Commission, in January of each year, recommend to the Board of Trustees a one-, three-, five- and 10-year growth plan (the "Plan") for the Village. The Plan shall define the growth objectives for the Village with regard to commercial, industrial and residential single-family and multi-family housing.

Annually, before the beginning of the fiscal year, the Village Board will consider the recommendations of the Planning and Zoning Commission and accept, reject or modify the plan and adopt a Plan for the Village for the next fiscal year.

**18.02 HOUSING FORECAST**

The Building Commissioner shall, in January of each year, provide the Village Board and all department heads a forecast of new housing in the Village for the next fiscal year. Department heads shall thereafter, as part of the preparation of their annual proposed budgets, provide an analysis to the Village Board of how their departments will accommodate the anticipated residential growth and provide and maintain the current level of service to new and existing residents.

**18.03 ANNUAL REVIEW OF ORDINANCES AND CODES:**

- A. In July of each year, the:
  - 1. Building Commissioner shall inspect the Village building codes and offer recommendations regarding any changes to the Village Board; and
  - 2. Planning and Zoning Commission shall review the Subdivision Control Ordinance and offer its recommendations regarding any changes to the Village Board; and

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<sup>1</sup> Established by Ordinance 1994-95-68, 4/13/95.

3. Planning and Zoning Commission shall review the Village zoning ordinance and offer its recommendations regarding any changes to the Village Board; and
4. Village Board shall review all fees, charges, donations and exactions required in the developmental process.

B. Upon receipt of the recommendations from the Building Commissioner and Planning and Zoning Commission, the Village Board will enact such ordinance(s) and/or amendment(s) which will further the growth management policies of the Village.

#### **18.04 DEVELOPMENT APPROVAL PROCESS**

A. The Village Board, Planning and Zoning Commission and Building Department shall faithfully follow the procedural requirements of all Village ordinances regarding the approval process for developments.

B. Staff and the Planning and Zoning Commission should prepare a comprehensive traffic analysis and plan which will accommodate the growth projections as outlined in Section 18.01 herein.

C. Staff and the Planning and Zoning Commission shall recommend changes to Village ordinances which will promote open space and preserve environmentally and historically sensitive areas.

D. When a proposed zoning or plat action by the Village Board is determined to be inconsistent with the comprehensive plan for the Village, the Village Board shall take separate action to amend the comprehensive plan and address the impact of the change.

#### **18.05 OTHER GOVERNMENT ENTITIES**

A. The Village Board and staff shall initiate contacts with all other units of local government impacted by growth in the Village including the school, park, library, fire and sanitary sewer districts and the townships and county. Thereafter, regular growth forums should be instituted to foster intergovernmental cooperation and regional planning.

B. The Village should encourage affected school, park, library, fire and sanitary sewer districts to conduct needs assessments and adopt plans for acquisition of land and capital facilities needed to accommodate growth. It is recommended that the needs assessments contain the following information:

1. A description of the nature and location of existing park, school, library, fire and sanitary sewer capital facilities within each district.
2. An identification of the capacity of each park, school, library, fire and sanitary sewer site within the district and of the average number of persons using such park site, the number of students then enrolled in each school building, the average number of persons using such library site and the average number of persons being served by such fire district and sanitary sewer facility.
3. A projection of the character and location of new development that is expected to occur within each district during the succeeding 10-year period.
4. An identification of the amount of park, school, library, fire and sanitary sewer lands that will be necessary within each district in order to accommodate the demands of any projected new development, and an estimate of the public grounds acquisition costs that will be incurred by each district in acquiring such lands.
5. A general description of each classification of park, school, library, fire and sanitary sewer capital facilities (including construction, expansion or enhancement of any public facilities and the land improvement, design, engineering and professional costs related thereto) that will be necessary within each district in order to provide park, school, library, fire and sanitary sewer capacity for the projected new development, and an estimate of the capital facilities costs that will be incurred by each district in constructing such capital facilities.

Based upon the needs assessment, each district is encouraged to provide the Village with an acquisition plan for park, school, library, fire and sanitary sewer lands and capital facilities. It is suggested that this acquisition plan should:

1. Project for a planning period of at least 10 years, the need for park, school, library, fire and sanitary sewer lands and capital facilities within the district;

2. Set forth a schedule for the acquisition of such lands and facilities to meet the projected need (which schedule may be conditioned upon the availability of financing);
3. Indicate the size and general location of the needed lands and facilities;
4. Identify the estimated costs of acquiring such needed lands and facilities;
5. Set forth the anticipated funding sources for the acquisition of such needed lands and facilities.
6. Determine the feasibility of acquiring the needed land and facilities based upon the district's current financial condition;
7. Determine the feasibility of acquiring the needed land and facilities based upon the district's estimate of the revenues (including, without limitation, impact fees) pursuant to the plan; and
8. The impact on property taxes in the Village assuming the plan is implemented.

C. An updated needs assessment and plan for acquisition of land and capital facilities from each district should be provided to the Village at least semi-annually.

#### **18.06 ANNEXATION AGREEMENTS**

Residential growth related to development has an immediate impact upon the local governments which serve them, e.g. Village, schools, library district and fire protection district. It is estimated that the delay in receipt of money to pay for services is 18 months. In an attempt to offset the operational costs of servicing new residential developments the following fees shall be included in any annexation agreement for the development of housing units and shall be payable at the time of building permit:

School District:	\$4,000 per residential unit
Village of Lake in the Hills:	\$2,000 per residential unit
Fire Protection District:	\$ 185 per residential unit
Library District:	\$ 90 per residential unit

The Village reserves the right to negotiate fees which differ from those set forth herein, based upon the particular development subject to annexation.

*Amended 11/11/04*

*Amended 01/22/08*

*Amended 03/11/10*