

TO BE READ PRIOR TO CONCEPT REVIEW AT PLANNING COMMISSION MEETING

The Village Planning Commission has for many years offered developers/property owners an opportunity to come before the Planning Commission for a “concept review” prior to significant work/planning/funds having been spent by the developer/property owner on a project. While this is an often appreciated step for the developer/property owner, it can lead to confusion and/or uncertainty in the review process.

It is important to clarify, a concept review is not an approval or denial of a project/plan. At no time should it be perceived that any promises are being made as to what will or could be approved or what will not be approved. It should not be conceived by anyone that the Planning Commission will approve or will not approve a project if certain criteria are met or certain steps/processes/changes are made based on the concept review.

The purpose of a concept review is to allow the Planning Commission to provide input as to issues and questions that the Planning Commission anticipate the applicant will need/want to consider in the preparation of their proposal. For example, if the Planning Commission anticipates that there will be questions as to the impact a proposed use would have on neighboring property owners such as noise, smells, traffic congestion, hours of operation, etc. the Planning Commission could make sure that the applicant is aware that these types of things will be taken into consideration when the project is reviewed.

The Planning Commission will not outline what would or would not be acceptable for the proposed project because the Planning Commission will be considering the proposal at a later date, most likely following a public hearing where additional issues and questions may be brought up by the public.

Nothing in the concept review process, and nothing said or presented by anyone at a concept review meeting of the Planning Commission, constitutes a waiver by the Village, or vests rights in the applicant, or otherwise impacts in any way upon the Village’s authority and responsibility to subsequently review and act upon any application filed in the matter in accordance with all applicable laws and procedures. {Alternative Short Version: The Planning Commission Secretary has received a Concept Review Process Acknowledgment, bearing certain signatures. Did you sign that document? [Response: Yes.] Do you understand what it says? [Response: Yes.] Do you agree that this Concept Review is subject to the limitations described on that form? [Response: Yes.] Okay, you may proceed. }

PLANNING COMMISSION CONCEPT REVIEW PROCESS ACKNOWLEDGMENT

The purpose of a Concept Review by the Planning Commission is to make the applicant aware of obvious or clearly foreseeable issues that may arise when the full application is brought forward.¹ Nothing in the Concept Review is meant to advise the applicant on the substance of their application, however, which is solely the responsibility of the applicant to decide, and the applicant is also solely responsible for compliance with applicable laws. If the Planning Commission or Village Staff offer suggestions in a Concept Review, whether the applicant chooses to follow those suggestions is solely discretionary with the applicant, because, among other reasons, the applicant has a much better understanding of their project than Planning Commission at this stage, so the applicant is in the best position to decide how best to proceed to accomplish their objectives in compliance with applicable laws and procedures.

A Concept Review by the Planning Commission is not an approval or denial of a project, plan or proposal. In the event it appears that any mutual conclusions are reached, such conclusions are tentative initial reactions only, and are not binding on the Village of Slinger or the applicant in any way. No obligations by the Planning Commission will be made as to what will or could be approved or what will not be approved. It is not to be conceived by anyone that the Planning Commission will approve or will not approve a project if certain criteria are met or certain steps/processes/changes are made based on the Concept Review.

Finally, nothing in the concept review process, and nothing said or presented by anyone at a concept review meeting of the Planning Commission, constitutes a waiver by the Village, or vests rights in the applicant, or otherwise impacts in any way upon the Village's authority and responsibility to subsequently review and act upon any application filed in the matter in accordance with all applicable laws and procedures.

I (We) understand, acknowledge and agree with the purpose and the limitations of a Concept Review as described herein.

Property Owner

Date

¹ Section 3.01 of the Land Division ordinance, when it applies, describes the review this way: "This consultation is neither formal nor mandatory, but is intended to inform the subdivider of the purpose and objectives of these regulations, the comprehensive plan, and duly adopted plan implementation devices of the Village and to otherwise assist the subdivider in planning the development. In so doing, both the subdivider and Plan Commission may reach mutual conclusions regarding the general program and objectives of the proposed development and its possible effects on the neighborhood and community."

Property Owner

Date

Applicant

Date

Project Tax ID: _____

Project Address: _____

*Project Description: _____

*A one page written description is suggested, including maps or drawings as necessary.