

STAFF REPORT

Rezoning – Sample Report

TO:	Planning Commission
FROM:	[Staff Name], AICP
DATE:	[Report Date]
CASE NO.:	[Case Number]
SUBJECT:	Rezoning Staff Report – Full Analysis

Comprehensive staff report for rezoning applications with complete criteria analysis, findings of fact, and recommendation with motion language.

Section 1: Report Header & Case Information

SECTION PURPOSE

Include the official document header with jurisdiction name, department, document title, date, and any applicable case or reference numbers.

SAMPLE LANGUAGE

CITY OF SPRINGFIELD – DEPARTMENT OF PLANNING & DEVELOPMENT

Staff Report to the Planning Commission

- **Case:** ZC-2026-003
- **Request:** Rezone 12.4 acres from M-1, Light Industrial, to PUD, Planned Unit Development.
- **Property:** 1500 Industrial Parkway; Parcel Nos. 14-22-301-001 through -004.
- **Applicant:** Greenfield Development LLC.
- **Public hearing:** March 10, 2026, 6:00 p.m., City Hall Council Chambers.
- **Report date:** March 3, 2026.
- **Prepared by:** Sarah Mitchell, AICP, Senior Planner.

Action requested: Review the rezoning application, conduct the public hearing, and forward a recommendation to the City Council.

Staff recommendation: Approval with conditions, subject to the findings and conditions in Sections 8, 9, and 11.

Section 2: Applicant & Property Summary

SECTION PURPOSE

Identify the applicant, property owner (if different), and their contact information. Include representative or agent details if applicable.

SAMPLE LANGUAGE

Applicant and owner information

- **Applicant:** Greenfield Development LLC, 300 Commerce Drive, Suite 200, Springfield, IL 62701.
- **Primary contact:** Michael Torres, Project Manager; (217) 555-0142; mtorres@example.com.
- **Property owner:** Springfield Land Holdings Inc., 410 Market Street, Springfield, IL 62701.
- **Authorized agent:** Barton & Associates Planning Consultants; Rebecca Barton, AICP.
- **Engineer:** Meridian Civil Engineering; David Chen, P.E.

The owner has authorized Greenfield Development LLC and its representatives to submit and process the rezoning application. The application file includes the owner-authorization affidavit, legal description, concept plan, and required fee. Staff verified the ownership information against county assessor records on January 20, 2026.

Section 3: Request Description

SECTION PURPOSE

Provide a clear, detailed description of what is being proposed or requested.

SAMPLE LANGUAGE

The applicant requests rezoning of approximately 12.4 acres at 1500 Industrial Parkway from M-1, Light Industrial, to PUD, Planned Unit Development, to permit a coordinated mixed-use neighborhood. The concept plan proposes 180 multifamily dwelling units and approximately 22,000 square feet of neighborhood-serving commercial space.

Development program

- Three three-story residential buildings with 60 one-bedroom, 90 two-bedroom, and 30 three-bedroom units.
- One single-story commercial building oriented toward Industrial Parkway for retail, restaurant, personal-service, and small-office uses.
- A clubhouse, pool, central green, dog park, sidewalks, bicycle parking, and internal pedestrian connections.
- Two vehicular access points, 342 off-street parking spaces, loading areas, and emergency-access accommodations.
- Stormwater facilities, utility extensions, landscaping, lighting, and a 35-foot transition buffer along the northern boundary.

The rezoning establishes the permitted use and development framework; final engineering, architecture, drainage, utilities, fire access, and code compliance will be reviewed through subsequent site-plan and permit processes.

Section 4: Site & Surrounding Area Analysis

SECTION PURPOSE

Describe the surrounding land uses, zoning, and development pattern in the vicinity of the subject property.

SAMPLE LANGUAGE

The 12.4-acre site is generally level, contains a vacant warehouse and paved storage area, and has approximately 620 feet of frontage on Industrial Parkway. Mature vegetation remains near the northern boundary, and an existing drainage swale crosses the southeast corner. No occupied structures would be displaced.

Surrounding context

- **North:** R-2 single-family homes built primarily in the 1980s. Rear yards adjoin the site, making buffering, lighting, privacy, and construction activity key transition issues.
- **South:** C-2 commercial corridor with retail, restaurant, and professional-office uses. Building setbacks and parking fields create an auto-oriented pattern.
- **East:** Undeveloped M-1 property with frontage on Industrial Parkway and no active entitlement application.
- **West:** A public park and elementary school zoned P-1, connected by a sidewalk along Oak Street.

The vicinity is transitioning from older industrial uses toward a mixed-use district. Residential scale decreases toward the northern boundary, while commercial intensity increases toward Industrial Parkway. The concept plan responds by locating the commercial building and primary access to the south, placing lower-intensity open space near existing homes, and providing a landscaped buffer.

Water, sanitary sewer, electric, and telecommunications service are available in adjoining rights-of-way. Sidewalk gaps and the Oak Street intersection require further design coordination.

Section 5: Comprehensive Plan Consistency

SECTION PURPOSE

Analyze how the request aligns with the adopted Comprehensive Plan, including future land use designation, goals, and policies.

SAMPLE LANGUAGE

The adopted 2020 Comprehensive Plan designates the property Mixed-Use Neighborhood. That designation anticipates a coordinated mix of housing and neighborhood-serving commercial uses at a scale that supports walking, shared amenities, and transitions to established neighborhoods.

Applicable goals and policies

- **Policy LU-4.2–Transitions:** The plan encourages compatible development between commercial corridors and lower-density neighborhoods. The proposed buffer, building orientation, and stepped intensity support this policy.
- **Goal H-1–Housing choice:** The unit mix adds rental options for households of different sizes near employment, services, and transit.
- **Policy T-3.1–Connected design:** Internal sidewalks, bicycle parking, and planned connections to Oak Street and the park improve nonvehicular access.
- **Policy ED-2.3–Neighborhood commerce:** The commercial component can provide daily services without introducing large-format regional retail.
- **Policy NR-1.4–Stormwater:** Final plans must incorporate water-quality treatment, controlled discharge, and native landscaping.

The proposed residential density is approximately 14.5 units per acre, within the plan’s illustrative range of 10–18 units per acre. Although the requested PUD permits more flexibility than conventional districts, that flexibility is paired with a unified site plan and conditions addressing transitions, access, and public improvements.

Staff conclusion: The request is consistent with the future land-use designation and advances the cited goals and policies, subject to the recommended conditions.

Section 6: Zoning Criteria Analysis

SECTION PURPOSE

Evaluate the application against each applicable approval criterion from the zoning ordinance. Address each criterion individually with a finding.

SAMPLE LANGUAGE

1. **Consistency with the Comprehensive Plan.** The Mixed-Use Neighborhood designation anticipates residential and neighborhood commercial uses at the proposed scale. The request also advances adopted housing, transportation, and economic-development policies. **Finding: Criterion met.**
2. **Compatibility with surrounding uses.** Commercial activity is concentrated along Industrial Parkway, while open space and a 35-foot landscaped buffer separate residential buildings from the R-2 neighborhood. Building height, lighting, mechanical equipment, and service areas remain subject to conditions. **Finding: Criterion met with conditions.**

3. **Adequacy of public facilities.** Utility providers report available capacity, subject to final engineering and any required system upgrades. The school district and parks department were notified through agency referral. **Finding: Criterion met.**
4. **Transportation and access.** The traffic study estimates 1,240 weekday trips. With turn-lane improvements, access management, and a signal-warrant study, nearby intersections are expected to operate at acceptable levels. **Finding: Criterion met with conditions.**
5. **Environmental constraints.** No regulated floodplain is mapped on the site. Final drainage design must protect the existing swale, limit post-development discharge, and provide water-quality treatment. **Finding: Criterion met with conditions.**
6. **Public health, safety, and welfare.** Fire access, hydrant placement, refuse collection, lighting, and pedestrian routes can comply with applicable standards through final plan review. No evidence indicates an unavoidable adverse impact. **Finding: Criterion met.**

Taken together, the evidence supports approval because identified impacts are capable of mitigation through specific, enforceable conditions rather than denial of the requested zoning.

Section 7: Public Input Summary

SECTION PURPOSE

Summarize all public input received for this case, including written correspondence, hearing testimony, and any petitions.

SAMPLE LANGUAGE

Notice was mailed to owners within the required radius, posted on the property, and published in accordance with the zoning ordinance. Staff received 14 written comments before preparation of this report: nine opposed and five supportive. At the Planning Commission hearing, six speakers opposed the request and three supported it.

Issues raised in opposition

- Additional traffic on Elm Street and congestion near the elementary school.
- Building height, privacy, lighting, and noise adjacent to single-family rear yards.
- Stormwater runoff and the capacity of the existing drainage system.
- Construction impacts and uncertainty about future commercial tenants.

Points raised in support

- Need for additional workforce and family-sized housing.
- Reuse of an underutilized industrial parcel and new neighborhood services.
- Consistency with the adopted mixed-use designation and potential tax-base benefits.

In response, the applicant increased the northern buffer from 25 to 35 feet, relocated the refuse enclosure, added a sidewalk connection, and agreed to traffic and construction-hour conditions. This summary describes the substance of public input and does not treat the number of comments as determinative.

Section 8: Staff Analysis & Findings

SECTION PURPOSE

State the factual findings that support the staff recommendation. Each finding should be a specific, evidence-based statement tied to an approval criterion.

SAMPLE LANGUAGE

Based on the application materials, agency referrals, site inspection, technical studies, public input, and testimony in the record, staff makes the following findings:

1. The 12.4-acre subject property is designated Mixed-Use Neighborhood on the adopted Future Land Use Map.
2. The proposed 180 dwelling units yield approximately 14.5 units per acre, within the plan's recommended range.
3. Commercial uses are limited in scale and located along Industrial Parkway, away from the northern residential boundary.
4. A 35-foot landscaped buffer, enhanced tree planting, downward-directed lighting, and limits on building height provide a reasonable transition to adjacent homes.
5. The traffic-impact study projects approximately 1,240 weekday trips and identifies turn-lane, access-management, and signal-study measures capable of mitigating identified impacts.
6. Water and sanitary sewer service are available, subject to final capacity confirmation and construction of applicant-funded extensions.
7. The site is outside the mapped regulatory floodplain; final stormwater plans must demonstrate controlled discharge and water-quality treatment.
8. The project adds sidewalks, bicycle parking, and a connection toward the park and school, improving local connectivity.
9. Public concerns regarding traffic, privacy, drainage, lighting, and construction can be addressed through the recommended conditions and later technical review.
10. No evidence in the record establishes that the proposed zoning, as conditioned, would create an unmitigable threat to public health, safety, or welfare.

These findings should be revised to cite the jurisdiction's actual ordinance provisions and the final evidentiary record.

Section 9: Staff Recommendation

SECTION PURPOSE

State the staff recommendation clearly – approval, approval with conditions, or denial – with a brief rationale.

SAMPLE LANGUAGE

Staff recommends **APPROVAL WITH CONDITIONS** of Case No. ZC-2026-003. The request is consistent with the adopted Comprehensive Plan, introduces uses contemplated by the Mixed-Use Neighborhood designation, and can be served by public infrastructure. The concept plan also places the most active uses along Industrial Parkway and provides a transition to existing homes.

Approval without conditions would not fully address traffic, drainage, lighting, buffering, and construction impacts identified in the record. The recommended conditions therefore require specific mitigation and establish measurable review points before site-plan approval, permit issuance, and occupancy.

Basis for recommendation

- All applicable rezoning criteria are met or can be met through enforceable conditions.
- The proposal advances adopted land-use, housing, transportation, and economic-development policies.
- Technical evidence indicates that projected impacts can be accommodated or mitigated.
- Revisions made during review materially improve compatibility with nearby residential properties.

If the Commission determines that the conditions are insufficient, staff recommends continuing the case with specific direction rather than denying it without allowing the applicant to address newly identified technical issues.

STAFF RECOMMENDATION:

- ☐ Approval
- ☐ Approval with Conditions
- ☐ Denial

Required Vote Threshold: _____

Section 10: Suggested Motion Language

SECTION PURPOSE

Provide draft motion language that the decision-making body can use to take action on the application.

SAMPLE LANGUAGE

Motion to recommend approval with conditions

“I move that the Planning Commission recommend approval of Case No. ZC-2026-003, a request by Greenfield Development LLC to rezone approximately 12.4 acres at 1500 Industrial Parkway from M-1, Light Industrial, to PUD, Planned Unit Development, for a mixed-use project containing up to 180 dwelling units and 22,000 square feet of commercial space, subject to the conditions of approval in the staff report dated March 3, 2026.”

“This recommendation is based on the Commission’s finding that the request is consistent with the Comprehensive Plan, compatible with surrounding development when conditioned, supported by adequate public facilities, and compliant with the applicable rezoning criteria, as reflected in the staff report, application materials, agency comments, and testimony received at the public hearing.”

Optional alternatives

- **To continue:** State the continued date and identify the precise additional information or revisions required.
- **To recommend denial:** Identify each unmet approval criterion and cite the evidence supporting that conclusion.
- **To amend conditions:** Read each added, deleted, or revised condition into the motion so the record is unambiguous.

The chair should confirm the maker, second, vote, and final wording for the record.

Section 11: Conditions of Approval

SECTION PURPOSE

List specific conditions that must be met as part of the approval. Each condition should be clear, enforceable, and tied to a specific concern.

SAMPLE LANGUAGE

The following conditions are intended as a model. Each should identify the responsible party, required action, deadline or review milestone, and approving authority.

1. Within 60 days of approval, the applicant shall submit a revised concept plan showing a minimum 35-foot landscape buffer along the northern property line, including a six-foot opaque fence, two staggered rows of evergreen trees, and preservation of healthy existing canopy where practicable.
2. Before final site-plan approval, the applicant shall submit a photometric plan demonstrating compliance with the Dark Sky ordinance and no more than 0.5 foot-candle at adjoining residential property lines.
3. Before issuance of the first building permit, the applicant shall obtain approval of final stormwater calculations, water-quality facilities, erosion controls, and a maintenance agreement.
4. Before issuance of the 100th residential building permit, the applicant shall complete a traffic-signal warrant study for Industrial Parkway and Oak Street and construct or fund warranted improvements attributable to the project.
5. All site access, turn lanes, sidewalks, accessible routes, bicycle facilities, and emergency-access improvements shall be completed before the first certificate of occupancy for the phase they serve.
6. Service areas, loading spaces, refuse enclosures, and mechanical equipment shall be screened from adjacent residential property and public streets.
7. Construction activity shall be limited to 7:00 a.m.–6:00 p.m. Monday through Friday and 8:00 a.m.–4:00 p.m. Saturday, with no Sunday or holiday construction except emergency work authorized by the city.
8. The project shall substantially conform to the approved concept plan. Material changes to use mix, unit count, access, building placement, buffer width, or maximum height shall require review under the ordinance.
9. The applicant shall secure all other local, state, and federal permits. Rezoning approval does not waive any code or agency requirement.

Section 12: Attachments List

SECTION PURPOSE

List all documents attached to or referenced in this report.

SAMPLE LANGUAGE

Attachments should be labeled consistently, dated, and cited in the body of the report where relevant.

- **Attachment A:** Location and vicinity map.
- **Attachment B:** Legal description and boundary survey.
- **Attachment C:** Existing zoning and future land-use maps.
- **Attachment D:** Applicant narrative and owner authorization.
- **Attachment E:** Concept plan, dated January 15, 2026, revised February 20, 2026.
- **Attachment F:** Preliminary landscape, lighting, and architectural exhibits.
- **Attachment G:** Traffic Impact Study, Barton Engineering, December 2025, with February 2026 addendum.
- **Attachment H:** Preliminary drainage memorandum and utility-capacity letters.
- **Attachment I:** Agency referral responses.
- **Attachment J:** Public notice affidavit, mailing list, and posted-notice photograph.
- **Attachment K:** Public correspondence and hearing-sign-in summary.
- **Attachment L:** Draft ordinance and conditions of approval.

If an attachment is omitted from the public packet because of size, confidentiality, or accessibility, identify where it may be reviewed and provide an accessible alternative when required.

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