

ZONING APPEAL PROCESS

Anything that does not unquestionably meet the Menard County bulk zoning regulations established in the Menard County Zoning Ordinance will be discussed by the Zoning Board of Appeals and the County Commissioner from the District where the property is located to determine if a public meeting is needed due to the need for a vote from that body.

Process Schedule

1. Pending Variance and Special Use Permit applications are due the first Monday of each month.
2. The Zoning Officer will email the completed application to all ZBA members plus the County Commissioner representing the district where the property is located for their review.
3. All ZBA board members will individually make a determination as to whether they believe there is a requirement to take the request before the public body of the Zoning Board of Appeals. The decision regarding holding a meeting will be rendered via email to the Zoning Officer by the end of the business day on the Friday following the first Monday of the month.
4. If the Zoning Officer has not received verifying communication indicating the need to address the request or if enough Zoning Board of Appeals members have not replied to the email inquiry issued by the Zoning Officer, the issue will move forward with a public meeting.
5. The Zoning Officer will contact the property owners having the pending Variance or Special Use Permit with the decision of whether or not a public meeting will be held.
6. The Zoning Officer will send the appropriate publication to the newspaper the following Tuesday per requirements. The appropriate neighbors will be notified of the hearing via certified mail in order that they may be present at that meeting.
7. The public meeting for the application will be held on the last Thursday of the month at which time a decision will be rendered by the ZBA. If a public meeting is required, the costs incurred for the necessary mailings and publications are the responsibility of the applicant regardless of the decision of the Zoning Board of Appeals Board.