



AGENDA ITEM # 5

**AGENDA ITEM EXECUTIVE SUMMARY
Committee of the Whole Meeting
October 28, 2019**

Item Title: Zoning Ordinance Update (Status & Timeline)

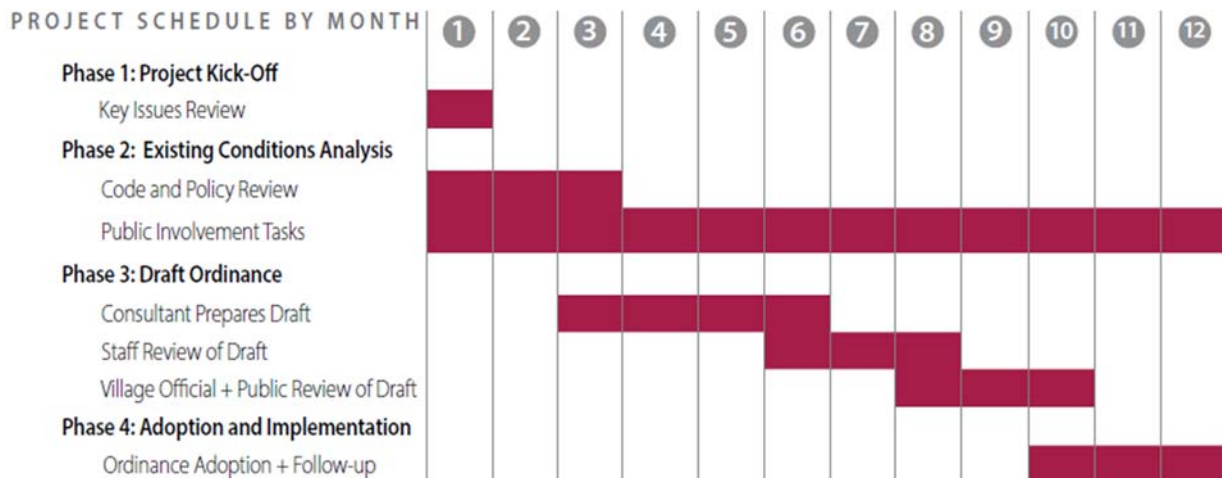
Staff Contact: Caron Bricks, Planner

COMMITTEE OF THE WHOLE ACTION

Staff will provide the Village Board with a status report on the zoning ordinance update.

Executive Summary:

At the September 23 Village Board meeting, a contract with Teska & Ancel Glink was approved to update the current Zoning Ordinance. The project is now underway. Staff met with Michael Blue & Francesca Sallinger of Teska and David Silverman of Ancel Glink to kick off the project and Phase One on October 15. Below is the anticipated project schedule. From start to finish, the whole project will likely take 12 months. The committee used to pick the consultant will be utilized as the first review of all draft ordinances (Phase 3). The Various Village departments will be involved in aspects of Phase 3 as well; especially the Administration amendments. Following is the project schedule with a summation of each aspect.



Phase One: Project Kick-off (underway)

At the meeting staff had with the consultants on October 15, we kicked off the project and Phase 1 by discussing the timeline of the project, draft & review process, the comprehensive plan, recent development projects, and public engagement ideas. Staff

provided the consultants with a list of desired changes and issues we often see. This list will be further supplemented with the Existing Conditions Analysis (joint meeting, stakeholder interviews, open house, and website). Staff is looking to have a joint meeting of the Village Board, Planning & Zoning Commission, and Zoning Board of Appeals was discussed. The consultant will break everyone out into groups and use interactive voting programs to facilitate in-depth and honest discussion (anticipated 1.5 hours). Staff will be scheduling this meeting for early December.

Phase Two: Existing Conditions Analysis

The consultant has already started their in-depth review of our existing code. They will compile their findings in a report that will be presented to the committee prior to the presentation to the Planning & Zoning Commission.

This phase also includes public engagement. The consultants have requested that we set up stakeholder interviews. In order to streamline our approval processes, the consultants would like to meet with developers, contractors, business owners, etc. to get their opinions on the strengths and weaknesses of our code. Hearing first-hand from customers will be very beneficial to make the updated code usable for everyone. These stakeholder interviews will likely occur over the course of 1-2 days the second week of November.

Another piece of public engagement will be a public open house. The consultant has told us that this open house will likely not be as well-attended as the open houses for the Comprehensive Plan. The consultants will be prepared to receive questions and comments about zoning codes, processes, and ideas from anyone who chooses to attend. Due to the impending holidays, the public open house will likely be scheduled in early January 2020.

The consultant will also set up a website, similar to what was used during the Comprehensive Plan, to be shared on the Village’s Facebook page, e-News, and the website for residents and interested parties to follow the progress of the update.

Phase 3: Draft Ordinance

Once the consultants have collected their data and information, they will begin the process of drafting the new code. They will draft a few sections at a time to make the review of the changes palatable. Staff plans to incorporate the original interview committee to vet these changes and provide feedback to the consultant. The various Village departments will also be involved in the relevant areas (use groups, site plan requirements, etc.) This phase, as indicated on the time above, will take the most time and will likely extend into summer 2020, followed by Phase 4: Adoption.

Implications:

Is this item budgeted? Yes

Any other implications to be considered? n/a

Attachments:

Staff’s preliminary list of desired changes

Zoning Ordinance Update

ComDev Notes 10/15/19

- Eliminate or consolidate Zoning Districts
 - Office Transitional (B-1)
 - Agricultural (AG)
 - R-3 and R-4 Residential (combine)
 - ORI HC and BP (combine into just an ORI)
 - Combine (B-4) and (B-5)
- Create Northern Gateway (south of I-390 to the Town Center) to be consistent with the Comprehensive Plan (Overlay or new District)
- Definitions
 - Legally update the entire list
 - Define uses stated in the districts...remove uses not included in any district?
 - Lot Coverage
 - Apron and driveway
 - Accessory structures
 - Group housing
 - Family
 - Dwelling definitions
 - Incorporate solar (SolSmart)
- Fencing
 - Include in Zoning Ordinance by district
- Off Street Parking and Loading
 - Update with current standards
 - Address Town Center Commercial Parking (public right of way)
- General provisions
 - Update & clarify permitted/non-permitted obstructions
 - Accessory use v. accessory structure v. accessory buildings

- ADUs?
 - Home Occupations
- Zoning District Uses and Special Uses
 - Update each district (heavily performance based)
 - Administratively place each list in full with each district
 - Review any uses that should be permitted, but are not
- Sign Ordinance
 - Legally update
 - Place within each zoning district
 - Add/update regulations for specific types of signs (i.e. gas station canopies & menu boards)
- Special Use – Planned Unit Development
- Administration
 - Review legal language in entire section
 - Review minor and major changes to approved plans (looking to be expand where legally possible)
 - Standardize notification requirements for zoning actions, including sign variations
 - Fees – amounts are outdated
- Stormwater
 - Legal review (can it automatically be updated as DuPage County updates theirs?)
- Landscaping
 - Review requirements for each district (especially B-3 versus other commercial districts)