



MEMORANDUM

TO: Development Commission
 Patrick Grill, AICP, Community Development Director
 Jackie Reyff, AICP, Chief Planner

FROM: Kon Savoy, AICP, Principal
 Benjamin R. Carlisle, AICP, Associate

DATE: July 21, 2009

SUBJECT: Zoning Ordinance Policy Issues

On June 25, 2009, the Development Commission considered 12 core policy issues that will be the primary focus of the Zoning Ordinance update process. These issues were identified through interviews, recommendations from Staff, and Teska's review of the Ordinance. At that meeting the Development Commission directed Teska to continue to research and develop recommended approaches on how proceed with each issue.

Memo Purpose:

The Development Commission is asked to consider the following policy issues and recommended course of action. Based upon the Development Commission guidance for each issue area, Teska will start to draft detailed ordinance language. Please note that throughout the memo we have inserted examples of other Ordinances we have completed to highlight how we have dealt with similar issues.

Issue Identification:

1. Reorganize and Streamline the Ordinance to be More User-friendly - Easier to Understand and Interpret

Current Situation in Hanover Park

- The Subdivision Code, Advertising (Sign Code), and Zoning Ordinance are separate chapters of the Village Code.
- The Zoning Ordinance includes the typical types of zoning regulations found in contemporary ordinances, including standards for uses, bulk (setbacks, height), administrative procedures for various types of zoning applications, as well as parking regulations, landscape requirements, floodplain, and Planned Unit Developments.
- The Zoning Ordinance includes repeated text (example: Use List plus uses listed for each zoning district) and unnecessary provisions (example: Commission Administration provisions).

Recommendation:

General Finding: Outside of the combining all land development elements into a Unified Development Ordinance, the overall organization of the current Zoning Ordinance does not require a major reorganization; However, sections of the Ordinance can be streamlined to make it a more user-friendly document, including strengthening existing standards through the inclusion of guidelines (design) and best-practice standards (Unified Development Ordinance, Site Plan Review, Special Use, PUD, landscape, signage).

- a. Combine Zoning, Subdivision, and any other land and development-related Ordinances (advertising (sign), landscape, design, etc) into a Unified Development Ordinance.

Comment: A Unified Development Ordinance consolidates all regulations that govern development in Hanover Park into one user-friendly document. The purpose of the UDO is to draft one set of regulations that combines the provisions more commonly found in separate zoning, subdivision and related codes governing development. The advantage of the UDO is that it permits the land-use control system to be administered more effectively and efficiently by requiring administrators, commission members and developers to become familiar with only one set of standards. In addition, this unified approach also consolidates the approval process for all types of development in one ordinance. The UDO avoids the overlapping, conflicting or inconsistent ordinance provisions found in separate ordinances. The UDO minimizes duplication and potential conflicting sections of the Village Code by including tables, charts and other graphics that make its provisions more accessible. See attached table of contents for more details about the organization of the UDO.

- b. Remove unnecessary provisions that are better addressed in other sections of the Village Code (i.e. sec 3.3,3.4 and 3.5, etc).
- c. Create a more streamline and consistent review process for development, including Planned Unit Developments, Special Uses, Variations, and Site Plan Review.

Comment: Each process is addressed in greater detail in other sections of this memo.

- d. Make necessary zoning amendments based upon the recommendations of the Comprehensive Plan revision including specific geographic areas of the Village (Ontarioville/Village Center) that may benefit from additional zoning tools (form-based code, for example).

- e. Include non-textual elements to better illustrate definitions, requirements, guidelines, and standards.
 - i. Graphics and illustrations
 - ii. Graphs
 - iii. Charts
 - iv. Lists

YARD: An open area on a Lot as required in this comprehensive amendment, which is unobstructed from its lowest level to the sky, except as otherwise provided herein.

YARD, CORNER LOT SIDE: That area on a Lot between the street Side Lot Line, the line established by the Front Yard, and the line established by the Rear Lot Line. (See Diagram C)

YARD, FRONT: That area of a Lot between the Front Lot Line, two Side Lot Lines (interior or street), and the line established by the Front Yard requirement of each district or the Front Face of the primary building that is set back the furthest from the Front Lot Line. (See Diagram C)

Graphic Example: Yards:

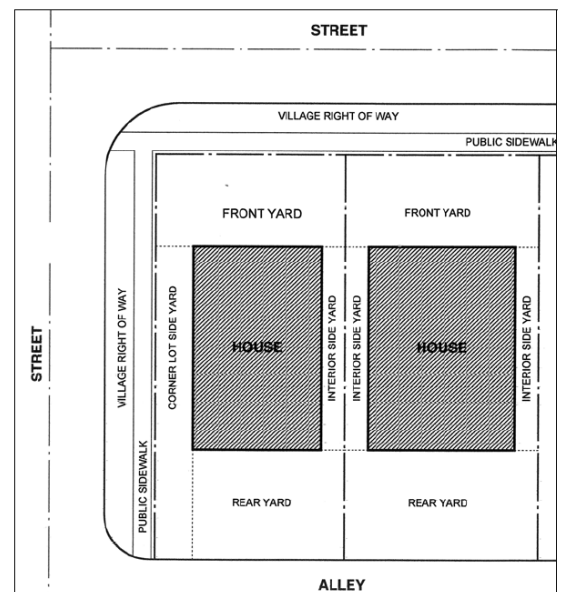


Diagram C

2. Allow, Incentivize, and Adopt Standards to Promote the Use of Green and Energy-efficient Elements and Technology.

Current Situation in Hanover Park

- The current Zoning Ordinance creates obstacles, does not have the necessary incentives, nor the necessary standards to implement site specific, and village-wide use of green and energy-efficient elements or technology.
- Wind turbines and solar panels are not listed as permitted accessory structures in residential districts
- Height limitation of 15' for accessory structures might limit wind turbines or solar panels.
- Parking minimums allow for over parking of sites, which leads to unnecessary pervious surfaces as well as automobile dependence.

Recommendation:

General Finding: The revised Zoning Ordinance should, where possible, include the appropriate allowance of green elements or technology. There are three ways to implement green technology into the Zoning Ordinance; 1) removing existing obstacles, 2) creating incentives, and 3) enacting the necessary standards.

Please note that some of the following listed items at first glance do not appear as "green." However, when considered in context with development as a whole, each specific item will either reduce impervious surface, reduce climate change (carbon emissions), and/or reduce automobile dependence and fossil fuel consumption.

- a. Remove obstacles from the existing Ordinance to allow for the implementation of green and energy-efficient elements:
 - i. Allow for small scale wind turbines, geothermal units, and solar panels as accessory structures and allow them to exceed 15' in height.
 - ii. Allow mixed use development in specific zoning districts by right in order to reduce the total amount of impervious surface.
 - iii. Reduce parking requirements (see parking section).
 - iv. Allow (or encourage) the use of impervious parking surfaces where appropriate: overflow parking areas, driveways, fire lanes
 - v. Allow for narrower streets where appropriate including residential districts with limited traffic and streets that do not allow on-street parking.
 - vi. Allow (or encourage) the use of green infrastructure for stormwater management: Rain gardens, rain barrels, bioswales, pervious paving, and other rainwater harvesting practices.
 - vii. Rezone properties to allow for a mix-used, higher density Transit-Oriented Development district in the vicinity of the Metra station in order to preserve green space and open space, and provide for a density that allows for non-automobile dependence living. Please note that this is being explored in the Comprehensive Plan as part of the Village Center concept.
 - viii. Permit urban and community gardening on separate zoning lots or municipal properties.
 - ix. Allow modifications to setbacks to allow for solar access requirements.

- b. Create incentives to promote the implementation of green and energy-efficient elements:
 - i. Provide incentives through the Planned Unit Development process for the allowance of increased height or density in exchange for the provision of green and energy-efficient elements. These elements include but are not limited to:
 - 1. Green roofs
 - 2. LEED Certified buildings
 - 3. Green infrastructure
 - 4. Incorporation of alternative energy technologies
 - 5. Incorporation of energy-efficient technologies
 - 6. Community gardens
 - ii. Allow green and energy-efficient technologies to fulfill the public benefit requirement for a Planned Unit Development.
 - iii. Provide priority parking for hybrid vehicles at public parking structures.
 - iv. Reduce or eliminate permitting fees for green infrastructure, small wind turbines, solar panels, etc.

- c. Enact Standards to require the implementation of green and energy-efficient elements:
 - i. Establish parking maximums (see parking section) to reduce amount of over-parking.
 - ii. Require pedestrian and bicycle connections between neighborhoods.
 - iii. Prohibit roof downspouts from discharging onto impervious surfaces such as driveways.
 - iv. Require larger landscape parking islands in parking lots.
 - v. Require stormwater to slope to landscape islands in parking lots.
 - vi. Adopt tree preservation and replacement ordinance.
 - vii. Require large scale developments to meet a portion of the stormwater management requirements through "green" infrastructure practices (bioswales, rain gardens, rain barrels, pervious paving).
 - viii. Require minimum common open space set-asides for Planned Unit Developments and large subdivisions.
 - ix. Require use of native plants in stormwater areas
 - x. Require fiscal impact analysis as part of PUD process ???
 - xi. Enact strict Site Plan Review and Design Guidelines to ensure that developments and buildings include bicycle and pedestrian amenities.
 - 1. Bicycle storage where appropriate
 - 2. Locate bicycle parking in the most convenient locations near entrances
 - 3. Provide for clear wayfinding signage on site
 - 4. Require adequate sidewalks
 - 5. Require direct accessibility to all primary entrances and activities areas
 - 6. Require textured surfaces for pedestrian crossings across parking lots
 - 7. Provide standards for easily visible and attractive front entrances
 - 8. Require street furniture
 - 9. Require safe and visible pedestrian crossing including refuge islands
 - xii. Require riparian buffers strips along all wetlands, and streams in order to protect water quality.
 - xiii. Require more pervious surfaces in all developments.

3. Create Procedures to Allow for Appropriate Administrative Variances

Current Situation in Hanover Park:

- The Ordinance includes a limited list of variations that can be considered by the Development Commission.
- All variations, regardless of the severity of the request, are required to follow the procedures outlined in Sec. 110-4.7, which include a public hearing before the Development Review Commission.

Recommendation:

General Finding: In order to ease an unnecessary burden on applicants and allow for a more efficient development process, the Zoning Administrator has authority to grant a limited amount of variations without requiring a public hearing before the Development Review Commission. Such administrative variances will require public notification, review by a strict set of standards, and the establishment of an appeal process.

- a. Create a limited list of minor variations that can be granted administratively by the Zoning Administrator
 - i. Permit up to a 10 percent reduction in the front, rear, or side yards in any zoning district.
 - ii. Permit up to a 10 percent reduction in the applicable off-street parking and loading facilities
- b. Create process for Administrative Review
 - i. Administrative variations will still require all public notices: newspaper, mailing to all properties within 250 feet, and posting at property.
 - ii. Variations will be reviewed by Zoning Administrator under standards as outlined in sec. 110.4.7.8
 - iii. Residents will have 30 days, after posting of sign at property, to submit comments to Zoning Administrator.
 - iv. Applicant can appeal a decision of the Zoning Administrator. If applicant chooses to appeal the Development Commission will review the appealed request under the standard variation process as outlined in sec. 110-4.7.

4. Review the Lists of Permitted Uses to Better Reflect Technology Trends and Simplify the Organization to Enhance Ease of Interpretation

Current Situation in Hanover Park:

- Uses are listed in both individual zoning districts as well as one use list under Table 5.1.2.
- The existing use list regulates uses by type and some uses by size. For example retail sales are differentiated between those <2,000 sq/ft and those >2,000 sq/ft.

Recommendation:

General Finding: Condensing use lists into broader categories will reduce duplicate text and make the Ordinance more user-friendly.

a. Condense the existing extensive use list into an even broader, categorical use list.

Comment: Categorical use lists will group and distinguish uses based upon their impact upon and compatibility with surrounding properties (size, parking, light, noise, pedestrian activity, etc). For example, instead of listing “office uses” and “office structures”...simply list “office, general.” Broad category use lists do not become out of date, and thus eliminates the requirement of constant amendments, and uncertainty over interpretation..

Use generalized land use categories. Provided below is an example of the categories for a generalized Business District:

- Retail businesses
- Service businesses
- Temporary uses
- Office (business, professional, medical)
- Residential
- Religious institutions

Example:

Use Category	Zoning Districts										
	Residential				Business			Office	Manufacturing/ Business	Public	Standard
	R-1	R-2	R-3	R-4	B-1	B-2	B-3 PD	O-1	M-B	P	
RESIDENTIAL											
Household Living											
Single-family dwelling	P	P	P	P	-	-	-	-	-	-	
Duplex (SF Semi-attached)	-	-	-	P	-	-	-	-	-	-	
Townhouse	-	-	-	P	Note1	-	-	-	-	-	§ 4.07(2)12
Multi-family dwelling	-	-	-	P	Note1	-	P	-	-	-	§ 4.07(2)12
Residential units, above 1 st floor commercial	-	-	-	-	Note3	-	P	-	-	-	§ 4.07(2)12

Use Category	Zoning Districts										
	Residential				Business			Office	Manufacturing/ Business	Public	Standard
	R-1	R-2	R-3	R-4	B-1	B-2	B-3 PD	O-1	M-B	P	
COMMERCIAL											
Adult use	-	-	-	-	-	-	-	-	S	-	
Animal Services											
Animal grooming, pet sales & service	-	-	-	-	P	P	P	-	P	-	
Animal hospital/ veterinarian's office	-	-	-	-	-	P	-	-	P	-	
Animal shelter/kennel	-	-	-	-	-	S	-	-	S	-	§ 4.07(11)
Artist studio or Art gallery	-	-	-	-	P	P	P	-	P	-	
Construction Sales & Service											
Building material sales	-	-	-	-	-	P	-	-	P	-	
Dry Cleaning Services											
Dry cleaning, pickup (no on-premises cleaning facilities)					P	P	P	-	P	-	§ 4.07 (9)
Dry cleaning plant (serving more than one retail outlet)	-	-	-	-	-	S	-	-	P	-	
Eating & Drinking Establishments											
Restaurant, < 5,000 SF	-	-	-	-	P	P	P	-	S	-	§ 4.07 (6)
Restaurant, >= 5,000 SF	-	-	-	-	S	S	P	-	S	-	§ 4.07 (6)
Pub, Bar, Lounge	-	-	-	-	S	S	P	-	S	-	§ 4.07 (10)

P Permitted Use, S Special Use, - Not Permitted

5. Combine All Bulk Regulations into One Centralized Table

Current Situation in Hanover Park:

- Bulk regulations are listed under each individual zoning district.
- It is difficult to compare bulk standards for various zoning districts.

Recommendation:

General Note: Condensing all bulk standards into one bulk table will remove unnecessary language and streamline ordinance.

- Combine zoning district regulations into one centralized location by creating one bulk table to summarize bulk standards for all zoning districts.

Example:

Use Category	Residential Zones		
	R-1	R-2	R-3
Lot Standards (single-family dwelling units)			
Min. lot size (sq ft)	9,000 SF	7,000 SF	5,400 SF
Max. impervious coverage (%)	60%	60%	60%
Max. building coverage (%)	35%	35%	35%
Minimum Ground Floor Area Per Dwelling			
SF detached 1-story dwelling w/o basement	1,700 SF	1,400 SF	1,300 SF
SF detached 1-story dwelling with basement	1,500 SF	1,200 SF	1,100 SF
SF detached dwellings with (1 + stories)	1,000 SF	800 SF	700 SF
Building Standards			
Maximum building height (ft) Peaked Roof SF Detached (measured to roof peak)	35 ft	35 ft	35 ft
Maximum building height (ft) Flat Roof SF Detached (measured to the highest point of the flat roof)	22 ft	22 ft	22 ft
Finished 1st Floor height limit SF Res. (elevation at top of curb to the top of the finished first floor)	Max 3 ft	Max 3 ft	Max 3 ft
Maximum building height (ft) Non-Residential	40 ft	40 ft	40 ft
Maximum FAR			
SF Detached, lot size >/= 6,000 SF	0.6	0.6	0.6
SF Detached, lot size < 6,000 SF or total floor area < 3,600 SF	0.66	0.66	0.66
Non-residential permitted or special uses	0.5	0.5	0.5
Yard Standards			
Minimum front setback (ft)	25 ft	25 ft	25 ft
Max front yard coverage with impervious surface (%)	50%	50%	50%
Min. interior side setback (ft) Single-Family detached dwellings	5 ft or 10% of lot width*	5 ft or 10% of lot width*	5 ft or 10% of lot width*
Min. interior side yard setback (ft) Non-Residential uses	15 ft each side yard	15 ft each side yard	15 ft each side yard
Min. corner side setback (ft)	10 ft	10 ft	10 ft
Min. rear setback (ft)	30 ft	30 ft	30 ft

6. Rezone Existing High Cube (HC) into the Business Park (BP) District

Current Situation in Hanover Park:

- HC is limited to one geographic areas with a total of 7 parcels
- Purpose of HC district is similar to Business Park District.

Recommendation:

General Finding: Rezoning the existing High Cube (HC) into Business Park will remove this unnecessary zoning district.

- a. Rezone the existing High Cube (HC) into Business Park district (BP)

7. Update Parking Regulations to Ensure Parking Requirements are Consistent with Current Standards and Best Practices

Current Situation in Hanover Park:

- The parking section of the Zoning Ordinance is not up-to-date in relation to parking ratios, loading ratios, layout, screening, etc. and other current best practices and the latest techniques.
- Current requirements focus on minimum parking standards, which allows for over-parking of sites.
- Current Ordinance allows landbanking (setting aside extra parking as landscaped area and converting to parking if needed) and shared parking for two adjacent uses when their respective hours of operation do not overlap.

Recommendation:

General Finding: Update parking section to ensure new and existing development provides sufficient parking supply while encouraging and allowing parking reductions where they are appropriate.

- Eliminate parking requirements for very specific uses by updating regulations based on a broader set of categories, consistent with the use list categories discussed above. For example, generalize similar use types (i.e. retail, office, places of assembly, etc.), and classify according to square footage of use, where appropriate.

Example:

7.10 OFF-STREET PARKING SCHEDULE

Table 7.10.01 –

Use Category	Required Parking Space
RESIDENTIAL	
Household Living	
Single-Family Dwellings	2 spaces for each dwelling
Two-Family Units	2 spaces for each dwelling
Multiple-Family Dwellings	1.5 spaces for each dwellings with 1 or fewer bedrooms; 2 spaces for each dwelling with 2 or more bedrooms
Dwellings Above 1 st Floor Commercial	1.5 spaces for each dwelling
Group Living	
Assisted living, community residence, nursing and personal care facility	1 space per 4 residents, plus 1 space per each full-time employee
COMMERCIAL USES	
All commercial uses, (except where more specifically regulated in this table)	3.3 spaces/1,000 SF of GFA
Dry cleaning, pick-up, no on-site cleaning	4 spaces/1,000 sq ft of GFA
Eating & Drinking Establishments	
Restaurant	15 spaces per 1,000 sq ft of SF or 1 space per 3 seats, whichever is greater
Restaurant, Carry-Out with or without limited seating	1 space per seat, plus 3 spaces per cashier station, plus 1 space per employee
Pub, bar, lounge	6.6 spaces/1,000 sq ft of GFA

- Create parking maximums in addition to parking minimums.

Comment: Parking maximums are best used for big-box and strip mall type developments to ensure that those sites are not grossly over parked, or mixed-use development districts where walking is encouraged..

- c. Reduce parking ratios to better reflect actual parking demand. (ex. Current Ordinance requires 5 spaces per 1,000 sq/ft of area for retail, where more current standards of 3 to 3.5 spaces per 1,000 sq/ft) is proven to be adequate.
- d. Encourage and allow the following:
 - i. Cumulative parking requirements for mixed-use occupancies can be reduced where it can be determined that the peak requirement of the several occupancies occurs at different times of the day.
 - ii. Parking reductions for building in the Village Center area, where a mixed-use, transit-oriented and more concentrated built environment fosters walkability.

Comment: As the Comprehensive Plan is completed, where possible, further zoning amendments should be made to encourage and allow public transportation, which allows non-automobile dependence and provides transportation options to the disabled, youth and elderly.

- e. Through the enactment of landscape code requirements and additional design standards require that all off-street parking be screened from the public right-of-way.

Screening Example:

6.14 MINIMUM LANDSCAPE REQUIREMENTS FOR OFF-STREET PARKING LOTS

- (1) Perimeter Screening Required: Every off street parking lot or parking area containing five (5) or more parking spaces shall be set back, buffered and screened from public view and adjacent property by a perimeter landscaped area having a minimum width of eight (8) feet, or, where screening shall consist of a masonry wall, a minimum width of five (5) feet.

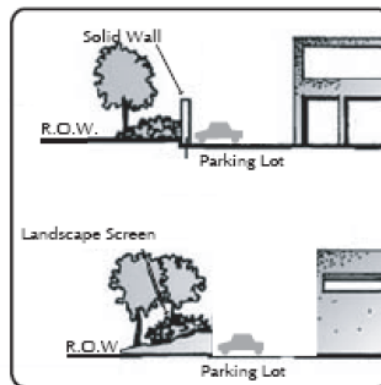


Figure B - Cross Section Examples of Screening for Infill Development

8. Review Both Accessory Use and Structure Provisions to Ensure they Include Clear Standards and Reflect Best Practices

Current Situation in Hanover Park:

- Both residential and non-residential zoning districts include a list of permitted accessory structures outlined in sec. 6.6.1.
- Accessory structures are regulated by location, height, time of construction, and percentage of required rear yard.
- Only accessory uses listed are home occupations. Home occupations are regulated by location, entrance, display, parking, noise, and use (no manufacturing, storage, sales, etc).

Recommendation:

General Finding: All recommended amendments to accessory structures and uses ensure that they are subordinate in area, extent and purpose to the principal structure and use, and do not have a negative impact upon surrounding properties.

- a. Add a more comprehensive list of accessory uses in addition to those that currently exist, including wind turbines, solar panels, etc.
- b. Maintain existing accessory structure regulations.
- c. Limit total number of allowable accessory structures on a lot to 2. Number limitation does apply to detached garages.

Comment: Thus a property owner is allowed one detached garage plus one shed. Or if a property owner has an attached garage, they are allowed two shed or 1 shed and other use, etc)

- d. Expand variation list to allow an applicant to seek a variation to number of accessory structures allowed.

9. Expand Lighting Standards

Current Situation in Hanover Park:

- Current Zoning Ordinance only has two lighting standards:
 - Any lighting used to illuminate off-street parking areas shall be down lit away from residential properties and public streets in such a way as not to create a nuisance.
 - Lighting levels may not exceed one foot-candle measured at the lot line.

Recommendation:

General Finding: The recommend lighting standards will prevent and reduce the adverse impacts of light pollution, including potential glare, safety and visibility issues, and energy waste to ensure that lighting is appropriate for the use and site

- a. Lighting standards shall address: glare onto adjacent properties; fixture design (fully shielded, full cut-off); decorative fixtures; average lighting; max and min ratios; Max and minimum light levels for categories of uses (i.e. multi-family residential vs. commercial), light height, and property line levels.
- b. Draft standards for site and landscape lighting using Mt. Prospect standards as a model with applicable standards from the Illuminating Engineering Society (IES) and comparable communities:

COMPARISON COMMUNITIES					
Standard	Mt. Prospect	St Charles	Bloomingtondale	Geneva	Model WI Ord.
Max Illum. Levels	Yes	No, but have required ratios	No, but have required ratios	Yes	Yes, but measured in lumens
- Auto Dealerships	50 fc ¹	-	-	-	-
- Business Districts	5 fc	-	-	5 fc	-
- Canopy Lighting	30 fc	-	-	-	-
- Loading dock	20 fc	-	-	-	-
- Outdoor Sports	40 fc	-	-	-	-
Hours of Operation	Yes, IES Handbook	-	N/A	N/A	11 to sunrise: extinguish
Pole Height	30' or district height limit	Same as max building height	24'	30'	N/A
Property Lines (max)	0.1 fc Res; 0.5 fc Non-res	0.5 fc Res. and ROW; All other: 2.0 fc; Vehicle sales:15 fc	0.5 fc	0.5 fc	Minimize light trespass, no glare
Min / Max Lighting (Commercial)	0.2 fc / 2.4 fc	-	-	-	N/A

¹ One foot-candle (fc) of light is the amount of light that a candle generates one foot away from the light source.

COMPARISON COMMUNITIES					
Standard	Mt. Prospect	St Charles	Bloomingtondale	Geneva	Model WI Ord.
Min / Max Lighting (Industrial)	0.2 fc / 3.0 fc	-	-	-	N/A
Avg Foot-candles	-	-	1.0 - 2.0 fc	-	
Ave/Min Ratio	Yes, IES Standards	4:1 except residential	Yes, 6:1	4:1	N/A
Max/Min Ratios	Yes, IES Standards	-	Yes, 8:1	-	N/A
Fixture Design (All Outdoor Fixtures)	Full-cutoff (not more than 90°); Flat lenses required;	No Glare, No direct visibility from 500 ft to road or residence (Either: direct downward; opaque shielding; translucent material)	Shoebox style, metal halide, Full-cutoff (not more than 90°); Flat lenses required;	High Pressure Sodium; Downward Pointing, Full Cutoff	Fully shielded, no glare, flat lenses, pointed downwards
Fixture Design (Wall Lights)	Full cut-off, fully-shielded	Up-lighting OK for architectural features; <u>all other fixtures:</u> Full cut-off, no glare, aimed no greater than 45°	Full cut-off, fully-shielded, no glare	High Pressure Sodium; Downward Pointing, Full Cutoff	Fully shielded, no glare, flood lights aimed no greater than 45°
Other	-	High pressure sodium and florescent lamps prohibited	Decorative Fixtures required for "Old Town" Area	-	Standards for Outdoor Advertising Signs and Recreational Facilities

- c. Consider including special standards for decorative fixtures in Special Areas (Village Center, Irving Park Corridor).
- d. Incorporate requirements for the use of energy-efficient lighting.
 - i. Require businesses to turn off sign lighting during non-business hours
 - ii. Prohibit incandescent

10. Establish Design Standards/Guidelines

Current Situation in Hanover Park:

- The current Ordinance does not prescribe design standards nor guidelines.
- Design elements are not reviewed if the building is “by-right” use, or reviewed on a case-by-case matter for special uses, variations, or under the PUD process.

Recommendation:

General Finding: Design guidelines are a useful tool for design professionals, property owners, builders, government officials and other interested parties because they clearly translate the community vision into objective, measurable elements of the image and intensity of development.

- a. Create design guidelines for Commercial Corridors and Business Parks.
- b. Design Guidelines should address:
 - i. Building location and orientation;
 - ii. Location of parking;
 - iii. Building proportion;
 - iv. Design consistency;
 - v. Material uses; and
 - vi. Architectural details.

Comment: Applicants benefit from design guidelines as they are informed early on in the development process what the desired vision, goals, and requirements of the Village are, when clearly stated as provided in the example below.

Design Guidelines Example:

8.17 BUILDING AND SITE ENHANCEMENTS

BUILDING DETAILS

Pedestrian scale elements shall be included in the facade or any building elevation fronting a public right-of-way other than an alley. Examples of such pedestrian scale elements are: decorative lighting, planters, and awnings.



Lighting should be designed as an architectural element and integrated with the building design.



Buildings with awnings help create a sense of human scale. Consistency in awning shape, size, horizontal location, and color should be encouraged.

BUILDING MECHANICALS

Mechanical units shall be hidden from views from public rights-of-way and adjacent properties; HVAC duct work shall not be placed on the exterior of walls.

AWNINGS

Awnings are encouraged.

SHUTTERS

Shutters, if used, shall be sized and mounted appropriately for the window, and shall be operable.

COLORS

Roofs visible from the street shall be earth tones (e.g., browns, dark green sand, red-brown).

PERMITTED OVERHANGS

Balconies and oriels may extend over sidewalk or right-of-way by 12 inches.

Turrets and eaves may extend over sidewalk by 24 inches.

BUILDING MATERIALS

Buildings shall be constructed of masonry only. Aluminum and vinyl siding as well as concrete block shall not be allowed.



Buildings with long, monotonous walls should be avoided. Monotonous walls can be broken up with windows, display cases, architectural detailing, and variation in the height of buildings. A consistent build-to-line should be maintained along the street.



Buildings that avoid long, monotonous walls should be encouraged.



An example of operable shutters facing the street.



Permitted Overhang: Example of an acceptable corner tower oriel

11. Strengthen Site Plan Review Section

Current Situation in Hanover Park:

- The purpose of the Site Plan Review process is to review site plans for specific types of development to ensure compliance with all appropriate land development regulations and consistency with the Comprehensive Plan.
- A limited Site Plan Review process is outlined in sec. 110-4.3.
- Limits the scope of Site Plan Review to its relationship to comprehensive plan, traffic and parking, landscaping, and location of signs.
- Does not list what types of developments must go through Site Plan Review process.

Recommendation:

General Findings: Establishing a set of comprehensive procedures and standards for the review of development in the Village will assist applicants and staff in the submission and review of development proposals. In addition, it will allow an extra layer of review for “by-right” uses that do not require special zoning approval to ensure new development is of a high design, landscaping, and material quality; and enhance the economic value of the Village.

- a. Establish a clear set procedures for Site Plan Review
 - i. List submittal requirements in Ordinance
 - ii. Allow for a pre-application meeting with Development Commission. A pre-application meeting is an “informal” meeting that allows an applicant to present their development in draft form and allows the Development Commission to give preliminary and non-binding direction to the applicant to better prepare them for a formal application.
 - iii. Allow for Administrative Approval for permitted uses

Comment: Applicants are more likely to follow all Village procedures and requirements if those procedures are clearly laid out and do not change through out the process. Establishing a clear set of procedures and submittal requirements will assist applicants, staff, and Village Board and Commissions in the development review process.

- b. Require Site Plan Review for all non-single residential developments, variations, special uses, and PUDs
- c. Establish a Site Plan Review Team to review all variations, Special Uses, and PUDs
 - i. Site Plan Review Team: planner, village engineer, public works, police, fire, etc.
 - ii. The Site Plan Review Team will review proposals and send necessary recommendation and comments to Development Commission

12. Strengthen Planned Unit Development Section

Current Situation in Hanover Park:

- The current Planned Unit Development regulations, outlined in sec. 110-4.6, are limited in scope and procedures, and lack many best practices.
- Submittal requirements are limited; however, the Development Commission has the discretion to ask for more information including market studies, traffic studies, environmental assessment, and fiscal impact analysis.

Recommendation:

General Finding: Establishing a clear set of procedures and submittal requirements. Inclusion of a public benefit finding, open space set-aside, traffic study, and fiscal impact analysis will ensure that development is consistent with the land use, economic development, and other objectives of the Comprehensive Plan, and provides a benefit to the residents of Hanover Park.

- a. Establish a clear set of procedures
 - i. List submittal requirements in Ordinance.
 - ii. Include expanded and more detailed site and design considerations (e.g.: preservation of natural resources, building location, stormwater management, etc) as part of the standards in Ordinance.
 - iii. Allow for a pre-application meeting with Development Commission.
- b. Require an open space set-aside
 - i. Define the minimum amount of open space required.
 - ii. Define access, character, and quality parameters.
- c. Require a Public Benefit finding
 - i. Public Benefit should be “commensurate” to amount of relief requested. i.e. the more relief requested (height, setback, parking, density) a more significant public benefit should be provided.
 - ii. A list of possible public benefits will not be listed in Ordinance, however an advisory list will be held by Zoning Administrator.
- d. Require a Fiscal Impact Analysis
 - i. The purpose of fiscal impact analysis is to estimate the impact of a development or a land use change on the costs and revenues of governmental units serving the development.
- e. Require a Traffic Study
- f. Require an Environmental Assessment.
 - i. The purpose of an environmental assessment is to provide the necessary information to the Village Board and Commissions to understand the possible impact—positive or negative—that a proposed project may have on the environment; taking into account the natural, social and economic aspects of a project.

Comment: Establishing a clear set of procedures and submittal requirements will assist applicants, staff, Village Board and Commissions in the development review process. By clearly stating that an open space set-aside, public benefit, fiscal impact analysis, and traffic study are required in submittal requirements, rather than required on a case-by-case basis from the discretion of the Development Commission, applicants are able to budget and plan for such requirements. There may be cases where

such requirements may not be necessary, at which time the Zoning Administrator may release an applicant from such submittals.

Other Issues:

The following issues were identified to be addressed through the Zoning Code update; however, at this time might not require detailed discussion from the Commission.

1. Better clarification of front yard, rear yard, side yard, and corner side yards
2. Strengthen Special Use section
 - a. Require review of Special Uses as part of Site Plan Review
 - b. Add best-practice standards and guidelines for review
3. Review all bulk standards to ensure compatibility with desired and/or intended development
4. Amend Use and Bulk requirements to allow for desired commercial development based upon recommendation of Comprehensive Plan
5. Incorporate any necessary recommendations based upon Comprehensive Plan
 - a. Ontarioville/Village Center Form-Based Code and Design Guidelines?
 - b. Any add Elgin/O'Hare Expansion
6. Review recent court decision to confirm legality of Ordinance
 - a. Religious Land Use and Institutionalized Persons Act (RLUIPA)
 - b. Telecommunications