

CITY OF ROCHELLE ZONING ORDINANCE UPDATE PROPOSAL

Submitted by:

Teska Associates, Inc.

January 11, 2019



24103 W. Lockport Street, Unit 107, Plainfield, IL 60544



www.TeskaAssociates.com



815.436.9485



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Community Planning + Site Design + Development Economics + Landscape Architecture

January 11, 2019

Michelle Pease
Community Development Director
City of Rochelle

Dear Ms. Pease:

I am pleased to present this proposal to provide zoning consultant services to the City of Rochelle. As we previously discussed in our telephone conversation, the City's current zoning ordinance requires a number of updates and refinements, and a significant rewrite of the code may be necessary and appropriate. However, a first logical step is to perform an overall evaluation of the status of the current code. For this reason, Teska proposes a multi-phase approach.

Phase 1 will provide a comprehensive, in-depth review and analysis of the current zoning ordinance, and produce a summary report identifying issues and providing clear recommendations. At this point the City can determine how best to proceed, either by amending the existing code to address specific issues identified in the evaluation, or by proceeding with a complete rewrite of the code (Phases 2 and 3), if necessary. The City would only authorize continuation of Phases 2 and 3 if the initial analysis indicates a full rewrite is warranted.

Although the Scope of Services in our proposal is quite specific to the immediate needs of the City, our expertise and perspectives bring a much broader set of skills. Teska has enjoyed working with the City of Rochelle on previous projects, and we are confident that our depth of experience and knowledge of the community will enable us to provide the most comprehensive assistance to the City of Rochelle. We have kept this document as a concise statement of our credentials and experience. More detailed information and support materials are available upon request. We look forward to speaking to you and answering any questions that you may have in regards to our proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Pete Iosue", with a long horizontal flourish underneath.

Pete Iosue, AICP
Senior Planner
(815) 436-9485

Teska Associates, Inc.

24103 West Lockport Street, Unit 107, Plainfield, Illinois 60544 voice 815.436.9485 fax 815.439.3304 www.TeskaAssociates.com

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FIRM BACKGROUND



Teska Associates, Inc. (Teska) is an interdisciplinary professional firm specializing in community planning, development economics, site design and landscape architecture. Since its establishment in 1975, our reputation for technical competence, community relations, and consensus building is well recognized. We offer the advantages of being a large enough organization to provide a full range of professional services, yet small enough to offer a personalized approach to our assignments.

Our firm offers a diverse range of professional planning and development review consultation. Teska has extensive experience with the processes of comprehensive planning, special area planning, neighborhood planning, traditional neighborhood development standards, conservation design, business district planning, zoning and subdivision regulations, sign and appearance codes, growth management, fiscal impact analysis, streetscape design and park planning.

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Contact Information

Pete Iosue, AICP, Senior Planner

Teska Associates, Inc.

✉ 24103 W. Lockport Street, Unit 107
Plainfield, IL 60544

☎ 815.436.9485

🌐 www.TeskaAssociates.com

TESKA VALUES

We are passionate about creating livable communities; places with a strong economy, walkable and safe streets, and great venues to play and interact with neighbors. We know that our success is based on the quality of our service. At Teska, quality service is based on responsiveness, anticipation of needs, maintaining flexibility, and creative and efficient problem solving.



Creating Livable Communities

We are passionate about creating livable communities; places with a strong economy, walkable and safe streets, and great venues to play and interact with neighbors.



Building Relationships

We cherish long-term client-consultant relationships built by listening intently to client needs, maintaining clear and frequent contact, providing timely and responsive service, and exceeding expectations.



Going the Extra Mile

We know that our success is based on the quality of our service. At Teska, quality service is based on responsiveness, anticipation of needs, maintaining flexibility, and creative and efficient problem solving.



Giving People Choices

We give clients choices through a careful matching of design approaches to the place. We promote careful evaluation of choices through our firm's diverse skill set, supplemented by team partners matched to the specifics of the project.

PROJECT APPROACH



COLLABORATE WITH CITY STAFF, OFFICIALS, & KEY STAKEHOLDERS

A collaborative approach, in which City staff, officials, stakeholders and Teska Associates will work together to address regulatory issues and brainstorm solutions, is the foundation for our proposal. We place high value on building strong relationships, ones that we hope last. Our work for similar communities has resulted in long-term relationships where Teska provides general zoning and planning services for many communities in northern Illinois.

- The Teska approach ensures that best practices are applied and recommendations developed for the zoning update are best suited for Rochelle because it combines the staff's unique insights of the City with Teska's outside perspective and 40 years of experience.
- Teska will work with staff to understand policies and recommendations of prior planning documents, current City objectives and priorities, as well as outreach to key stakeholders, to ensure the new ordinance has the full perspective of all segments of the City. We find this is best accomplished with a project kickoff workshop between staff, the consultant, and through key person interviews.



PUBLIC OUTREACH

Teska will work with Staff to identify and create an outreach plan to specific user groups through a focus group interview process, will participate in a community open house to explain recommended changes, and hold a training workshop for specific user groups to explain how to use the new code.

The purpose of interacting with City officials and stakeholders is to gain a perspective on how the community sees the value of the current zoning regulations as either barriers or incentives to development, how developers have been able (and willing) to meet zoning requirements, and providing a reality check as to the impact of current practices.

Zoning Policies Workshop

This is a key feature of the Teska approach, where emphasis is placed on establishing clear policy direction before drafting the code amendments begins. Subsequent to gathering information from the City and stakeholders, Teska will facilitate a joint workshop with the Zoning Steering Committee, City Council and other stakeholders to discuss core zoning issues identified by the City and consultant. Prior to the meeting Teska will prepare

“Technical Review and Policy Papers” on the issues that have emerged as problematic or important. Each policy paper will cover specific issues and address the following:

- What is the issue? What is the regulatory purpose behind the issue?
- How the issue is currently addressed in Rochelle?
- What are the potential courses of action available to address this issue?

The goal of the workshop will be the establishment of priorities for the drafting phase.

DEVELOPMENT REVIEW AS ECONOMIC DEVELOPMENT

Securing quality development for a community requires a development approval process that is neither overly complex nor unnecessarily lengthy; such a process will discourage wanted new development or redevelopment. More to the point, an effective zoning entitlement process serves as an economic development tool. Teska will undertake a review of the City’s development review process and update codes to ensure that all steps in the entitlement process are necessary – that they “add value” to the end product. The process should be predictable to both developer and the community, and must facilitate good communications between City and developer, and between governmental departments and agencies.

(Source: Development Review as Economic Development - February 2014 Zoning Practice published by APA – Author Michael Blue, FAICP, Teska Associates, Inc.)



APPLY BEST PRACTICE TECHNIQUES

The Teska team will explore with community leaders various contemporary approaches to growth management, including planned development districts, overlay zoning, and form-based codes. In general, Teska embraces a “hybrid” approach to zoning - applying traditional zoning techniques where they work best and using a form-based approach as a tool to accomplish specific urban form and design goals by building them into one or more districts, as desired by the community.

The list below illustrates other modern best-practice techniques that can be explored with the City, as appropriate:

Best Practice Techniques	Teska Experience
<p>Sustainability standards (small wind, solar, stormwater, LEED, etc.)</p>	<p>New design guidelines sections have been added to local ordinances that include sustainability standards that are used in the Site Plan review process.</p> <div data-bbox="740 932 1474 1266"> </div>
<p>Creating opportunities for cluster housing on smaller infill sites using planned development and/or form-based code regulations</p>	<p>New design guidelines and form-based standards, combined with a streamlined special use list provide downtown Geneva with more flexible regulations to encourage reuse of structures and appropriate design of new buildings.</p>
<p>Integrate provisions for public and private open space, sustainability, and environmental protection through land development restrictions – floodplain setbacks, impervious surface coverage and stormwater management best practices</p>	<p>The Blue Island Transit Oriented Zoning District contained several requirements regarding on-site stormwater management and native planting buffers.</p> <div data-bbox="1114 1518 1474 1892"> </div>

Parking, including a close examination of on-site parking requirements and opportunities to integrated shared parking, bicycle parking, residential and commercial truck parking, and landscape standards for parking lots

Reductions in parking have been achieved in recognition of improved mobility through bicycle and transit access, and awareness of shared parking among uses that have different peak demands, providing more opportunity for economic development.

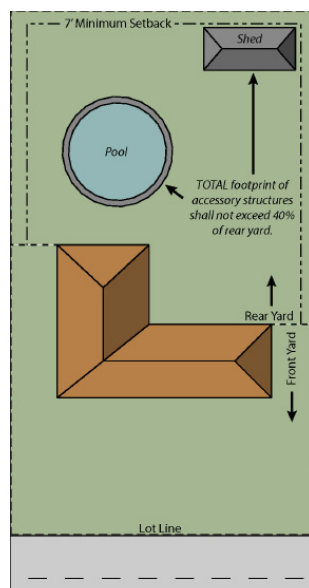
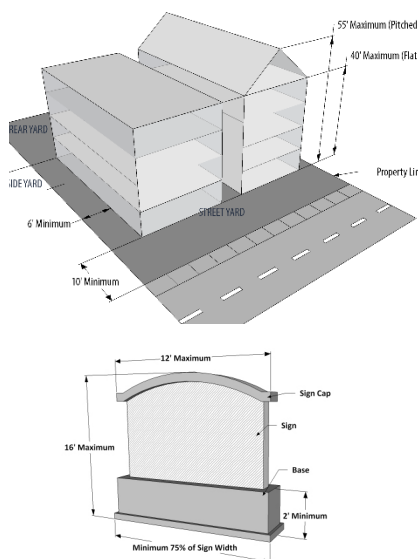


Placement and siting standards for communication towers and antennas

New regulations for Hanover Park provide guidelines for location and number of taller structures (restricting them in residential areas), clarify use types (private amateur tower, antennas on building, vs commercial towers), require special use approvals, landscaping, encourage co-location by allowing greater height.

Create a user-friendly code with extensive graphic illustrations, tables summarizing use and bulk standards, and cross references that will be easy to administer and easy for developers and the public to use and comprehend

Keeping the end-user in mind, combined with extensive local experience administering codes, has resulted in codes that convert complicated text extensive narrative descriptions of bulk regulations and overly complicated and outdated use lists into simplified tables has been foundational to each Teska code update for over 30 years.



Modify industrial performance standards by removing outmoded regulations that the City cannot or is ill equipped to enforce, and development review procedures to ensure that the development process is clear, concise, and appropriate for each type of use

To more effectively convey the intent and detailed code requirements of its Appearance Commission and zoning review functions, specific tools were developed from the customer's perspective to assist Glenview in making the code requirements more approachable and accessible to the end user. An instructional video was created to help navigate the ARC process, and a zoning review checklist is being used to guide owners and staff in the review process.

Village of Glenview, Illinois
Zoning Review Checklist
 Single Family Zoned Properties

Prepared by Taha Associates, Inc. | December 2014

Getting Started
Navigation 101: Things to Know
 The Zoning Review Checklist incorporates the following highlighted below. Taken together they will assist and expedite you through the zoning review process.

Checklist	Resources	Methods
Series of Questions To help guide your review, this checklist consists of a series of questions, questions that are carefully selected and presented into six tabs to lead you through the review process from start to finish.	Links, considerations, graphics, resources, and other are included throughout the guide. Take advantage of such, they will help provide answers to your questions.	To make reviewing easier, included herein are extracted materials intended as they apply to each question. Read these materials completely as they will affect your answer to questions.

ONLINE REVIEW Following this document online, please note that text adjacent to link symbols are interactive hyperlinks. Click!

Zoning Review Checklist
 Measure Building Height

1. What is the average existing grade of the property? Is adjacent to the existing grade, not grade below.

Step 1: Determine which 4 corners of the proposed house (including attached garages and roofed over porches) are closest to the 4 corners of the lot.

Step 2: Determine the existing grade at each of the 4 corners.

Step 3: Add these 4 figures together and divide by 4 to establish the average existing grade.

WARNING: When determining existing average grade, ensure the average existing grade.

AVERAGE EXISTING GRADE (A 1.8 x C 0.074)

BUILDING HEIGHT (A 3.1 x 1.2) / **BASE HEIGHT** (A 1.2)

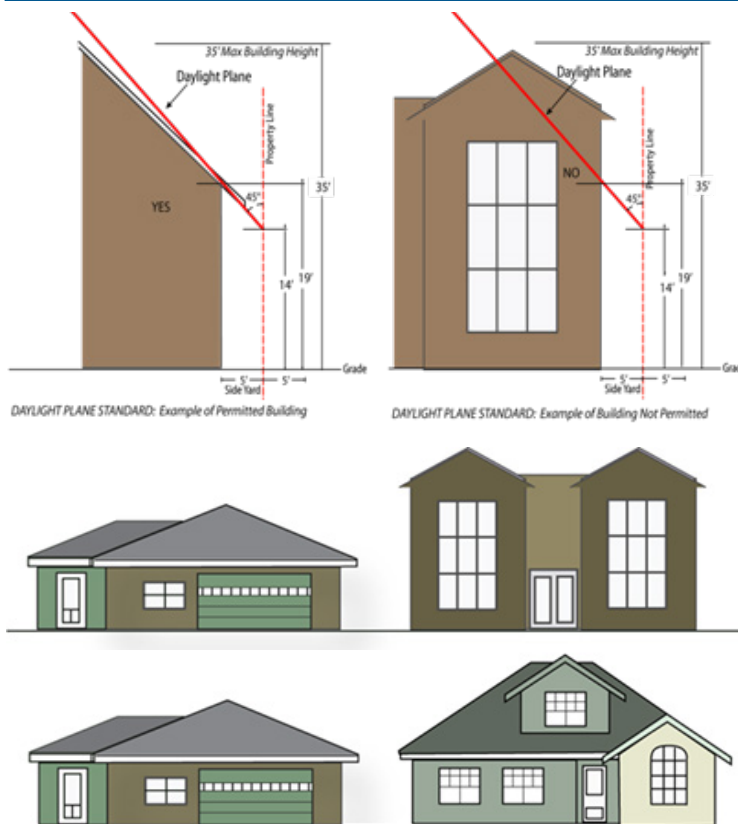
Expansion and clarification of allowable use and standards for Planned Unit Developments

Although this technique that has been used for decades, a new application and approach was developed for a 300 acre area in Deer Park that resulted in a new planned development district that includes a system of floor area ratio standards that reward developers who assemble larger parcels and avoid problems with piece-meal development. The guidelines in the PD district has resulted in one of the most successful, pedestrian oriented shopping centers in the Country - Deer Park Town Center, which connects to an extensive, interconnected system of wetlands, lakes and open spaces, office and residential uses.



Residential building bulk controls to ensure a balance between development, environment impact, and community character, together with allowances for 'in-law' or accessory units for extended family members

To control both overbuilding and address the environment and aesthetic impacts of infill development in its residential areas, an extensive set of both design guidelines, standards, and bulk controls, such as 'day-light plane' regulations, were implemented for Lincolnwood IL.



Above, Right: Vertical two story exterior walls. *Below, Right:* Alternative 2: Lower the eave height to reduce the appearance of bulk and better relate to an existing one-story. Second story rooms within attic space allow lower roof line with minimal loss of floor space.

Establish consistency between zoning and subdivision ordinance standards and procedures, definitions, and incorporate green infrastructure standards

Teska evaluated all subdivision ordinances, standards, and procedures in Geneva to ensure the new downtown zoning district would comply with the City's existing regulations and green infrastructure goals. Additionally, the recently passed Downtown TOD Plan was evaluated to ensure the new zoning regulations would assist in the plan's vision and goals.

Language that non-attorneys can understand

While many Teska produced Zoning Ordinances are reviewed by legal professionals, we strive to ensure that residents and developers can understand the text. The Village of Diamond's Zoning Ordinance was very difficult to understand and was rewritten in a more "plain english" manner, but was also reviewed by the Village attorney to ensure certain processes and language were legally acceptable.

APPROACH TO COMPREHENSIVE PLAN IMPLEMENTATION THROUGH ZONING

A fundamental element of drafting regulatory codes is to do so within the framework of underlying land use policies contained in the City's Comprehensive Plan. In this way, the code will reflect community preferences and embrace the outcomes of any debates resolved in the comprehensive planning process. The code also will serve as a legally defensible tool to support community objectives. The following list identifies Teska's approach to how this will be accomplished within the context of the Rochelle Zoning Ordinance Update.

Comprehensive Plan Implementation Approach

- Review zoning districts use list;
- Evaluate commercial bulk and design standards to maximize long term economic potential while promoting strong, cohesive, and pedestrian oriented architectural character;
- Review sign regulations, including potential customized regulations to enhance the identity of commercial areas, and accommodations for different street types – local vs highway oriented buildings, and multiple frontages;
- Exploration of mixed-use districts along major corridors or infill sites, which may provide opportunities to expand housing options.
- Update of design standards for landscape, tree preservation, lighting, and buildings that will enhance the character and reinforce the City's vision as outlined in the Comprehensive Plan.
- Create a zoning process that is predictable, clear, and easy to use for developers, businesses, and residents.
- Integrate Infill Development standards and design options incorporating new urbanism approaches for various lot types along commercial corridors and

GROUNDING THE PRODUCT

Our team has a very practical approach to zoning code updates. Code standards must work in the real world, not just function as conceptual guidelines. The revised code standards must reflect development and market realities, as well as incorporating desired design elements. Our practice includes working with a number of communities on a long-term basis, which gives us a solid understanding as to the relative success of their development codes. Further, our team has significant hands-on experience serving as municipal planners; we understand what works when an ordinance is applied to an actual development.

At the end of drafting zoning districts, we will test the standards against sample sites to verify that the desired form of development can be accomplished by the revised codes. In addition, these outcomes would be reflected in graphics prepared for the new / revised districts.



EXISTING ZONING CODE OBSERVATIONS

An overview of the existing Rochelle Zoning Code suggests a need to pay particular attention to the following issues:

- Review of administrative processes and fees;
- Simplify and clarify sign standards through graphics and process flow charts;
- Update and consolidate the extensive use list;
- Create a Site Plan Review process and standards, addressing such things as landscaping, buffering, and architectural design;
- Expand the Planned Development section to include establishment of mixed-use districts, design standards and incentives;
- Review parking regulations against modern practices, such as provisions for shared-parking reductions;
- Evaluate recent legal trends for compliance within the code; and
- Address the overall lack of user-friendliness of the document through charts and diagrams and graphic representations.



PROJECT SCOPE

The following Scope of Work provides the individual steps or tasks and deliverables to be taken by Teska Associates, Inc. (Teska) during the development of Rochelle's Zoning Code Update. All documents will be provided to the City in digital PDF format for posting on the City's web-site, with the final ordinance provided in MSWord and PDF formats.

The Zoning Ordinance update will be completed in three phases in accordance with the following general schedule:

Phase 1	Phase 2	Phase 3
Zoning Policy Development	Preparation of New Development Regulations	Final Review and Approval
2-3 Months	5-7 Months	1-2 Months
TOTAL TIME: 8-12 months		

The proposed project schedule is preliminary and can be adjusted to comply with City priorities.

Budget Proposal

We propose a multi-phase approach. Phase 1 will provide a thorough analysis and review of the existing zoning code, and provide recommendations on moving forward. This review will be completed for a not-to-exceed fee of **\$12,500**, inclusive of expenses.

After review and analysis of the existing zoning code, if it is determined by the City that a full rewrite is necessary and/or preferred, the City would authorize Phases 2 and 3 for an additional not-to-exceed fee of **\$47,500**, inclusive of expenses. If a full rewrite of the code is NOT required and/or desired, a reduced scope of services and budget can be developed.

Project Management

All drafts of major project report deliverables will be provided to the City staff to allow sufficient time for review. Formal deliverables (final drafts reports) will be provided at least two weeks in advance of their release to the Zoning Steering Committee or the public, and interim deliverables will be provided at least one week prior to public review.

PHASE 1: ZONING POLICY DEVELOPMENT

Task 1.1 Kick-off Meeting with Staff and Community Tour

The Teska will attend one meeting with City staff to review in detail the scope, schedule and responsibilities for all work, communications protocol, and key issues to be addressed in the Zoning Code. The City will provide Teska with an electronic version of the existing zoning code and zoning map (in GIS). Teska will join City Staff on a tour of sites in the City that are typical of zoning issues to be addressed in the code update, or serve as models for the type of regulations desired by the City.

Deliverables: Final work schedule and list of information needs.

Task 1.2 Evaluation of Current Development Regulations

Teska will undertake a review of the existing Zoning Ordinance, City planning policies, Subdivision Ordinance, and other related City codes. The background information and analysis resulting from this review will be summarized in a Zoning Assessment report in Task 1.6, which will serve as justification for the Preliminary Recommendations described in Task 1.7. The evaluation of the existing code shall, at a minimum, include:

- Review of City Comprehensive Plan, and other related planning documents.
- Conformity analysis of bulk and yard standards, using GIS, Google Street View, and tour of a limited number of sites that are typical of issues associated with non-conformance.
- Teska will analyze zoning variations based on data provided by the City in order to identify any consistently problematic districts or issues.

Task 1.3 Key Stakeholder Focus Group Interviews

Teska will conduct focus group interviews with different zoning user groups during a one day event at the City with private and public sector representatives who are considered by the City to have knowledge of the zoning and development processes in Rochelle. The results of stakeholder interviews will be summarized in a Zoning Assessment report in Task 1.6, which will serve as justification for the Preliminary Recommendations described in Task 1.7.

Task 1.4 Creation of Project Website (Optional)

Teska can design and create a project specific website intended to disseminate information on zoning reform and serve as a venue for citizen feedback and participation. Exact content of the website and its implementation would be coordinated with City staff.

Task 1.5 Development Review Procedures Audit

A predictable development review process is an important economic development resource. Considering development proposals in light of overly complex codes and lengthy processes that served communities ten years ago are no longer the best practices and can inhibit



Zoning for Economic Development

A development review processes should incorporate three essential themes:

- The process must be predictable to the applicant, elected and appointed officials, other departments, and the public in order to assure the best outcomes.
- Each step in the development approval process must add value to the process, the development, and the community.
- The process must ensure open and continuous communication to the applicant, elected and appointed officials, other departments, and the public.

Source: Development Review as Economic Development - February 2014 Zoning Practice published by APA – Author Michael Blue, FAICP, Teska Associates, Inc.

economic development plans. Communities that show potential developers that their review processes are understandable and predictable will be at a competitive advantage.

Review and Evaluate Codes: Teska will review information regarding the City’s development approval requirements and procedures, including: zoning and subdivision codes, forms that are completed by applicants, data maintained on approvals, any flow charts for development related procedures, organizational charts of departments in development review etc.

Development Related Interviews: As part of the key person interviews in Task 1.3, Teska will work with the City to identify local developers and others who have been through the development approval process. The purpose of this step is to solicit general impressions of plan review systems and specific descriptions of the customer service experience. In addition, discussions would be held with City staff involved in development approval with the intent of understanding how effective various codes and procedures are in supporting the City’s efforts to secure desirable outcomes from the development approval process.

The results of the development process audit will be summarized in a Zoning Assessment report in Task 1.6, which will serve as justification for the Preliminary Recommendations described in Task 1.7.

Task 1.6 Zoning Assessment Report & Policy Workshop with Planning and Zoning Commission/City Officials/Stakeholders

Teska will attend one meeting with the Planning and Zoning Commission and other City officials and stakeholders to present the Zoning Assessment report summarizing the findings from the previous tasks, and to establish general regulatory policies that will guide the preparation of zoning amendments in the next phase.

Prior to the meeting we will also prepare “Technical Review and Policy Papers” on the issues that the City identifies, and that emerge as problematic or important in Tasks 1.1 - 1.4. Each policy paper will cover a specific issue and address the following:

- What is the issue? What is the regulatory purpose behind the issue?
- How the issue is currently addressed in Rochelle?
- What are the potential courses of action available to address this issue?

Each issue will be discussed and a policy direction determined. A goal of the workshop will be the establishment of priorities to guide the drafting of the ordinance revisions.

Deliverables: Zoning Assessment Report summarizing the evaluation of the current code, and interviews; technical review and policy papers.

Task 1.7 Preliminary Recommendations Report and Meeting

A summary of the expected key recommendations for all major zoning ordinance elements as addressed in the Zoning Assessment Report will be provided to City Staff in advance of meeting with the Planning and Zoning Commission for comment.

Following the input from City Staff, Teska will revise the report and present the findings and recommendations to the Planning and Zoning Commission.



PHASE 2: PREPARATION OF NEW DEVELOPMENT REGULATIONS

Each of the following tasks identified below will be reviewed by the Planning and Zoning Commission, and revisions made prior to presentation of the recommended Zoning Ordinance Update. Recommended changes to regulations and/or procedures will be presented utilizing ‘track-changes’ in PDF format, with additional annotations, where necessary, providing comments to explain the purpose of the regulation and alternative standards.

Meetings:

Staff Meetings. Prior to submitting draft revisions to the Planning and Zoning Commission for each task or group of zoning issues suggested below, Teska will attend one video-conference call meeting with City Staff to review the proposed changes, and modify the draft regulations prior to submittal to the Planning and Zoning Commission.

Planning and Zoning Commission. For each task or group of zoning issues suggested below, Teska will attend one meeting of the Planning and Zoning Commission to lead a discussion of each task, and to assist the Commission in establishing consensus on recommended regulations.

Work Products:

For each task below, Teska will provide draft regulations in PDF format.

Task 2.1 Annotated Zoning Ordinance Outline

Prior to drafting the initial set of Zoning Code amendments, Teska will prepare an annotated outline of the entire Ordinance that includes a chapter-by-chapter detailed description of the proposed new Zoning Code, an overview of the proposed structure and substance of the new Zoning Code, and a commentary explaining the rationale for the recommended approach to drafting the Zoning Code.

The annotated outline shall include examples of how the new Zoning Code would be used to implement the recommendations of the Comprehensive Plan and other City planning documents and initiatives.

Tasks 2.2 – 2.7 Drafting Ordinance Revisions

Based upon the findings of Phase 1, Teska will prepare draft regulations amending part of, or entire sections of, the City’s Zoning Ordinance. It is anticipated that the draft regulations will be organized into multiple groups of related chapters or topics. Each group will be submitted to the Planning and Zoning Commission incrementally, to be followed by a meeting with the Commission, and revisions based on the Commission’s recommendations. The issues, topics, and the sequence of the discussions will be based on the issues identified by the City, Teska’s review of City codes, and priorities established during Task 1.6, the policy workshop. On the following page we offer a sample grouping.



- Residential districts and non-residential district uses and design standards, potential mixed-use or planned development districts, and and potential Zoning Map amendments.
- General property conditions and standards for specific use including home occupations, outdoor storage, accessory structures; nonconforming lot, uses, and structures addressing the number and types of uses that are currently non-conforming by adjusting standards and creating performance criteria to maintain existing uses that do fit within the location of the use; siting standards for communication towers and antennas; green and sustainability incentives/standards and other environmental best practices to address issues associated with energy consumption, resource protection, and water management.
- Special Use and PUD regulations, including Special Districts such as overlay, planned development districts, or mixed-use development districts.
- Design Review standards, procedures and parking: architectural design, sign standards, landscaping, and site plan review; parking standards including a close examination of on-site parking requirements and opportunities to integrated shared parking, bicycle parking, residential and commercial truck parking, and landscape standards for parking lots;
- Development Review Procedures for all types of zoning approvals, including submittal requirements, Definitions;

(Note: Stormwater best management standards to be incorporated in the Zoning Code will be obtained from available City sources, including Ogle County.)

Deliverable: Digital PDF copy of Draft Ordinance in track-changes format.



PHASE 3: FINAL REVIEW & IMPLEMENTATION

Task 3.1 Preparation of Final Draft Zoning Ordinance

Teska will consolidate the recommended changes into one complete draft Zoning Ordinance Update. The final draft will retain all changes as highlighted text in track-changes format. Teska will provide a digital copy of the draft to the City.

Deliverable: Digital PDF copy of Final Draft Ordinance in track-changes format.

Task 3.2 Discussion of Final Draft Ordinance with Zoning Committee

Teska will attend two meetings with the Planning and Zoning Commission to review the final draft ordinance in its entirety. Based upon input from this meeting, minor changes will be made to the draft ordinance as directed by the Planning and Zoning Commission. The final zoning ordinance will be an interactive document that will provide links to related sections, documents and graphics.

Deliverable: Digital PDF copy of revised Final Draft Ordinance incorporating Zoning Committee comments in track-changes format.

Tasks 3.3 Community Newsletter (print and/or web-based)

Teska will prepare a newsletter as a 4-page brochure intended for public distribution, either via the website and/or in print. The newsletter will describe the zoning revision process and include text, charts, photos, and graphs as appropriate. The specific aim of the newsletter is to highlight the more significant changes being contemplated in the revision.

Task 3.4 Public Hearing

Teska will present the Final Draft Zoning Ordinance at one public hearing before the Planning and Zoning Commission. Teska will provide a summary of the major changes to the ordinance and offer a brief explanation of the reasons for the changes. Additionally, we will field questions and take feedback from citizens and other stakeholders.

Deliverables: PowerPoint presentation five hard copies and 25 copies on CD ROM in PDF format of Final Draft Ordinance in track-changes format for public review.

Task 3.5 Planning and Zoning Commission Review and Final Approval

Based upon input from the public hearing, Teska will attend one Planning and Zoning Commission meeting to review the comments from the public hearing and discuss further modifications as necessary.

Deliverable: Final Draft Ordinance incorporating minor revisions as directed by the Planning Commission.

Task 3.6 Presentation to the City Council, Adoption and Revisions

Teska will attend one meeting of the City Council to present the recommended Final Draft of the Zoning Ordinance, as recommended by the Planning and Zoning Commission, for approval and will prepare minor revisions to the proposed ordinance text as determined necessary by the City Council.

Deliverables: The Final Zoning Ordinance, as approved by the City Council, will be provided in digital PDF and MS Word formats. One original paper copy will be provided for reproduction.

Task 3.7 Training Workshop on the New Ordinance (Optional)

Teska can conduct a training workshop with City officials, staff, and local builders/developers/architects. The purpose would be to highlight the changes from the previous ordinance and educate attendees on the development review processes.

Deliverables: PowerPoint presentation and 20 copies of a 4-page brochure summarizing changes between the old and new Zoning Ordinances. Twenty copies of both the presentation and brochure will be provided in PDF format on CD ROM.

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PROJECT TEAM

The following Teska team members will be responsible for completing the services required for this project. Each team member's resume may be found on the following pages.



MICHAEL HOFFMAN, AICP, RLA
PROJECT ROLE: Principal in Charge

Mike Hoffman, a principal with Teska Associates with 30 years of experience in community planning, will provide project oversight and attend key meetings, and provide quality control.

✉ mhoffman@teskaassociates.com

☎ 815.436.9485



PETE IOSUE, AICP
PROJECT ROLE: Project Manager

Pete is a Senior Associate with Teska Associates. Pete's role on this project will be as project manager, overseeing all team resources and be the primary contact for this zoning ordinance review/update.

✉ piosue@teskaassociates.com

☎ 815.436.9485



EMMA SWANSON
PROJECT ROLE: Research and Graphics

Emma has a Bachelor of Arts in Environmental Studies from DePaul University, and a Master's Degree in Sustainable Urban Development. Emma's role on this project will focus on researching up to date codes which will fit Rochelle's character. She will also be in charge of designing easy to read graphics and illustrations when they are necessary.

✉ eswanson@teskaassociates.com

☎ 815.436.9485

RESUME OF
MICHAEL HOFFMAN, AICP, PLA
Vice-President



EXPERIENCE

Mr. Hoffman brings to his clients a blend of planning and landscape architecture experience. This combination of skills enables him to serve the needs of both municipal governments and private developers. Prior to joining Teska Associates, Inc. in 1990, he held positions with J.T. Dunkin & Associates, Inc. in Dallas TX, and with the City of Allen TX.

Project management experience includes leading multi-disciplinary teams and facilitating local advisory committees with a goal of development of inventive solutions built on consensus.

Mr. Hoffman's municipal planning assignments have focused on the development of planning tools to direct and manage the growth of small and mid-sized communities and counties. His recent assignments have included a comprehensive plan for Dubuque, IA, the historic West Des Moines Master Plan, a new zoning ordinance for Olympia Fields, and site plan review in Morris and Olympia Fields, IL.

Mr. Hoffman has had a wide variety of responsibilities in land planning and landscape architecture, including site analysis, design and presentation. For both municipalities and for private developers, he has designed civic, commercial and residential land plans and landscape improvements. His recreational assignments have ranged from detailed design of sports complexes to the conceptual design of a four-hundred acre green belt park, and several park and recreation master plans.

EDUCATION

B.L.A.	Landscape Architecture University of Illinois (Urbana)	M.B.A	Business Administration Texas A & M University
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CIVIC ACTIVITIES

- Past Chairman, Mt, Prospect Plan Commission
- Past Chairman, Downtown Mt Prospect Redevelopment Committee
- Co-Director, Joliet Cares

PROFESSIONAL AFFILIATIONS

- American Planning Association
- American Institute of Certified Planners

SELECTED SPEAKING ENGAGEMENTS

- New Voices - New Ideas - Engaging the Whole Community, 2017 APA Upper Midwest Conference
- Best Practice for Tourism Planning, 2017 IML
- The Importance of the Plan in TIF, 2016 IML
- Retail, Race, and Regional Economic Development, 2013 National APA Conference
- Using Video to Tell Your Story, 2015 IML
- Economic Development in Small Towns, 2015 Illinois APA
- Promoting Stronger Neighborhoods With TIF, 2013 ITIA Conference

RESUME OF
MICHAEL HOFFMAN, AICP, PLA
Vice-President



REPRESENTATIVE PROJECTS

Zoning and Subdivision Ordinance

Development of zoning and subdivision amendments for DeKalb and Kendall Counties (Zoning); Broadview, IL (Zoning and Subdivision); Plainfield, IL (Zoning); Morris, North Aurora, Plano, and Olympia Fields, IL (Sign, Site Plan); Galesburg and Forsyth, IL UDO, Diamond, IL (Zoning).

Economic Development

The I-294/I-57 Interchange Economic Development Study for SSMMA; South Suburban Retail Investment Study; Dwight Economic Recovery Strategy.

Business District Revitalization

Worked with a steering committee of business and community leaders in Valley Junction, IA; Lincoln/Western Corridor, Olympia Fields and Chicago Heights, IL; Plano City Center; Main Street Sugar Grove; 4 commercial corridors in South Bend; Roosevelt Road Corridor, Broadview, IL; Route 31 Corridor, North Aurora, IL.; Atkinson Road Corridor in Grayslake, IL.

Comprehensive Plans

Algonquin; Bartlett; Broadview, Calumet City; Canton; Carlinsville, Cape Girardeau, Carlinsville; Coal City; DeKalb Co.; Diamond; Dubuque; Forsyth; Frankfort; Galesburg; Gardner; Glenwood; Kendall Co.; Macomb; Markham; Morris, North Aurora; Plainfield; Plano; Seneca; University Park; Utica.

Land Planning

Mixed use developments for Carroll Investments, Lake Forest; Goode Ranch, Rayburn, Mo.; Terra Cotta Industries, Prairie Grove; Allen, Mount Pleasant, Murphy, Amarillo and Flower Mound TX.

Fiscal Impact Analysis

Village of Bartlett impact fee ordinance. Preparation of fiscal models and training staff members in the Cities of Sugarland, Garland, and Odessa TX.

Tax Increment Financing

TIF eligibility and redevelopment plans in Arthur; Roosevelt Road, Headly, 17th Ave. and 19th Ave., Broadview; Fox River Grove Downtown; Downtown and Kedzie, Hazel Crest; N. Aurora Lincolnway and TIF #2; Sugar Grove Industrial; Peoria East Village and South Village; Diamond I55 Corridor; Olympia Fields Lincoln/Western and Town Center.

Site Plan Review

Analyzed and prepared project reviews and testimony for 100's of large and small scale projects for Algonquin; Bartlett; Broadview; Elburn; Kendall County; Morris; North Aurora; Olympia Fields; Palos Heights; Plainfield; Plano; River Forest; Sugar Grove.

Park Master Plans and Park Site Design

Preparation of Park Master Plans and comprehensive park and recreation elements for Dolton Park District; Glencoe Park District; City of Galesburg; Village of Seneca.

Landscape Architecture

Landscape plans for Algonquin and Morris City Halls; Learning Resources, Vernon Hills IL, Streetscape Conceptual Design in Western Springs IL, Valley Junction IA, and Broadview IL.

RESUME OF
PETE IOSUE, AICP
SENIOR ASSOCIATE



EXPERIENCE

Mr. Iosue's focus at Teska has been on helping small to medium sized communities with review of current development proposals, development of appropriate zoning regulations, development of comprehensive plans, and the creation Tax Increment Financing (TIF) districts.

Mr. Iosue is currently working on a wide range and variety of projects including comprehensive plans for the Beecher, Palos Heights and DeWitt County, and tax increment financing districts in Kankakee, Lyons, and Woodstock.

Prior to joining Teska Associates, Inc., Mr. Iosue spent over four years serving as the Assistant City Planner for the City of Hammond, IN. His duties involved reviewing development proposals, subdivision plans, zoning map amendments, historic district certificates of appropriateness and maintaining census information.

EDUCATION

B.A. Urban Planning
University of Illinois (Urbana)

PROFESSIONAL AFFILIATIONS

- American Institute of Certified Planners (AICP)
- American Planning Association (APA)
- Member Illinois Tax Increment Association (ITIA)

Comprehensive Planning

Village of Braceville, Village of Broadview, City of Coal City (mapping), Village of Matteson (mapping), City of Morris, Village of North Aurora.

Business Development Districts

Village of Fox River Grove, Village of Lake Villa.

Continuing Services/Development Review

Village of Beecher, Village of Bedford Park, Village of Berkeley, Village of Broadview, Village of Elburn, Kendall County, City of Morris, Village of North Aurora, Village of Olympia Fields.

Enterprise Zone Applications

Villages of Hodgkins and McCook, Villages of Bedford Park, Bridgeview, Justice and Summit, City of Zion.

Tax Increment Financing

Village of Arthur, Village of Berkeley, Village of Broadview, Village of Bedford Park, City of Crystal Lake, Village of Diamond, Village of Fox River Grove, Village of Hodgkins, Village of Lake Villa, Village of Monee, Village of Montgomery, Village of North Aurora, Village of Oak Lawn, Village of Olympia Fields, City of Peoria, Village of Schaumburg, Village of Sugar Grove, Village of Western Springs.

RESUME OF
Emma Swanson
Associate



EXPERIENCE

Ms. Swanson joined Teska in June 2018 after earning her Master's in Sustainable Urban Development from DePaul University. Emma has worked in the non-profit, public, and private sectors and with communities of all sizes, from rural small towns to large cities. She is passionate about working collaboratively with communities as they plan for their future.

Emma joins Teska from the Chicago Metropolitan Agency for Planning (CMAP) where she served as a planning intern providing technical assistance to municipalities and non-profit partners throughout the Chicago Region. She supported CMAP's planning staff with the creation of comprehensive plans, zoning updates and subarea plans related to natural resources, economic development, housing and transportation. Her work included: research analysis, preparation of plan text, graphics and technical drawings, mapping and assistance with public meetings, committee meetings and municipal workshops.

Emma's interests and experience include sustainability, environmental and neighborhood design, and creative placemaking. She enjoys using her skills in data analysis, community assessments, mapping, and research to fully understand communities and plan for their futures. Ms. Swanson is an experienced user of the Adobe Creative Suite, including Illustrator, InDesign and Photoshop, as well as ESRI mapping software, including ArcMap Desktop and ArcGIS Online.

EDUCATION

- B.A. DePaul University
Environmental Studies, Geography
Certification in Geographic Information Systems
- M.A. DePaul University
Sustainable Urban Development

Community Assessment

Prepared Existing Conditions Report for the Frankfort Comprehensive Planning Process. This included analyzing existing land use, demographics, and community assets related to transportation, economic development, housing, and environmental and natural resources.

Comprehensive Planning

Complete GIS mapping, research, and data collection as part of the early community assessment. Prepared the draft content and final design for the DeWitt County Comprehensive Plan.

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RELEVANT EXPERIENCE

On the following pages we have listed some of the work that we consider most relevant to preparing the update of the Rochelle Zoning Ordinance.

Hanover Park Unified Development Ordinance Update

Hanover Park, IL

Lincoln Avenue Corridor Form Based Code

Lincolnwood, IL

Forsyth Unified Development Ordinance

Forsyth, IL

Diamond Zoning Ordinance Update

Diamond, IL

Bourbonnais Zoning Ordinance Update

Bourbonnais, IL

Prairie Grove Town Center & Transit Oriented Development Zoning District

Prairie Grove, IL

Planned Development Districts

Winfield, IL

Deer Park Town Center Plan

Deer Park

Architectural Commission Video and Zoning Review Checklist

Glenview, IL

HANOVER PARK UNIFIED DEVELOPMENT ORDINANCE UPDATE

Hanover Park, Illinois

With the goal of user friendliness in mind, key elements of the comprehensive rewrite include the addition of graphics and illustrations so as to provide visual clarification for a number of passages that might prove difficult to interpret otherwise. Sustainability was explicitly emphasized in the UDO in the form of initiatives such as mitigating stormwater runoff, instituting bioswales, creating landscape buffer requirements, and reducing the amount of impervious surface throughout the Village. Teska wanted to encourage growth in this community and provided extensive subdivision guidelines that not only direct development but give adherence to smart growth strategies such as encouraging cluster development. At the same time, the ordinance reflects the Village's desire to preserve its historic Ontarioville neighborhood, and to give flexibility to current owners whose properties do not conform to the zoning standards applicable to the traditional zoning code.

The UDO implements recommendations contained in the recently adopted Comprehensive Plan for the Village of Hanover Park, as well as a Village Center & TOD Plan both created by Teska.



CONTACT



Shubhra Govind
Com. Development Director



630.823.5781



2121 West Lake Street
Hanover Park, IL 60133



sgovind@hpil.org

LINCOLN AVENUE CORRIDOR FORM BASED CODE

Lincolnwood, Illinois

Having recently completed a comprehensive plan to revitalize its aging commercial corridor - Lincoln Avenue, the Village of Lincolnwood retained Teska Associates Inc. to create a new ordinance to implement their Plan. One of the key principals of the plan was to introduce new urbanist principals of pedestrian scale and character. To soften the corridor's auto-dependent land uses and create appropriate transitions to the surrounding residential neighborhoods, Teska designed a mixed-use, pedestrian overlay district using a form-based approach.

Rooted in the New Urbanism and Smart Growth movements, form-based codes are an emerging regulatory technique that recognizes a community's physical form as its most essential element. The goal of form-based codes (FBCs) is to shape the character within communities by establishing definitive design/development criteria for such elements as building height, architectural standards, use designations, sidewalk dimensions, build-to-lines, landscaping, and parking configurations. By applying these techniques to Lincoln Avenue Corridor, Teska created a unique set of standards and design guidelines aimed to fulfill the mix of development opportunities identified in the Village Plan. The successful implementation of these guidelines will create a high quality environment with an inviting, pedestrian friendly image; promote a recognizable, mixed-use corridor that fosters a sense of civic pride; and establish the corridor as a distinct and inviting place to live, work, and shop.



CONTACT



Tim Wiberg
Village Manager



847.745.4717



6900 North Lincoln Avenue
Lincolnwood, IL 60712

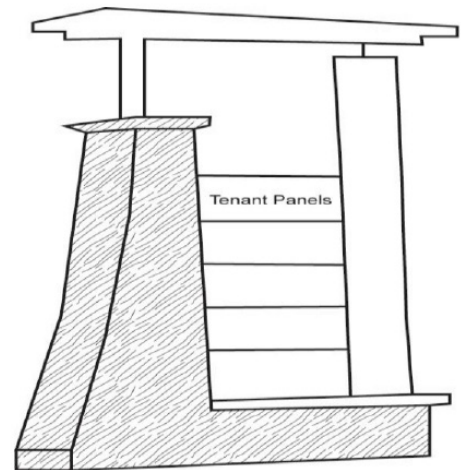


twiberg@lwd.org

FORSYTH UNIFIED DEVELOPMENT ORDINANCE


Forsyth, Illinois


A growing Community within a County which has been challenged by the economy, Forsyth is a wonderful small Illinois town with a bright future. The Teska Team helped the Village define a clear vision for the future in the Comprehensive Plan, including economic development strategies to help revitalize the area around Hickory Pointe Mall and to diversify the communities housing mix. The Plan was quickly followed up with a Development Ordinance which combine several existing codes (zoning, subdivision, signs, etc.) into a cohesive set of regulations. The Development Ordinance included extensive use of tables and illustrations to create a user-friendly tool to assist in implementing the community's vision.





Non-Residential Directory Sign

CONTACT

 Daved Strohl
Village Administrator

 217.877.9445

 301 South Route 51
Forsyth, IL 62535

 dstrohl@forsyrhvillege.us

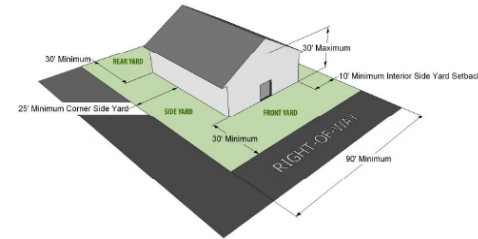
DIAMOND ZONING ORDINANCE UPDATE

Diamond, Illinois

In 2014, the Village of Diamond retained Teska Associates to update their Zoning Ordinance Regulations. The previous version of the Zoning Ordinance was difficult to interpret and was missing many typical current developments and definitions. Teska rewrote and redesigned the entire document to become more user friendly and current with similar existing codes. Some of the major changes to the code were adding graphics, bulk regulation diagrams, summarizing data into tables, adding regulations for cell phone towers and renewable energy systems, adding landscaping and architectural standards, and streamlining the administration processes. Teska worked with the staff, Village attorney, and Plan Commission to ensure the resulting product would help the Village reach the community's visions and goals.

7.05 RESIDENCE DISTRICT BULK REGULATIONS

R-1 One Family Residence District



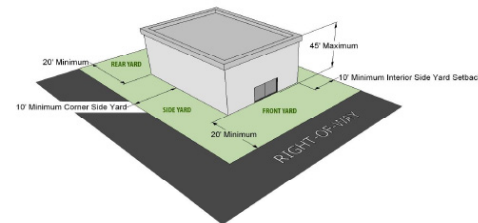
	Minimum Lot Area (sq. ft.)	Minimum Lot Width	Minimum Front Yard Setback	Minimum Side Yard Setback	Minimum Rear Yard Setback	Maximum Lot Coverage	Maximum Building Height
One family detached dwelling*	12,500	90'					
Non-residential uses	20,000	100'	30'	10/25 ¹	30'	35%	30'
Special uses	20,000	100'					

¹ Decimal number denotes minimum setback if adjacent to a street
^{*} Shown in graphic

8.04 BUSINESS DISTRICT BULK REGULATIONS

B-1 Retail Business District

B-3 Service Business District



DISTRICT	Minimum Lot Area (sq. ft.)	Minimum Lot Width	Minimum Lot Depth	Minimum Front Yard Setback	Minimum Side Yard Setback	Minimum Rear Yard Setback	Maximum Building Height
B-1 Retail Business District	-	-	-	20' ¹	10' ^{2,3}	20' ⁴	45'
B-3 Service Business District	-	-	-	20' ¹	10' ^{2,3}	20' ⁴	45'

¹ Where lots front on the street and at least 50% of the frontage directly across the street between two consecutive intersecting streets is in a residence district, the front yard regulations for the residence districts shall apply to the said lots in the business district.
² Where the extension of a front or side lot line coincides with the front line of an adjacent lot located in a residence district, a yard of not less than ten (10) feet shall be provided.
³ Where a side lot line coincides with a side or rear lot line of property in an adjacent residential district, the side yard shall be equal in dimensions to the minimum side yard which would be required under this ordinance for a residential use on the adjacent property in the residence district.
⁴ Where a rear lot line coincides with a side lot line of property in an adjacent residential district, the rear yard shall be equal in dimension to the minimum side yard which would be required under this ordinance for a residential use on the adjacent property in the residence district.

CONTACT

Cindy Haywood
Planning and Zoning Specialist

1750 East Division Street
Diamond, IL 60416

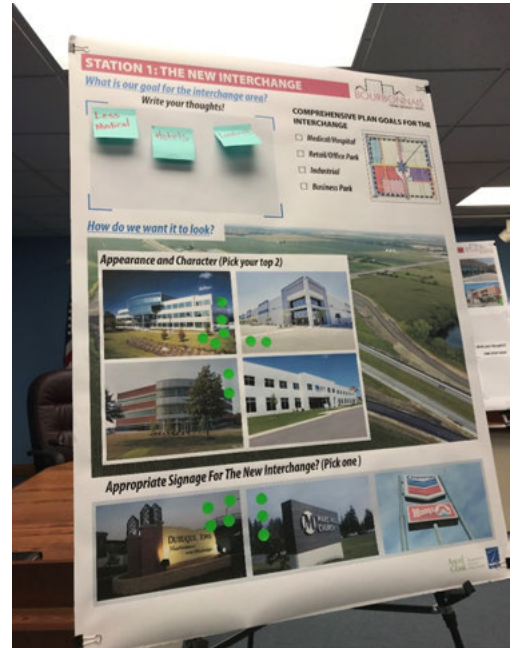
815.634.8149 x111

planning@diamond.illinois.gov

BOURBONNAIS ZONING ORDINANCE UPDATE

Bourbonnais, Illinois

Facing future growth from a soon to be completed highway interchange in the northern part of the community and having an older ordinance that was not meeting their day to day zoning administrative needs, the Village of Bourbonnais hired Teska Associates, along with the law firm of Ancel Glink, to update their zoning ordinance. The project is currently in progress. With issue identification and policy setting tasks completed, drafting of code language is underway. Some aspects of the current ordinance, like the zoning district that regulates Olivet Nazarene University, were found to be in sound shape. However, other aspects of the ordinance are lacking. A major part of the assignment will be to modernize the ordinance format and standards, established standards for accessory and non-conforming uses, and adding graphics and tables to clarify regulations. In addition, design standards also will be developed for the new interchange area to assure the envisioned form of development is secured. The ordinance is anticipated to be completed in early-2019.



CONTACT

PRAIRIE GROVE TOWN CENTER & TRANSIT ORIENTED DEVELOPMENT ZONING DISTRICT

Prairie Grove, Illinois

Prairie Grove was one of three communities selected by the Chicago Area Regional Transportation Authority (RTA) to participate in a pilot program to craft specialized zoning regulations to promote development of a new Town Center transit-oriented district (TC-TOD) around the planned addition of a commuter rail train in the Village. The Teska team was hired to work cooperatively with both the RTA staff and the Village of Prairie Grove to prepare the Transit Oriented Zoning District as an implementation task of the Town Center Transit-Oriented Development Plan, also prepared by Teska Associates, Inc. – recipient of the Strategic Plan Award from the Illinois Chapter of the American Planning Association. Prairie Grove is a small community located about 50 miles northwest of Chicago. The Village of Prairie Grove Transit-Oriented Zoning District is a continuation of the Village’s previous planning efforts to create a highly livable and vibrant community.

Townhouse/Rowhouse Residential

ROWHOUSE PLACEMENT	
Front Setback - Sidewalk	10'
Front Setback - Sidewalk	10'
Side Setback - Sidewalk	5' min.
Side Setback - In lot	5'
Max. Setback - Sidewalk	10'
Max. Setback - Sidewalk to lot line (min. 10' if 10' or less)	10'
Max. Setback - Side lot line to corner lot line	10'
Max. Setback - Side lot line to rear lot line	10'
Max. Setback - Rear lot line to rear lot line	10'
Lot Area - Minimum	1,500 sq ft
Lot Area - Maximum	24'

ROWHOUSE PLACEMENT	
Front Setback - Sidewalk	10'
Side Setback - Sidewalk	5' min.
Max. Setback - Sidewalk	10'
Max. Setback - Side lot line to corner lot line	10'
Max. Setback - Side lot line to rear lot line	10'
Max. Setback - Rear lot line to rear lot line	10'
Lot Area - Minimum	1,500 sq ft
Lot Area - Maximum	24'

ROWHOUSE PLACEMENT	
Front Setback - Sidewalk	10'
Side Setback - Sidewalk	5' min.
Max. Setback - Sidewalk	10'
Max. Setback - Side lot line to corner lot line	10'
Max. Setback - Side lot line to rear lot line	10'
Max. Setback - Rear lot line to rear lot line	10'
Lot Area - Minimum	1,500 sq ft
Lot Area - Maximum	24'

* In addition to the height and setback provisions of this section, all building and use shall comply with the Development Code Book of the Village and the Architectural Code Book of the Village of Prairie Grove.

The TC-TOD Zoning District is intended to be the civic core of Prairie Grove, providing for commuter train and other public transportation options, a vibrant mix of housing and pedestrian-oriented shopping, while accommodating existing land uses and emulating the rural, countryside character of the Village. The intent is to encourage transit-supportive land use that promotes commercial, cultural, institutional, governmental, and residential uses in a compact pedestrian oriented design in accordance with the Prairie Grove Town Center Transit Oriented Development Plan. Objectives for the TC-TOD include:

- Placement of dwellings, shops, and workplaces generally located in close proximity to each other, not separated by large expanses of parking, with incentives for ‘green buildings’ and LEED-ND certification;
- Well configured open spaces and landscaped streets dedicated to collective social activity, recreation and visual enjoyment, and sustainable design to minimize energy consumption and stormwater runoff;
- On-street parking and centralized parking facilities to collectively support principal uses in the Town Center; and civic buildings that act as landmarks, symbols, and activity centers for community identity; and
- Creating a streamlined development review process and clear standards to encourage development.

CONTACT

Jeannine Smith
 Village Administrator
 815.455.1411

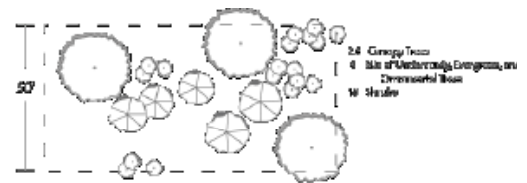
3125 Barville Road
 Prairie Grove, IL 60012
jsmith@prairiegrove.org

PLANNED DEVELOPMENT DISTRICTS

Winfield, Illinois

The Village of Winfield is a primarily residential community located in DuPage County, one of the fastest growing counties in the Chicago region. The Village has historically attempted to maintain its rural character, and has resisted larger commercial development in order to maintain the small-town atmosphere of the community. Recently, new economic pressures to seek alternative revenues to expand the Village's tax base has led to a realization that the existing zoning strategy should be re-evaluated to accommodate future development. In 2014, the Village retained Teska to update the Comprehensive Plan, which identified two special areas within the Village for detailed analysis of commercial development potential: 1) the Roosevelt Road corridor, and 2) the St. Charles Road corridor. In order to accomplish the goals for these corridors outlined in the Comprehensive Plan, the Village retained Teska to create new special zoning districts for the Roosevelt and Winfield Road Corridors (RW-PD), and the St. Charles Road Corridor (SC-PD).

The main feature of the newly created RW-PD and SC-PD zoning districts is to require all new development be developed as planned unit development (PUD), which allows for a mixture of land uses and a more flexible approach to future development, while providing for a higher degree of community input. The newly developed zoning districts set development standards and procedures, including: targeted land uses, landscaping, architectural design, sustainability, LEED incentives, accessibility, parking, lighting, and building height, setbacks and lot coverage. The implementation of these new zoning standards and procedures has set the stage for the Village to accommodate the needs for future development within these corridors. The Village is now in the final stage of this planning process and will soon release a Request for Qualifications to retain a developer to bring the plans to life.



Buffer Yard "B" Density - Minimum Plant Material per 100'

CONTACT



Peter Krumins
Com. Development Coordinator



630.933.7117



27 West 465 Jewell Road
Winfield, IL 60190



pkrumins@villageofwinfield.com

DEER PARK TOWN CENTER PLAN

Deer Park, Illinois

In response to serious interest expressed by developers over the last large, relatively undeveloped property in the community, Village officials became concerned over the ultimate type and character of development that would occur along Rand Road, a major thoroughfare. Teska was retained by the Village to update the Comprehensive Plan to address this issue by exploring new planning and design approaches that would ensure that new development would fit into and enhance the Village's high quality image. Based on design guidelines contained in the Plan, Teska revised the traditional planned unit development standards for the Village. The new planned development district includes a system of Floor Area Ratio standards that rewards developers who assemble larger parcels to avoid problems with 'piece-meal' development. Teska has also modernized the Village's sign ordinance to enhance readability, created standards for a new tree preservation ordinance



CONTACT



Jim Connors
Special Projects Coordinator



847.726.1648



23680 West Cuba Road
Deer Park, IL 60010



jconnors@vodp.net

ARCHITECTURAL COMMISSION VIDEO & ZONING REVIEW CHECKLIST

Glenview, Illinois

Teska Associates worked with the Village of Glenview to effectively convey the intent and detailed code requirements of its Appearance Commission and zoning review functions. The consultant's role in each of these projects is to understand the processes from the customer's perspective, and develop tools that assist to them, thereby making the code requirements more approachable, and accessible to the end user.

Architectural Commission Video: The Village's appearance review process is regulated through its Zoning Ordinance and a set of adopted Design Guidelines. This process sets a standard for high quality development and redevelopment in the Village – but requires a detailed understanding of the code and guidelines. To help users understand the process and reduce staff time spent clarifying tasks, the Village envisioned an on-line video to help explain the process. Teska was hired to review and outline the Appearance Commission process – i.e. the necessary steps and order therein, people involved, and materials required. Following this detailed outline, Teska prepared a video script with accompanying photos and graphics. The script divided the process into video chapters, making the process easier to understand and short enough to be absorbed in a video. Numbered queues were inserted within the script to dictate when/what imagery should appear and for how long. While the individual chapters allow users to focus on specific segments, when put together the collection of scripted videos tell the full story of how to secure design approval. Note: The 'Glenview Architectural Commission Video' is currently being prepared in-house by the Village.

Zoning Review Checklist: Confirming that proposed developments (from single-family homes to large commercial projects) meet required zoning standards is essential in all communities. In Glenview, the process requires coordination between multiple sections of the Village Zoning Code and can be complex to new users. As the Village contracts with a third party to support building permit plan reviews, new users occasionally include those conducting the plan reviews. Teska currently is developing a process to ensure complete and accurate zoning reviews. The intent is to create a checklist and supporting documents that explain the complex code requirements in a manner understandable to both plan reviewers and customers.

ZBA Video: Teska currently is working with the Village to prepare a video outlining the process for residents to pursue relief through the Village's Zoning Board of Appeals. The purpose of the video is to help applicants understand the principal of zoning standards and that relief from those standards may be considered if the proposed construction on their property is not possible without such relief and all zoning standards are met. The video is planned to be done in several "chapters" including one that explains the process to neighbors of a property for which a variation is being considered.

CONTACT



Jeff Brady
Director of Planning



847.724.1752



1225 Waukegan Road
Glenview, IL 60025



jeffb@glenview.il.us