

**50-O-14**

**AN ORDINANCE**

**Amending Title 4, Chapter 14 of the City Code, "Site Plan and Appearance Review"**

**SECTION 1:** Title 4, Chapter 14 of the Evanston City Code of 2012, as amended (the "City Code"), is hereby further amended to read as follows:

**CHAPTER 4 –DESIGN AND PROJECT REVIEW (DAPR)**

**4-14-1: STATEMENT OF PURPOSE:**

- (A) Objective. Design and Project Review is a procedure for the review of proposed developments or redevelopments to ensure they are compatible with adjacent development by taking into account the relationship of the new development to its surroundings with review and discussion by members of city staff and community members from various disciplines.
- (B) Address Details Not Covered. The purpose of Design and Project Review is to go beyond the basic zoning requirements and to deal with the site details on which zoning and other codes are silent. Design and Project Review is not a substitute for zoning.
- (C) Elements Examined. In carrying out the purpose of Design and Project Review, the following are examples of elements which are examined:
  - 1. Parking arrangement.
  - 2. Circulation.
  - 3. Traffic access.
  - 4. Building location on the site.
  - 5. Landscaping.
  - 6. Signage.
  - 7. Drainage/storm water control.
  - 8. Exterior building design and materials.

- (D) Authority Limited. Design and Project Review does not have any authority to determine land use and in certain circumstances acts as a recommending body to the Zoning Board of Appeals and/or the Plan Commission.
- (E) Result Of Review Process. In addition to upgrading site development planning, the city hopes to create a process which will expedite the review of development proposals through providing a coordinated staff review.

**4-14-1-1: DESIGN AND PROJECT REVIEW COMMITTEE:**

- (A) Membership. The membership of the Design and Project Review committee is composed of two groups: (1) Voting Members; and (2) Advisory Members. Voting Members shall be the only class of members entitled to vote on any matter put before the Design and Project Review committee. Advisory Members shall provide the Design and Project Review committee with insight related to their area of expertise as the committee as a whole discusses each matter. In the case of city staff, the named member may designate a department member to attend in his/her stead. The following are the list of members:

**Voting Members**

1. Representative from City Manager's Office/Economic Development Division;
2. Director of Community Development;
3. Director of Public Works;
4. Director of Parks, Recreation and Community Services;
5. City Engineer;
6. Representative from the Fire Department;
7. Representative from the Police Department;
8. Planning and Zoning Administrator;
9. Zoning Planner or Zoning Office;
10. Manager of Building and Inspection Services;
11. Assistant Director of Public Works/Forestry;
12. Neighborhood and Land Use Planner; and

13. Representative from the Utilities Department.

#### Advisory Members

1. Traffic Engineer;
2. Cultural Arts Coordinator;
3. Sustainable Programs Coordinator;
4. Historic Preservation Coordinator;
5. Plan Reviewer;
6. Representative from Administrative Services;
7. Housing and Grants Administrator;
8. Representative from the Health Department; and
9. An architect or urban designer who is employed in Evanston or is a resident of Evanston and appointed by the Mayor with the advice and consent of the City Council. Said Mayoral appointment shall be for term of no longer than two (2) years.

#### (B) Officers.

1. The officers of the Committee shall consist of the Chair, Vice-Chair and Secretary.
2. The Director of Community Development shall preside as the Chair of the Committee.
3. The Planning and Zoning Administrator shall serve as the Vice-Chair of the Committee.
4. The Neighborhood and Land Use Planner shall serve as the Secretary of the Committee.
5. The Chair, or his/her designee, shall supervise the Committee and shall preside at all Committee meetings.
6. The Vice-Chair, in the absence of the Chair, shall perform all duties and exercise all powers of the Chair.

7. The Secretary shall:
- a. Be custodian of the active files of the Committee and keep all of the records.
  - b. Conduct the correspondence of the Committee.
  - c. Promptly prepare and distribute a meeting agenda in consultation with the Chair. The rules shall be reviewed regularly and monitored to ensure consistency with the policies and priorities of the City Council.
  - d. Record the names and addresses of all persons appearing before the Committee.
  - e. Keep records of the Committee's official actions and prepare meetings.
  - f. Record each member's vote for every question, whether or not each member was present for the vote, and if a member abstained from voting for a particular question.
  - g. Perform such additional duties as may be requested by the Chair or Committee.
- (C) Voting. Voting privileges are extended to Voting Members listed under 14-4-1-1(A). Advisory Members shall abstain from voting.
- (D) Quorum. A quorum shall consist of the Director of Community Development or his/her designee, one other representative from the Department of Community Development, a representative from the Department of Public Works, and two additional Voting Members as listed under Section 14-4-1-1(A); and shall be required in order to conduct any official Committee business.
- (E) Objective. Such a review will bring together staff from various departments to meet with developers to help resolve any site or appearance problems and more directly communicate the City's requirements. By identifying the applicable codes and ordinances through this process, costly delays from oversights or incomplete applications may be avoided. In such joint meetings, there is opportunity for exchange between all affected parties which should improve communications and also provide the developer with professional expertise in site and building design. The resulting design should also promote efficiency and economy in providing any necessary City services. Beyond the specific improvements to the site itself, Design and Project Review should help reduce adverse impact, promote harmony of development with its surroundings and maintain property values.

**4-14-2: DEVELOPMENTS REQUIRING DESIGN AND PROJECT REVIEW APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMIT:**

- (A) The following are developments requiring Design and Project Review approval prior to issuance of building permits for the development:
1. Construction of a new building or structure, or modifications to the exterior of an existing structure (including additions) for any land use requiring a building permit.
  3. Developments requiring a zoning variation.
  4. Developments requiring a zoning ordinance text or Map amendment.
  5. All planned developments.
  6. All Municipal or other public developments.
  7. Any proposed developments for which parking is to be located off-site.
  8. All development proposals for which public and/or quasi-public financial assistance has been requested.
  9. All subdivisions and plats of consolidation.
  10. Any other use or development as determined by the Director of Community Development.
- (B) Exceptions. No Design and Project Review shall be required for the following uses:
1. Permitted single-family and two family residential.
  2. Permitted temporary uses.
  3. Any use in a U3 University District that is greater than one hundred feet (100') from any publicly dedicated right of way that abuts the U3 District.

**4-14-3: PRELIMINARY AND FINAL DESIGN AND PROJECT REVIEW REQUIRED:**

For the types of developments defined in Section 4-14-2(A), a site plan, prepared in accordance with the provisions of this Section, shall be required for a concept, preliminary, or final Design Project Review conference. Additional submittal materials may be required as determined by the Director of Community Development.

(A) Concept Design and Project Review.

1. Concept Design and Project Review is optional and intended for large and/or complex construction projects in which applicants seek input from City staff during the initial design stage. Concept Design and Project Review is for projects that have not yet applied for zoning review or a building permit for said project.
2. The Design and Project Review Committee does not provide a vote or official recommendation at concept review.
3. Concept review is scheduled directly through the Zoning Office upon request of the applicant.

(B) Preliminary Design and Project Review.

1. A preliminary Design and Project Review conference is required. The purpose of the preliminary Design and Project Review is to assist the applicant in bringing the site and building plans into conformity with applicable regulations and seek input from City staff at the stage of development when designs are flexible and adjustments are possible. Preliminary review may occur only upon the completion of a Zoning Analysis by City staff.
2. The Design and Project Review Committee provides an official vote or recommendation at preliminary reviews.
3. Preliminary review occurs in conjunction with final review unless otherwise specified by the applicant through the Zoning Office.

(C) Final Design and Project Review.

1. A final Design and Project Review conference is required. The purpose of the final Design and Project Review is to verify that the final site plan complies with all applicable regulations and meets the design goals of the City. Final review may occur only upon the completion of a Zoning Analysis by City staff that is in conjunction with a building permit application.
2. The Design and Project Review committee provides an official vote or recommendation at reviews.
3. Final Design and Project Review is required prior to the issuance of a building permit.

(D) Committee Action Recorded and Transmitted. Official recommendation to City boards and/or Commissions of the Design and Project Review shall be recorded and transmitted to the City Council.

#### **4-14-4: SUBMISSION REQUIREMENTS AND PROCEDURES:**

(A) Submission Requirements and Procedures. The following documents are required for proper submission (Note: Director of Community Development or his/her designee may require digital documentation):

1. Preliminary Design and Project Review: Three (3) copies of a preliminary site plan, current plat of survey which accurately reflects the premises at the time of submission, and preliminary elevation drawings.
2. Final Design and Project Review: A zoning analysis of the proposed development is required prior to final and Project Review. Four (4) copies of the following exhibits shall be submitted and include a final site and building plan containing the following:
  - a. Existing and proposed development on the site and adjacent sites.
  - b. Elevation drawings of all proposed buildings. A color rendering of the primary façade may also be required.
  - c. Actual building material samples and manufacturer's product information representing accurate color, texture, pattern, finish and range of variations of all exterior building materials proposed.
  - d. Parking plans and access drives including dimensions, stall markings, required screening, landscaping and surfacing.
  - e. Lighting plan identifying the location, height and type of all site, sign and exterior building illumination proposed.
  - f. Landscape development plan including plant names, quantities, locations and sizes of major plant masses, and locations of all existing trees with a trunk diameter in excess of four inches (4").
  - g. Signage plan identifying the location, height, type, size, color and proposed message of all exterior signage proposed, consistent with all other signage regulations.
  - h. Sidewalks and any other elements of pedestrian circulation.
  - i. Major accessory elements including, but not limited to, signage, outdoor furniture, bike racks, outdoor art, etc.

- j. Any proposed improvements on the public right of way which the developer may be required to make as part of the site improvements, such as parkway trees, public sidewalks, adjacent alley surfacing, driveway removal and curb and gutter replacement.
  - k. A current plat of survey which accurately reflects the premises at the time of submission.
  - l. A completed zoning analysis on the proposed project.
  - m. Other materials and data which may be required of the applicant for an adequate plan review (such as, but not limited to: traffic studies, a sustainability plan, preliminary engineering and drainage/storm water control plans, preliminary utility locations, floor plans, etc.).
- (B) Review Conference. The developer or his/her representative shall be present at the final Design and Project Review conference to explain the project and to answer any questions thereon.

#### **4-14-5: PRELIMINARY AND FINAL DESIGN AND PROJECT REVIEW APPROVAL:**

- (A) The Director of Community Development, or his/her designee, shall schedule and conduct the preliminary or final Design and Project Review conference. At the preliminary or final Design and Project Review conference, the Director of Community Development or his/her designee, will either:
- 1. Approve the site and building plan;
  - 2. On the basis of written findings as to how the proposed development does not meet the evaluation criteria set forth below, approve the site and building plan subject to specific modifications; or
  - 3. On the basis of such written findings as to how the proposed development does not meet the evaluation criteria, decline to approve the site plan.
- (B) At the conclusion of the review, the Director of Community Development or his/her designee shall return to the applicant one copy of the submitted plans permanently marked to indicate one of the following options: approval, approval subject to further specified approvals, lack of approval, or approval subject to modifications.

#### **4-14-6: EVALUATION CRITERIA:**

The goals and objectives of the Comprehensive General Plan or other applicable Evanston planning and design documents shall be utilized in the review of proposed site



and building plans. In addition, the following criteria shall also be used to determine whether a proposed site and building plan fulfills the objectives of this Chapter.

- (A) **Building and Structure Location.** The arrangement of the structures on the site shall allow for the effective use of the proposed development. Furthermore, such arrangement shall be compatible with development on adjacent properties. Also, the arrangement of structures on the site shall be evaluated for their potential impact on the ability to deliver Municipal services, such as access for emergency equipment.
- (B) **Building Design and Appearance.** The appearance of buildings shall be designed to respect the attributes of adjacent and surrounding development to reduce any adverse impacts caused by differing architectural styles, while maintaining and promoting the city's diverse architectural fabric. Architectural style, massing, scale, proportion, window fenestration, rhythm of design elements, color palette and building materials shall be considered in determining compliance with this objective.
- (C) **Landscaping.** Landscape design shall create a logical transition to adjoining development, screen incompatible uses, and minimize the visual impact of parking lots on adjacent sites and roadways. Plant materials shall be selected to withstand Evanston's climate and the microclimate on the property. Plant materials shall be selected with the advice of city staff.
- (D) **Graphics and Signage.** Signs shall be minimized in number and size, and integrated with architectural and site landscape features. Placement of signs shall not unduly obscure or interfere with sight lines to other properties.
- (E) **Circulation.** All circulation systems shall provide adequate and safe access to the site and be compatible with the public circulation systems to minimize dangerous traffic movements. Pedestrian and auto circulation shall be separated. Curb cuts on the site shall be minimized.
- (F) **Parking Areas and Lots.** Proposed parking areas or lots shall be designed, located, and screened to minimize adverse visual impact on adjacent properties. Perimeter parking lot screening/landscaping shall be provided. Interior parking lot landscaping is also required to break up large areas of parking with plant material. Parking lot drainage shall not adversely affect surrounding properties.
- (G) **Open Space.** Open space on the site shall create a desirable and functional environment.
- (H) **Site Illumination.** Site illumination shall be designed, located and installed so as to minimize adverse impact on adjacent properties. A site lighting plan may be required by City staff.

- (I) Preservation. Preservation of unique architectural resources and development designs that respect desirable historical architectural resources of surrounding sites should be provided.
- (J) Completeness. The application for Design and Project Review must contain all the information required in section 4 of this chapter.
- (K) Compliance With All Other Applicable Codes. These may include, but are not limited to, the following:
  1. The Evanston zoning ordinance.
  2. The adopted building codes.
  3. This code.

#### **4-14-7: AMENDMENTS:**

Amendments to an approved site and building plan shall require approval in the same manner required for the original site plan.

#### **4-14-8: TIME LIMIT ON APPROVAL:**

- (A) No site and building plan approval shall be valid for a period longer than one year from the date of approval unless a building permit is issued and construction is actually begun within that period.
- (B) Time extensions may be authorized by the Director of Community Development or his/her designee provided the applicant demonstrates that there are circumstances, difficulties or practical hardships which make compliance with the original one year approval period unreasonable.

#### **4-14-9: APPEALS:**

Any final Design and Project Review decision may be appealed to the Design and Project Review committee for additional consideration, modification, reversal or affirmation by the committee of the whole upon appeal by the applicant. Such appeal shall be filed with the committee within fifteen (15) business days of the decision by the Director of Community Development, or his/her designee, and the committee shall consider and decide said appeal within fifteen (15) business days thereafter.

**SECTION 2:** That Subsection 6-3-1-3 of the City Code, is hereby further amended to read as follows:

**6-3-1-3: DESIGN AND PROJECT REVIEW (DAPR) COMMITTEE:**

The Design and Project Review Committee is responsible for all site plan reviews authorized pursuant to the provisions of the separate Design and Project Review Ordinance, Ordinance No. 50-O-14, as amended. (A copy of Ordinance No. 50-O-14 is included in Appendix E of this Ordinance.) Aspects which DAPR addresses in specified zoning districts include, but are not limited to:

- (A) Building and structure location.
- (B) Building design and appearance.
- (C) Landscaping.
- (D) Graphics and signage.
- (E) Circulation.
- (F) Parking areas and lots.
- (G) Open space.
- (H) Site illumination.
- (I) Preservation.
- (J) Completeness.
- (K) Compliance with all other applicable codes.

DAPR decisions may be appealed pursuant to Section 4-14-9 of this Code.

**SECTION 3:** That Subsection 6-3-1-6 of the City Code is hereby further amended to read as follows:

**6-3-1-6: CITY COUNCIL:**

The City Council:

- (A) Approves or disapproves any application for an amendment to the Zoning Ordinance, major variation pertaining to off-street parking and loading, special use (including a planned development), and unique use.

- (B) Approves or disapproves any combined application for a special use and variation(s) and any application for a major variation and a major variation pertaining to off-street parking and loading.
- (C) Hears and decides, through its Planning and Development Committee, any appeal from a decision of the Zoning Administrator regarding an application for a substitution for an existing special use and an application for a temporary use.
- (D) Take such other actions not delegated to other bodies that may be desirable and necessary to implement the provisions of this Ordinance.

**SECTION 4:** That Subsection 6-3-5-7(A) of the City Code is hereby further amended to read as follows:

- (A) Review Procedure: After determining that the special use application is complete pursuant to Section 6-3-3-1, the Zoning Administrator shall prepare and forward his written recommendation accompanied by the Design and Project Review Committee's written report to the Plan Commission, in the case of planned developments, and to the Zoning Board of Appeals for all other categories of special uses. At the same time, the Zoning Administrator shall, in the case of a planned development, cause notice of a public hearing before the Plan Commission to be published pursuant to Section 6-3-6-8. In the case of all other special uses, the Zoning Administrator shall cause notice of a public hearing before the Zoning Board of Appeals to be published not more than thirty (30) days nor less than fifteen (15) days before the date of the hearing. In addition, a sign shall be posted on the property for a minimum of ten (10) working days prior to the public hearing indicating the place, time and date of the hearing.

**SECTION 5:** That Subsection 6-3-6-7(A) of the City Code is hereby further amended to read as follows:

- (A) Pre-Application Conference: Prior to submitting a planned development application for approval, an applicant shall meet with the Zoning Administrator or his or her designee, the chairman of the Plan Commission and the Alderman of the ward in which the proposed planned development is located, or their designees in conjunction with the Design and Project Review Committee (DAPR). Where applicable, a representative of the Preservation Commission shall be present. The purpose of the conference is to enable the applicant to present the concept of the proposed planned development and to discuss the procedures and standards for planned development approval. The pre-application conference is intended to facilitate the filing and consideration of a complete application and no representation made by the Zoning Administrator, the DAPR or the representative of the Preservation Commission or Plan Commission during such conference or at any other time shall be binding upon

the City with respect to the application subsequently submitted. The Zoning Administrator shall schedule the pre-application conference with the Design and Project Review Committee within fifteen (15) calendar days after receiving the applicant's request.

**SECTION 6:** That Subsection 6-3-6-7(C) of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

- (C) Results of Pre-Application Conference: Following the pre-application conference, the Zoning Administrator and the Design and Project Review Committee shall be available to suggest modifications to the site plan as discussed during the pre-application conference. Within seven (7) calendar days, minutes of the pre-application conference shall be sent to the applicant and the Plan Commission and shall be made available upon request to interested parties by the Zoning Administrator.

**SECTION 7:** That Subsection 6-7-3(B) of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

- (B) Landscaping, screening and setbacks for the uses, equipment and accessories described in this Section shall be determined by the Design and Project Review Committee. However, buildings and structures that cover a ground area of less than nine (9) square feet shall be exempt from the landscaping, screening and yard requirements.

**SECTION 8:** That Subsection 6-7-4 of the City Code is hereby further amended to read as follows:

**6-7-4: MUNICIPAL USE EXEMPTION:**

Any governmental or proprietary function owned or operated by the City shall be a permitted use in any district. The City Council may approve buildings and structures owned and operated by the City that do not comply with all of the requirements of the underlying district, if they are necessary for the provision of desired City services and if the adverse impact on surrounding properties resulting from such noncompliance is minimized. Adverse impacts may be minimized by design, architectural treatment, screening, landscaping and/or placement on the lot. Such plan for reduction of adverse impact shall be subject to review by the Design and Project Review Committee.

**SECTION 9:** That Subsection 6-9-1-4 of the City Code hereby further amended to read as follows:

**6-9-1-4: SITE PLAN REVIEW:**

Applications for development approval for properties located within the business districts shall be subject to site plan review in accordance with the provisions of Chapter 3, "Implementation and Administration," of this Title and Title 4, Chapter 14, "Design and Project Review," of this code, as amended.

**SECTION 10:** That Subsection 6-9-1-9(B) of the City Code is hereby

further amended to read as follows:

- (B) Site Controls And Standards: The following site controls and standards are established to provide a regulatory framework that will promote excellence in site design. It is not intended to restrict or inhibit the Design and Project Review Committee or the applicant from applying other site design principles and standards that may be applicable to the planned development being proposed and that may be found in the City's "Manual Of Design Guidelines" or in common use by design professionals.
  - 1. The minimum area for a planned development established in a business district shall be as follows:

(a) B1	Ten thousand (10,000) square feet.
(b) B1a	Ten thousand (10,000) square feet.
(c) B2	Ten thousand (10,000) square feet.
(d) B3	None.

- 2. For all boundaries of the planned development abutting a residential property, there shall be provided a transition landscaped strip of at least ten (10) feet consisting of vegetative screening, fencing, or decorative walls in accordance with the "Manual Of Design Guidelines" and Chapter 17, "Landscaping And Screening," of this Title. The transition landscaped strip and its treatment shall be depicted on the required landscape plan submitted as part of the planned development application.
- 3. Walkways developed for a planned development shall form a logical, safe and convenient system for pedestrian access to all project facilities as well as any off site destination likely to attract substantial pedestrian traffic. Pedestrian ways shall not be used by other automotive traffic.
- 4. The location, construction, and operation of parking, loading areas, and service areas, shall be designed to avoid adverse effects on residential uses within or adjoining the development and, where possible, provide additional parking beyond that required for the planned development to service the business district in which it is located.

5. Principal vehicular access points shall be designed to permit smooth traffic flow with controlled turning movements and minimum hazards to vehicular and pedestrian traffic.
6. The planned development shall provide, if possible, for underground installation of utilities (including electricity and telephone) both in public ways and private extensions thereof. Provisions shall be made for acceptable design and construction of storm water control facilities, including grading, gutter, piping and treatment of turf and maintenance of facilities.
7. For every planned development there shall be provided a market feasibility statement that shall indicate the consumer market areas for all uses proposed in the development, the population potential of the area or areas to be served by the uses proposed and other pertinent information concerning the need or demand for such uses of land.
8. For every planned development involving structures exceeding a gross floor area of twenty thousand (20,000) square feet there shall be provided a traffic circulation impact study that shall show the effect of all proposed uses upon adjacent and nearby roads and highways. The study also shall show the amount and direction of anticipated traffic flow and clearly describe what road improvements and traffic control improvements might become necessary as a result of the construction of the proposed development.
9. The Zoning Administrator may, at his discretion, require of the applicant additional studies or impact analyses when he determines that a reasonable need for such investigation is indicated.

**SECTION 11:** That Subsection 6-12-1-3 of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

**6-12-1-3: ~~SITE PLAN DESIGN AND PROJECT REVIEW:~~**

Applications for development approval for properties located within the Research Park District shall be subject to Design and Project Review in accordance with the provisions of Chapter 3, "Implementation and Administration" of this Ordinance, and the separate Design and Project Review Ordinance, Ordinance No. 50-O-14, as amended.

**SECTION 12:** That Subsection 6-12-1-7(B) of the City Code is hereby further amended to read as follows:

- (B) Site Controls and Standards: The following site controls and standards are established to provide a regulatory framework that will promote excellence in site design. Their establishment is not intended to restrict or inhibit the Design and Project Review Committee or the applicant from applying other site design principles and standards that may be applicable to the planned development being proposed and that may be found in the research park master plan, the City's Manual of Design Guidelines, or in common use by design professionals.
1. The minimum area for a planned development established in the research park districts shall be nineteen thousand five hundred (19,500) square feet.
  2. For each planned development there shall be submitted a tree preservation statement evaluating each building site as to whether desirable tree stands or other natural features exist and can be preserved. The preservation statement shall be made part of the required landscape plan submitted as part of the planned development application.
  3. Walkways developed for a planned development shall form a logical, safe, and convenient system for pedestrian access to all dwelling units, all project facilities, as well as any off-site destination likely to attract substantial pedestrian traffic. Walkways, when used by substantial numbers of children as play areas, routes to school or other principal destinations, shall be so located and safeguarded as to minimize contacts with normal automobile traffic. Street crossings shall be located, designed, and marked to promote the utmost safety. If substantial bicycle traffic is anticipated, bicycle paths shall be incorporated into the walkway system. Pedestrian ways shall not be used by other automotive traffic.
  4. The location, construction and operation of parking, loading areas and service areas, shall be designed to avoid adverse effects on residential uses within or adjoining the development.
  5. Principal vehicular access points shall be designed to permit smooth traffic flow with controlled turning movements and minimum hazards to vehicular and pedestrian traffic.
  6. The planned development shall provide, if possible, for underground installation of utilities (including electricity and telephone) both in public ways and private extensions thereof. Provisions shall be made for acceptable design and construction of storm water facilities including grading, gutter, piping, and treatment of turf and maintenance of facilities.
  7. The Zoning Administrator may, at his discretion, require of the applicant additional studies or impact analyses when he determines that a reasonable need for such investigation is indicated.



**SECTION 13:** That Subsection 6-13-1-3 of the City Code is hereby further amended to read as follows:

**6-13-1-3: SITE PLAN REVIEW:**

Applications for development approval for properties within the transitional manufacturing districts shall be subject to site plan review in accordance with the provisions of Chapter 3, "Implementation And Administration," of this Title, and Title 4, Chapter 14, "Design and Project Review," of this code, as amended.

**SECTION 14:** That Subsection 6-13-1-10(B) of the City Code is hereby further amended to read as follows:

- (B) Site Controls and Standards: The following site controls and standards are established to provide a regulatory framework that will promote excellence in site design. Their establishment is not intended to restrict or inhibit the Design and Project Review Committee or the applicant from applying other site design principles and standards that may be applicable to the planned development being proposed and that may be found in the City's Manual of Design Guidelines or in common use by design professionals.
1. For planned developments incorporating residential uses a minimum of forty-five percent (45%) of the total gross area of the planned development shall be devoted to usable open space. Said open space and its proposed treatment shall be depicted on the required landscape plan submitted as part of the planned development application.
  2. For planned developments incorporating manufacturing uses said uses shall be conducted entirely within an enclosed building. Outdoor storage of merchandise or production material may be permitted, provided the storage area consists of no more than ten percent (10%) of the subject site and further provided that the storage area is completely enclosed by screened fences, walls or landscaping designed to a height and density to shield the storage area from view when viewed from off the site.
  3. For all boundaries of the planned development not immediately abutting a dedicated and improved public street, there shall be provided a transition landscaped strip of at least five percent (5%) of the average depth of the lot or twenty-five (25) feet, whichever is greater, consisting of vegetative screening, fencing, or decorative walls in accordance with the Manual of Design Guidelines and Chapter 17, "Landscaping and Screening." The transition landscaped strip and its treatment shall be depicted on the

required landscape plan and submitted as part of the planned development application.

4. Walkways developed for a planned development shall form a logical, safe and convenient system for pedestrian access to all project facilities as well as any off-site designation likely to attract substantial pedestrian traffic. Walkways designed to be used by substantial numbers of children as play areas, routes to school or other principal destinations shall be located and safeguarded to minimize contacts with normal automobile traffic. Street crossings shall be located, designed, and marked to promote the utmost safety. Pedestrian-ways shall not be used by other automotive traffic.
5. The location, construction and operation of parking, loading areas, and service areas, shall be designed to avoid adverse effects on residential uses within or adjoining the development and, where possible, provide additional parking beyond that required for the planned development to service the manufacturing district in which it is located.
6. Principal vehicular access points shall be designed to permit smooth traffic flow with controlled turning movements and minimum hazards to vehicular and pedestrian traffic. If the planned development employs local streets within the development, said streets shall not be connected to streets outside the development in such a way as to encourage their use by through traffic.
7. The planned development shall provide, if possible, for underground installation of utilities (including electricity and telephone) both in public ways and private extensions thereof. Provisions shall be made for acceptable design and construction of storm water control facilities including grading, gutter, piping, treatment of turf, and maintenance of facilities.
8. For every planned development involving twenty (20) dwelling units or more there shall be provided a market feasibility statement that shall indicate the consumer market areas for all uses proposed in the development, the population potential of the area or areas to be served by the uses proposed and other pertinent information concerning the need or demand for such uses of land.
9. For every planned development there shall be provided a traffic circulation impact study that shall show the effect of all proposed uses upon adjacent and nearby roads and highways. The study shall also show the amount and direction of anticipated traffic flow and clearly describe what road and traffic control improvements might become necessary as a result of the construction of the proposed development.

10. The Zoning Administrator may, at his discretion, require of the applicant additional studies or impact analyses when he determines that a reasonable need for such investigation is indicated.

**SECTION 15:** That Subsection 6-14-1-3 of the City Code is hereby further amended to read as follows:

**6-14-1-3: DESIGN AND PROJECT REVIEW:**

Applications for development approval for properties located within the industrial districts shall be subject to Design and Project Review in accordance with the provisions of Chapter 3, "Implementation and Administration" of this Ordinance, and the separate Design and Project Review Ordinance, Ordinance No. 50-O-14, as amended.

**SECTION 16:** That Subsection 6-14-1-10(B) of the City Code is hereby further amended to read as follows:

- (B) Site Controls and Standards: The following site controls and standards are established to provide a regulatory framework that will promote excellence in site design. Their establishment is not intended to restrict or inhibit the Design and Project Review Committee or the applicant from applying other site design principles and standards that may be applicable to the planned development being proposed and that may be found in the City's Manual of Design Guidelines or in common use by design professionals.
1. For all boundaries of the planned development immediately abutting a residential property there shall be provided a transition landscaped strip of at least five percent (5%) of the average depth of the lot or twenty (20) feet, whichever is greater, consisting of vegetative screening, fencing, or decorative walls in accordance with the Manual of Design Guidelines and Chapter 17, "Landscaping and Screening." The transition landscaped strip and its treatment shall be depicted on the required landscape plan submitted as part of the planned development application.
  2. Walkways developed for a planned development shall form a logical, safe and convenient system for pedestrian access to all project facilities as well as any off-site designation likely to attract substantial pedestrian traffic. Pedestrian-ways shall not be used by other automotive traffic.
  3. The location, construction and operation of parking, loading areas, and service areas, shall be designed to avoid adverse effects on residential uses within or adjoining the development and, where possible, provide additional parking beyond that required for the planned development to service the industrial district in which it is located.

4. Principal vehicular access points shall be designed to permit smooth traffic flow with controlled turning movements and minimum hazards to vehicular and pedestrian traffic. If the planned development employs local streets within the development, said streets shall not be connected to streets outside the development in such a way as to encourage their use by through traffic.
5. The planned development shall provide, if possible, for underground installation of utilities (including electricity and telephone) both in public ways and private extensions thereof. Provisions shall be made for acceptable design and construction of storm water control facilities including grading, gutter, piping, treatment of turf, and maintenance of facilities.
6. For every planned development there shall be provided a market feasibility statement that shall indicate the consumer market areas for all uses proposed in the development, the population potential of the area or areas to be served by the uses proposed, and other pertinent information concerning the need or demand for such uses of land.
7. For every planned development there shall be provided a traffic circulation impact study that shall show the effect of all proposed uses upon adjacent and nearby roads and highways. The study also shall show the amount and direction of anticipated traffic flow and clearly describe what road improvements and traffic control improvements might become necessary as result of the construction of the proposed development.
8. The Zoning Administrator may, at his discretion, require of the applicant additional studies or impact analyses when he determines that a reasonable need for such investigation is indicated.

**SECTION 17:** That Subsection 6-17-2-1 of the City Code is hereby further amended to read as follows:

**6-17-2-1: DESIGN AND PROJECT REVIEW COMMITTEE:**

- (A) The landscape guidelines set forth in this Chapter 17, "Landscaping and Screening," shall be implemented by the Design and Project Review Committee through the site plan review process described in Chapter 3, "Implementation and Administration" and set forth in the separate Design and Project Review Ordinance, Ordinance No. 50-O-14, as amended, a copy of which is included as Appendix E to this document.

- (B) The Design and Project Review Committee's interpretation of the landscape guidelines shall be consistent with the landscape standards contained in the Manual of Design Guidelines, described in Section 6-17-2-2 below.

**SECTION 18:** That Subsection 6-17-2-2 of the City Code is hereby further amended to read as follows:

**6-17-2-2: MANUAL OF DESIGN GUIDELINES:**

The Plan Commission shall prepare a Manual of Design Guidelines for review and approval by the City Council that shall be a separate document from this Ordinance. The Manual shall include detailed landscape design guidelines to assist developers in the preparation of landscape plans and the Design and Project Review Committee in its review of landscape plans. The detailed design guidelines contained in the Manual shall guide the Design and Project Review Committee in its implementation of the general landscape guidelines set forth in this Chapter 17, "Landscaping and Screening."

The scope of landscaping guidelines that shall be contained in the Manual of Design Guidelines is set forth in Section 6-17-2-3 below.

**SECTION 19:** That Subsection 6-17-3 of the City Code is hereby further amended to read as follows:

**6-17-3: LANDSCAPE PLAN:**

All landscape plans shall be prepared, and plant material installed and maintained, in accordance with the Manual of Design Guidelines. Upon application by the owner of the property to the Design and Project Review Committee through the Zoning Administrator, the Design and Project Review Committee may waive or modify any landscape requirements upon making a written finding that the strict application of such standard is not practicable in light of the dimensions of the site and the approved plan of development.

**SECTION 20:** That Subsection 6-17-9 of the City Code is hereby further amended to read as follows:

**6-17-9: APPEAL:**

An appeal of any decision of the Design and Project Review Committee in connection with its implementation of the landscape requirements of this Chapter 17, "Landscaping and Screening," may be made pursuant to Section 4-14-9 of this Code.

**SECTION 21:** That Section 6-18-3 of the City Code is hereby further amended to read as follows:

<p><b>DESIGN AND PROJECT REVIEW COMMITTEE (DAPR):</b></p>	<p>The committee addressed by ordinance 50-O-14, as amended, whose major purpose is to review development plans pursuant to the provisions of this Title.</p>
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**SECTION 22:** That Appendix E of Title 6 - Zoning of the City Code, is hereby further amended to read as follows:

**APPENDIX E DESIGN AND PROJECT REVIEW ORDINANCE**

See Title 4, Chapter 14 of this Code.

**SECTION 23:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 24:** If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

**SECTION 25:** This ordinance shall be in full force and effect from and after its passage, approval and publication in the manner provided by law.

**SECTION 26:** The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

Introduced: October 13, 2014

Approved:

Adopted: October 27, 2014

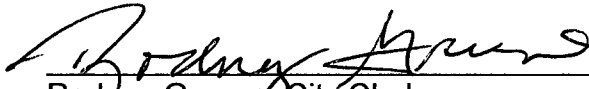
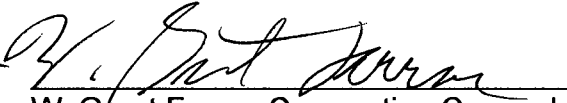
October 29, 2014



Elizabeth B. Tisdahl, Mayor

Attest:

Approved as to form:

  
Rodney Greene, City Clerk  
W. Grant Farrar, Corporation Counsel