

MEMORANDUM

TO: Chairman Wolfe and Members of the Ordinance Review Committee
Chairman Wolfe and Members of the Plan Commission

FROM: Bill Enright 
Deputy Director of Planning and Community Development

DATE: August 21, 2013

SUBJECT: Text Amendment to Chapter 28, Section 14.2-5
Design Review Process

Currently there are two processes for Design Review. One, a full review before the Design Commission and second, an Administrative Review negating the necessity to appear before the Design Commission.

Since April, the Planning & Community Development Staff have been discussing with the Design Commission a third review process for single-family homes. This new process would be a single-family approval for small rear yard additions on single-family homes. This approval allows small single-family additions to bypass the Design Review submittal and approval process and submit directly for Building Permit. In addition, small commercial building changes (such as a minor addition or minor change to the façade) do not require formal review, as this has been the practice since the Design Commission was established. Since this is a judgment call by Staff, there is no need for a formal application. Thus the text amendment includes these small commercial change as well in order to codify the practice. There would be no fee associated with projects that receive the waiver so long as they meet certain criteria. Elimination of the fee requires a minor amendment to Chapter 28 of the Municipal Code requiring a Public Hearing before the Plan Commission.

On June 25, 2013 the Design Commission made a motion to approve this new procedure for the single family homes and Planning & Community Development Staff have developed internal procedures and a simple one page application for the applicant. As a result of this change, there will now be three options for Design Review for Single-family homes.

Option 1, Full Design Commission Review: Typically significant additions or teardown in neighborhood of concern or the proposed home does not comply with the Village's Design Guidelines.

Option 2, Administrative Review: If the home complies with the Design Guidelines, is compatible and appropriate in the neighborhood and not in a neighborhood of concern, the home is administratively approved expediting the process and allowing the applicant to proceed directly to Building Permit. In 2012, 70% of the single-family Design Applications were administratively approved.

Option 3, Single-Family Design Approval for small rear yard additions: These would be one-story additions in the rear of the home, 300 square feet or less and would be reviewed by a simple one page application with no fee. The addition would still be reviewed for its design context with the existing home and neighborhood.

This new procedure went into effect July 1, 2013 and the above referenced code amendment is on page two of this memo. The text amendment is underlined.

Proposed Text Amendment

14.2-5 The Department of Planning & Community Development shall be the administrative contact to the Design Commission responsible for reviewing all petitions, making recommendations for changes or modification in design and providing assistance in interpreting the Design Guidelines. The Director or designee may determine that certain projects do not need formal Design Review, either by the Design Commission or Staff. Such projects may include small (approximately 300 square feet or less) one-story additions in the rear of homes, small commercial building changes, and similar small projects. Such determination will be made after review of a description of the project. The review will ensure the project is in compliance with the Design Guidelines, as applicable. In cases where the Village has determined that formal Design Review is not necessary, no Design Review fee will be charged.

Recommendation

The Staff Development Committee recommends approval of the proposed Chapter 28 text amendment regarding the Design Review Process.

C: Bill Dixon, Village Manager
All Department Directors