

FY 2024 Plan Commission/Zoning Board of Appeals Work Plan

INTRODUCTION

The Plan Commission (PC) consists of nine (9) and Zoning Board of Appeals (ZBA) consists of seven (7) volunteer members responsible for reviewing, making recommendations and/or making decisions on Sign and Zoning Ordinance text amendments, Comprehensive Plan, various land use, planning, zoning/rezoning and subdivision/land division applications, i.e., Planned Unit Development (PUD), PUD Amendment, Special Use Permit, Variation, Temporary Use Permit, Landscape Relief, Rezoning, etc. The PC also acts as a Stormwater Management and Flood Plain Oversight Committee in accordance with the DuPage County Stormwater Management Ordinance. The Work Plan identifies those special projects or assignments that have been directed by the City Council.

LEGEND FOR PRIORITIZATION OF WORK PLAN ELEMENTS

Tier One = High Priority Initiatives directed by the City Council. Expected to be accomplished with existing and budgeted resources.

Tier Two = Mandatory training required of Commission members. Outstanding text amendments to be considered. Expected to be accomplished with existing and budgeted resources.

Tier Three = Desirable and valuable initiatives or training recommended by the Commission. A work plan, which includes number of hours required by volunteer members and staff liaisons, costs associated or anticipated with the proposed initiative or training, and detailed execution plan (if appropriate) should accompany any items identified in this category as they are likely to require staff resources and funding that are not currently allocated.

Tier One – City Council Directed Initiatives

Hold formal public hearings (if applicable), review, and take action on all private zoning and development applications.

Estimated Staff Time: 184 hours for 4 staff members to staff PC/ZBA meetings, and approximately 230 hours to prepare for meetings

Estimated Annual Cost: \$4,370 PC/ZBA compensation plus staff time wage and benefits

Is this project/program ongoing? Yes NO

If Yes, Ongoing Annual Cost: \$4,370, plus staff time wage and benefits, and legal costs

Tier Two – Mandatory Training/Text Amendments

Hold formal public hearings, review and take action on all City-initiated projects, including Zoning Ordinance text amendments and long-term planning and policy development initiatives.

Estimated Staff Time: 50 hours to prepare meeting materials and coordinate public hearing activities

Estimated Annual Cost: \$1,000 public hearing, staff time wage and benefits, and \$50,000 in consulting costs

Is this project/program ongoing? Yes NO

If Yes, Ongoing Annual Cost: N/A

Specific Zoning Ordinance Text Amendments and long-term planning/policy development initiatives to be advanced in FY 2024 include:

1. Zoning Overlay District: This process has begun and is expected to continue through the first three quarters of FY 2024. This initiative involves engaging an outside zoning consultant to coordinate a public planning process that would involve the development and adoption of a new zoning overlay district that may include “form-based code” elements, which deemphasize “use” and density as the primary means of regulating land and instead focus on the form and aesthetic qualities (building height and bulk, façade treatments, the location of parking, and the relationship of the buildings to the street and to one another, etc.) of development. The end goal of this initiative is to have a Zoning Ordinance that encourages and more effectively accommodates traditional, town center, mixed-use, and missing middle housing projects in appropriate locations in and near the City’s Old Town/Civic Center Subarea. This project would likely culminate in a significant amendment to the City’s Zoning Ordinance.

2. Zoning Code Updates: The City anticipates continuing to review and recommend amendments to the Zoning Code, such as the possibly EV related items and possibly “identifying and revising code provisions that prevent new missing middle housing” and any other items needed to clean up, clarify, or improve in the Zoning Ordinance. Doing so will reduce (i) the need for private property owners to request variations, and (ii) the make the code more user friendly and easier to administer.

3. Evaluate the potential consolidation of the Plan Commission and Zoning Board of Appeals into a unified body: Recognizing the Plan Commission and Zoning Board of Appeals are made up of consistent members for the most part and meet at the same time and on the same days, there is an opportunity to evaluate if there is an opportunity to consolidate these two appointed commission to one and revise the code accordingly.

Tier Three – Desirable Initiatives or Training

PC Training

PC member attendance at focused, yet-to-be identified, voluntary professional development and training seminars directly related to their role and responsibility as a member of the PC.

Estimated Staff Time: 4 hours to coordinate training registration and payment

Estimated Annual Cost: \$750

Is this project/program ongoing? Yes NO

If Yes, Ongoing Annual Cost: \$750

Is an Execution Plan attached? Yes NO

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2024 WORK PLAN

- Work Plan does not account for impact of City staff or volunteer member turnover
- Work Plan does not account for unexpected issues that may take priority throughout the year