

**UNIFIED DEVELOPMENT ORDINANCE  
ADVISORY COMMITTEE MEETING**

Thursday, November 14, 2019 6:00pm  
City Hall Conference Room  
800 Game Farm Road, Yorkville, IL

The meeting was called to order at 6:00pm by Chairman Chris Funkhouser.

**Introductions**

Roll Call

The following answered present:

Chris Funkhouser, Alderman  
David Schultz, Engineer-HR Green  
Jeff Olson, PZC, Construction  
Billy McCue, Developer  
Daniel Transier, Alderman

Absent:

Deborah Horaz, Mike Torrence, Greg Marker, Matt Hively

Others Present:

Krysti Barksdale-Noble, Community Development Director  
Jason Engberg, Senior Planner  
Nick Davis, Hauseal Lavigne  
Jackie Wells, Hauseal Lavigne

**Review of Code Diagnostic Memorandum**

Mr. Davis said the committee would be reviewing the diagnostic memo and then engage in questions or comments. The intent of the memo is to provide an outline on how to move forward and the scope of the UDO. The first step is to review the Comprehensive Plan, bring the zoning codes up to speed and determine long range goals, etc. The second step is to review community outreach done to this point including challenges and feedback received by the consultants. The third step is discussion for the UDO proposal including reorganization information and recommended revisions.

First Step - Comprehensive Plan:

The first step is to review text and insure graphics represent what should be accomplished, maintain existing zoning standards and consistency. The Consultants will work with staff to amend zoning maps as needed. Ms. Noble said the UDO is a 2-year program and the city will be halfway through the Comprehensive Plan.

The Consultants will evaluate and enhance the downtown overlay district and carry forward the Form Based Code. They will encourage preservation and re-use of existing buildings, manage downtown parking and review landscaping standards. In general, they hope to make regulations easier to understand. Mr. Davis commented that he favors the Form Based Code, but not for the entire community. One of its challenges is administration of the Code. Promotion of sustainable designs will be encouraged along with modernized engineering designs and environmental standards, all of which will be folded into the revised language.

The development process will be streamlined and simplified to be understandable and checks and balances must be in place. A Conservation District will also be implemented. Public Works will be consulted regarding cul-de-sac designs, ways to reduce the amount of pavement, sustainable designs and road connections to future subdivisions.

### Second Step - Public Outreach

Ms. Wells opened the discussion for the Public Outreach. Feedback was received from this committee and also from developers. Some of the topics raised were: 1) Actual parking needed for various venues—not enough or too much, 2) clarification of landscape regulations, 3) improve and modernize lighting regulations, 4) rules for multi-tenant building signage, electronic message boards, temporary signs, LED signs, 5) subdivision standards with more open space, no cul-de-sacs or eyebrow streets, improved street layouts, conservation areas, 6) administration and enforcement—streamline all reviews and add administrative relief with level of public review and less need for committee reviews, 7) restart of dormant subdivisions with easier processes for developers, update PUD process to make less burdensome, use zoning code more instead of adding ordinances.

Ms. Wells asked for other feedback from committee members. Ms. Noble suggested adding the concept of accessory dwelling units particularly in the older parts of town. This could include living space converted from garages or attics. Chairman Funkhouser questioned allowing small spaces for this purpose, though he said garage conversions might be open for discussion.

Committee member Jeff Olson commented on the rationale for pie-shaped lots. Ms. Noble said a couple developers had extreme angles which created setback issues and the housing for the shape needing a variance or other relief. She said it would be better to avoid them unless there is adequate room for setbacks. Other issues raised with these lots is that the streets must be able to accommodate fire trucks and Public Works maintenance trucks. Chairman Funkhouser asked to have comparisons done with other communities for cul-de-sacs and eyebrow streets and he said he likes flexibility of lot sizes. Mr. Olson asked if smaller lots are needed to which Ms. Noble replied they would allow for a better return of investment for developers and reduce home costs. A deeper lot size would allow for less infrastructure in the front and the saved money could be put back into the actual home, said Mr. Funkhouser. He added that Naperville teardowns have zero lot lines. He said narrower lots don't allow for parking 2 cars, but perhaps parkway space could be used.

Mr. McCue noted there is a need for less expensive homes now and the national builders are building “boxes”. He suggested smaller lots and requirements for more architectural standards. He said national builders in Colorado are building beautiful smaller homes based on those standards.

Ms. Noble said sidewalks cost more to build and maintain than asphalt paths and Mr. McCue added that in one Oswego subdivision, the path is situated in the main section. He said as a builder, he knows the big equipment goes across the path and they have to do all repairs.

Regarding parking, Mr. Olson said there might not be adequate handicapped parking considering that baby boomers are reaching retirement age. And he added that parking lots like those in Target, might have too much parking. Mr. Funkhouser said consultants have studied market standards and have recommended balanced parking vs. requirements to avoid massive lots. More parking is needed downtown, he said. In Sugar Grove, parking is severely restricted on the streets at all times, added Mr. McCue.

### Third Step - Discussion for UDO Proposal

Ms. Wells gave a brief overview of the proposed UDO code, saying that many aspects need to be consolidated and streamlined. She said “General Provisions” is the opening section for all the titles. This format will allow for easier updates which would go through committee rather than a Public Hearing. Mr. Olson commented that he is in favor of giving more power to the staff to allow easier changes. Plain language will be used as well as less legal language, clearer graphics and use of Encode Plus. Mr. Davis added that simplified graphics, cross references to links and permit fee tables should also help. Definitions will all be in one section and by hovering over the definition, Encode Plus will give the ability to pop up other information. Encode will also display standards for types of developments.

The Use Standards will include tables specifying what type of use is permitted in which zones. Now the regulations are widely disbursed in the code, but the UDO will bring all of them together into a single table.

It was stated that signs cannot be regulated by content and this is supported by a court case. Lighting of the signs was also discussed.

Chairman Funkhouser said that a recent Neighborhood Design Manual should be rolled into the UDO also. An ordinance was done, however, it is a guide rather than requirement.

Subdivision Standards Comments: Mr. Davis said the recommendations included relocating administrative requirements for submission, modernizing and introducing new design standards, conservation design, road connectivity standards, open space requirements including incentivizing developers, coordinating with Public Works for road engineering design standards, aligning all application processes, and revising PUD regulations for better outcomes of master plan and Comprehensive Plan.

Mr. McCue asked if any communities encountered legal challenges when matters were handled by staff instead of committees and Council. Ms. Wells replied that there are standards for review which are legally defensible. Ms. Noble also noted there is an appeal process and there was an appeal last year that was won.

Mr. Davis said the Form Based Code applicability analysis will be incorporated into the UDO and that the overlay had not been adopted when they drafted this memo.

Appendix Comments: The committee members were all asked to read this.

### Comments and Questions

None

**Project Schedule and Next Steps**

Two steps are now completed: Project Initiation and Technical Analysis. The next phase will be the draft District Standards and Concepts which includes residential/agriculture district standards and commercial/industrial standards. This will be the next item to consider in February or March. The committee will also start looking at Special District Standards and a Proposed Zoning District Map. This will be presented to the public at a later time. It is hoped to send the draft of Chapter 3 to committee members at least 2 weeks prior to the next meeting after staff has a chance to review first.

Chairman Funkhouser asked the Consultants if there would be any implications for the UDO if the City became home-rule. The Consultants did not think so.

**Adjournment:**

There was no further business and the meeting adjourned at 7:12pm.

Transcribed from digital recording,  
Minutes respectfully submitted by Marlys Young, Minute Taker