

**UNIFIED DEVELOPMENT ORDINANCE
ADVISORY COMMITTEE MEETING**

Thursday, June 13, 2019 5:30pm

City Hall Council Chambers
800 Game Farm Road, Yorkville, IL

Welcome

The meeting was called to order at 5:32pm by Ms. Carly Petersen, Consultant with Houseal Lavigne & Associates, Chicago and she introduced her co-consultant, Ms. Jackie Wells. She thanked all for being part of this Advisory Committee and explained the purpose of the committee was to update the current development ordinance

Roll Call

The following answered present:

Chris Funkhouser, Public Safety, Alderman
Daniel Transier, Alderman
Deborah Horaz, PZC, White Oaks HOA
Jeff Olson, PZC, Construction
David Schultz, Engineer-HR Green
Billy McCue, Developer
Mike Torrence, Fire Marshal

Absent:

Greg Marker-Developer
Matt Hively, Landscape Owner

Others Present:

Krysti Barksdale-Noble, Community Development Director
Jason Engberg, Senior Planner
Pete Ratos, Code Official

Introduction of Staff, Consultants and Members

All those present introduced themselves.

Ms. Horaz moved to have Chris Funkhouser serve as Chairman of the committee and Mr. McCue seconded the motion. Roll call: Torrence-yes, McCue-yes, Schultz-yes, Olson-yes, Horaz-yes, Transier-yes, Funkhouser-present. Passed: 6-yes and 1-present.

Mr. Olson moved to have Ms. Horaz serve as Vice-Chairman and Alderman Transier seconded. Roll call: Funkhouser-yes, Transier-yes, Horaz-present, Olson-yes, Schultz-yes, McCue-yes, Torrence-yes. Passed: 6-yes and 1-present

Chairman Funkhouser then turned the meeting back over to Ms. Petersen.

Project Overview

a) Project Roles

Ms. Peterson explained the UDO is the tool which the Community Development Department uses to issues permits relating to land use development or subdivision control. The goal is to make sure documents are easy to understand, updated to modern standards and can be cross-referenced. Ms. Wells added that the sign ordinance will also be updated to bring it into compliance.

b) Scope of Project

Ms. Noble said this committee will be meeting over a 2-year period and a draft document is expected by the end of 2020. Houseal Lavigne has sub-contracted with Encode Plus for a smart code on-line feature, an interactive process including calculators and language linkable to definitions. There is a website for this project with access from the city website. Committee members can make comments by using a log-in to be provided.

This newly formed committee will give guidance and members have been chosen for their varied experience. A commercial workshop and subdivision ordinance control group met today with beneficial discussion.

c) Project Timeline

Ms. Peterson said tonight's meeting will be the end of step #1.

Step #2 will look at technical analysis and best practices. The Comprehensive Plan will be the overarching document if there are changes to the zoning code. Updates will be made to landscape ordinance, appearance code, zoning, stormwater management and the downtown overlay district will play a part. All the work that is completed here will be tracked vs. industry standards. Ms. Peterson discussed a new hybrid code to incorporate former types of codes and what works for Yorkville. Houseal Lavigne will present their findings in a diagnostic memo for review by staff and committee members. Ms. Wells explained what would be found in a diagnostic memo. Ms. Noble added that a text amendment will be adopted in the interim as the process moves forward and the city will be responsible for updates after Houseal Lavigne has finished their work. At the end of Step #2, new code language will be drafted to make sure it aligns with the Comp Plan and existing zoning map. The changes will be in Encode Plus format.

Step #4b: The committee will meet every 2-3 months to review pieces of the code.

Step #5: Review of national practices vs. local practices.

Step #6c: When regulations are in place, a meeting will be held to discuss the final document and hear comments. It will move forward for Public Hearings at PZC and then City Council. Jason Engberg is the designated point person. At the end of the process, it will be determined how to administer the new format, how to close out projects, specs for review etc.

Discussion of Topics/Issues

Questions and answers included: Alderman Transier asked if specific sections may be renumbered and refer to old chapter numbers. This will be addressed with the benefit of the smart code. Las Vegas is an example of a city that uses the smart code. When hovering over definitions, a pop-up box will provide an explanation. EncodePlus.com can also be referenced for examples. A link will be sent to the committee members for the Comp Plan. Mr. Olson asked if there will be a permit fee schedule. Ms. Noble said staff will try to provide that information. Chairman Funkhouser asked to have the ability to submit applications, etc. through the portal. Ms. Horaz asked how this information will be protected. Encode Plus has their own protections built in. For add-on features requested by committee members, Ms. Noble will ask Encode Plus. Mr. Olson asked that phone ability and a paper copy still be available. Mr. Schultz asked about the requirements from other agencies such as BKFD. YBSD will also be asked to enter their fees on the website. Alderman Funkhouser asked if GIS can be integrated. Mr. Engberg can make a website to include this information and Ms. Noble said the Enterprise Resource Program is hoped to be in place by this fall which would incorporate GIS.

It was noted that Greg Marker who was designated to be on the committee asked to step down.

The committee briefly discussed the changing footprint of land usage due to self-driving cars, double lanes for drive up restaurants and changing habits of consumers in general.

The committee will meet again in mid-September and Ms. Noble suggested that staff and committee members receive the revisions at the same time. Ms. Horaz asked if there would be sub-meetings for discussions and it was noted that comments can be uploaded to Encode Plus or sent to Ms. Noble or Mr. Engberg. The committee will determine if they wish to meet in smaller groups and will advise Ms. Peterson when they do. She handed out a worksheet to be returned to her or Ms. Wells.

Other comments included: the benefits to having user-friendly programs and to have all information consolidated, new format will use simple language, the volume of code might actually decrease, all definitions will be shown prior to the chapters and more transparency. Input has already been received from other city staff members.

Adjournment:

There was no further business and the meeting adjourned at 6:37pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker