

# ZONING ORDINANCE UPDATE



## SCOPE

### **Task General-1: Monthly Progress Report**

We will attend monthly meetings as requested with the Plan Commission.

### **Task 1-1: Branding, Website, Social Media, & Media Strategy**

We will create a project “brand” in this task, which will include a project logo and tagline. We will also create a project website that contains updates on the project status, all work products related to the project, drafts of the ordinance available for viewing and download, documentation of all public input, and feedback mechanisms.

Camiros will work with Oak Park to identify the most appropriate approach to web-based content for the project. Further, we seek to establish opportunities for virtual interaction and meetings through the use of the project website in terms of surveys, mapping, and opportunities for testing zoning ideas. We will work with Oak Park to utilize the Village’s social media links. As part of this task, we will also work with staff to establish a media strategy to ensure that the public is aware of this process and local officials are informed.

### **Task 1-2: Review of Existing Ordinance & Plans**

We will review all materials, including the existing ordinances and all policy documents, in order to understand the relationship between the current ordinances and existing plans and policies.

### **Task 1-3: Site Analysis**

Camiros will undertake field observations of current development and general cataloging of land uses by district.

### **Task 1-4: Stakeholder Interviews**

We will conduct a series of interviews with select public and private stakeholders. We will work with staff to determine how best to structure this public input with participants. Groups should include Village staff, representatives of Village boards and commissions, business interests, local activist groups, historic preservationists, realtors, developers, architects, neighborhood organization representatives, and others identified by staff. Two to three full days are allotted this task.

### **Task 1-5: Plan Commission Introduction**

We will present an overview of the process to the Plan Commission, which will conclude with an open discussion of major issues to be addressed within the new Ordinance.

### **Task 1-6: Village-Wide Town Hall Meeting**

We will conduct a town hall meeting to introduce the public to the project. We will highlight the key elements of the process, general direction of the project, highlight key issues heard to date, and allow for public input.

### **Task 1-7: Technical Review and Approaches Report**

Following these tasks, we will prepare a Technical Review and Approaches Report that identifies key problems, inconsistencies, omissions, and gaps between regulations and policies. More specifically, we will assess the following:

- » A technical analysis and evaluation of the current regulations
- » A sustainability audit of current zoning regulations
- » An analysis of how well the zoning districts match existing land uses and development patterns, and adopted future land use policies
- » How well the regulations implement established Village policy, and how well the regulations integrate with other ordinances and initiatives, including a summary of inconsistencies or inconsistencies
- » Where the regulations meet or fail to meet public expectations
- » A summary of “best practices” for key issues applicable in Oak Park

- » The general strengths and weaknesses of the existing regulations - especially structure, organization, clarity, ease of use, existing zoning districts and district standards, regulations of general applicability, definitions and procedures

Once key Village staff has reviewed and approved the report, and we have made all requested revisions, we will present the document to the Plan Commission.

***Task 1-8: Plan Commission Review***

We will present an overview of the report to the Plan Commission to receive their input. Once the Plan Commission has reviewed and approved the report, and we have made all requested revisions, we will present the document to the public.

***Task 1-9: Public Workshops***

We will present the findings of the Technical Review and Approaches Report to the public. Following an overview of the report, we will commence an open forum where participants can provide input and ask questions. Based on discussions with staff and the agreed upon public participation program, we would conduct a series of Village-wide public workshops organized to reach the largest audience possible. Two days are allotted this task.

***Task 2-1: Prepare Draft 1***

This is a work task used to prepare Draft 1. It will be a concentrated period in which we will craft the first draft.

***Task 2-2: Staff Review of Draft 1***

We will submit the draft Ordinance for key staff review. In this way, Village staff will gain familiarity and agreement as to the content and concepts within the draft prior to public release.

***Task 2-3: Prepare Draft 2***

This is a work task used to prepare Draft 2. All changes requested in Task 2-2 will be incorporated into Draft 2. Staff will confirm revisions prior to Task 2-4.

***Task 2-4: Plan Commission Review of Draft 2***

We will attend a series of review meetings with the Plan Commission to review Draft 2.

***Task 2-5: Detailed Review and Testing***

Testing and modeling of new regulations, as well as mapping, are the focus of this task. In addition, the need for more detailed review of proposed revisions in targeted areas may be revealed, and we will schedule additional public input opportunities as needed. Necessary workshops and charrettes will be conducted to determine or confirm new regulations and approaches.

***Task 2-6: Prepare Draft 3***

This is a work task used to prepare Draft 3. All requested changes will be incorporated into Draft 3.

***Task 2-7: Public Open Houses***

To allow for public input, we will conduct a series of public open houses. This would include a brief presentation of the new ordinance, followed by the open house format with "stations" for each major component of the ordinance that attendees can visit. This task would also include preparation of material to guide Ordinance users through the document as well as summarize key changes. Two days are allotted this task.

***Task 2-8: Presentation to Village Officials and Boards***

We will present Draft 3 to the Village Board and Zoning Board of Appeals to review the proposed Ordinance. This will allow for revisions to the public hearing draft that has staff, public, and official consensus.

***Task 3-1: Prepare Public Hearing Draft***

This is a work task used to prepare the public hearing draft. Staff will confirm revisions prior to Task 3-2.

***Task 3-2: Public Hearings***

We will present the new Ordinance at a series of public hearings before the Plan Commission. This task would also include updated material to guide users and summarize key changes.

***Task 3-3: Adoption***

We will attend the necessary meetings with the Village Board to see through the adoption of the final Ordinance. Following adoption, we will provide the final version of the Ordinance.

**Task 3-4: Web-Version**

An online version of the Ordinance will be created once the Village Board has adopted the final Ordinance. The final design of the Ordinance will be based on discussions with Village staff to ensure administrative ease of use.

**SCHEDULE**

Completion of Zoning Ordinance Update in 12 months from start date.

|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|--|---|---|---|---|---|---|---|---|---|----|----|----|
| G-1: Monthly Progress Report                           | X | X | X | X | X | X | X | X | X | X  | X  | X  |
| 1-1: Branding, Website, Social Media, & Media Strategy | X |   |   |   |   |   |   |   |   |    |    |    |
| 1-2: Review of Existing Ordinance & Plans              | X |   |   |   |   |   |   |   |   |    |    |    |
| 1-3: Site Analysis                                     | X |   |   |   |   |   |   |   |   |    |    |    |
| 1-4: Stakeholder Interviews                            |   | X |   |   |   |   |   |   |   |    |    |    |
| 1-5: Plan Commission Introduction                      |   | X |   |   |   |   |   |   |   |    |    |    |
| 1-6: Village-Wide Town Hall Meeting                    |   |   | X |   |   |   |   |   |   |    |    |    |
| 1-7: Technical Review and Approaches Report            |   |   | X | X |   |   |   |   |   |    |    |    |
| 1-8: Plan Commission Review                            |   |   |   | X |   |   |   |   |   |    |    |    |
| 1-9: Public Workshops                                  |   |   |   |   | X |   |   |   |   |    |    |    |
| 2-1: Prepare Draft 1                                   |   |   |   |   | X | X | X |   |   |    |    |    |
| 2-2: Staff Review of Draft 1                           |   |   |   |   |   |   | X |   |   |    |    |    |
| 2-3: Prepare Draft 2                                   |   |   |   |   |   |   | X | X |   |    |    |    |
| 2-4: Plan Commission Review of Draft 2                 |   |   |   |   |   |   |   | X | X |    |    |    |
| 2-5: Detailed Review and Testing                       |   |   |   |   |   |   |   | X | X |    |    |    |
| 2-6: Prepare Draft 3                                   |   |   |   |   |   |   |   |   | X |    |    |    |
| 2-7: Public Open Houses                                |   |   |   |   |   |   |   |   | X |    |    |    |
| 2-8: Presentation to Village Officials and Boards      |   |   |   |   |   |   |   |   | X |    |    |    |
| 3-1: Prepare Public Hearing Draft                      |   |   |   |   |   |   |   |   |   | X  |    |    |
| 3-2: Public Hearings                                   |   |   |   |   |   |   |   |   |   |    | X  |    |
| 3-3: Adoption  |   |   |   |   |   |   |   |   |   |    |    | X  |
| 3-4: Web-Version                                       |   |   |   |   |   |   |   |   |   |    |    | X  |

## EARLY ACTION PROJECT: MADISON STREET ZONING DISTRICT



### SCOPE

#### **Task 1: Site Analysis**

Camiros will undertake field observations of current development along Madison Street.

#### **Task 2: Stakeholder Interviews**

We will conduct a series of interviews with select public and private stakeholders. Groups should include Village staff, representatives of Village boards and commissions, Madison Street property owners, residents adjacent to Madison Street, and business owners. One full day is allotted this task.

#### **Task 3: Framework Report**

Based on site analysis and public input, we will prepare a Framework Report that identifies key issues in the Madison Street corridor, key zoning issues, and presents a framework and approaches for a new district for Madison Street. Once key Village staff has reviewed and approved the report, and we have made all requested revisions, we will present the document to the Plan Commission.

#### **Task 4: Plan Commission Review**

We will present an overview of the report to the Plan Commission to receive their input.

#### **Task 5: Prepare Madison Street Zoning District Draft 1**

This is a work task used to prepare Draft 1. It will be a concentrated period in which we will craft the first draft.

#### **Task 6: Staff Review of Draft 1**

We will submit the draft Madison Street Zoning District for key staff review.

#### **Task 7: Prepare Draft 2**

This is a work task used to prepare Draft 2. All changes requested in Task 6 will be incorporated into Draft 2.

#### **Task 8: Plan Commission Review of Draft 2**

We will attend review meetings with the Plan Commission to review Draft 2.

#### **Task 9: Prepare Public Hearing Draft**

This is a work task used to prepare the public hearing draft. Staff will confirm revisions prior to Task 10.

#### **Task 10: Public Hearings**

We will present the new Madison Street Zoning District at a public hearing before the Plan Commission.

#### **Task 11: Adoption**

We will attend the necessary meetings with the Village Board to see through the adoption of the final Madison Street Zoning District. Following adoption, we will provide the final version of the district.

**SCHEDULE**

Completion of Madison Street Zoning District in 5 months from start date.

|   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|---|----------|----------|----------|----------|----------|
| Task 1: Site Analysis                         | <b>X</b> |          |          |          |          |
| Task 2: Stakeholder Interviews                | <b>X</b> |          |          |          |          |
| Task 3: Framework Report                      | <b>X</b> |          |          |          |          |
| Task 4: Plan Commission Review                |          | <b>X</b> |          |          |          |
| Task 5: Prepare Madison Street Zoning Draft 1 |          | <b>X</b> |          |          |          |
| Task 6: Staff Review of Draft 1               |          | <b>X</b> |          |          |          |
| Task 7: Prepare Draft 2                       |          |          | <b>X</b> |          |          |
| Task 8: Plan Commission Review of Draft 2     |          |          | <b>X</b> |          |          |
| Task 9: Prepare Public Hearing Draft          |          |          |          | <b>X</b> |          |
| Task 10: Public Hearings                      |          |          |          | <b>X</b> |          |
| Task 11: Adoption                             |          |          |          |          | <b>X</b> |