

**MINUTES OF A SPECIAL COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
November 6, 2023**

CALL TO ORDER

President Ryan Kauffman called the meeting to order at 6:05 p.m.

ROLL CALL

Board Members Physically Present: President Ryan Kauffman; Trustees Tom Guist, Kit Kuhrt, Karin McCarthy-Lange, Karen Novy, Jennifer Jones Sinnott, and Andrew Torres.

Staff Physically Present: Dan Di Santo, Village Administrator; Tina Touchette, Village Clerk; Rod Zenner, Community Development Services Director; Rachel Riemenschneider, Planner; Madeleine Trinco, Management Analyst; and David Silverman, Village Attorney.

PUBLIC FORUM

Public Forum was opened at 6:05 p.m. There was no one who requested to speak. The public forum was closed at 6:05 p.m.

OLD BUSINESS

F.1 Overview of the Unified Development Ordinance (UDO)

Director Zenner provided a follow-up from the review of the UDO at the September 5th Board meeting. He provided additional information on items discussed at the September 5th meeting.

• **Street Widths**

- The Village Code currently requires local streets to be 33 feet in width with parking allowed on each side of the street.
- In the past, the Village has allowed for 28-foot-wide streets as a part of several developments, but limited parking to one side of the street.

- Current Code and UDO says 33-foot wide
- If a developer wants 28-foot, they will need a variance or a PUD
- 28-foot wide provides a wider travel path, but limits parking to one side of the street.



- On 33-foot-wide streets, parking is allowed on each side of the street
- A parking lane of 9-feet allows 15-feet for the two travel lanes

- On a 28-foot-wide street, parking is limited to one side of the street which allows 19-feet for the two lanes of traffic

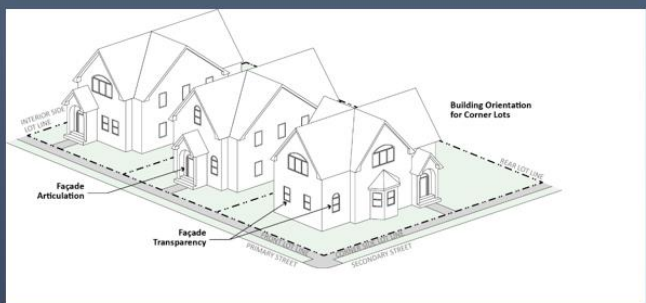
• Street Widths

- The current Code and UDO have a minimum road width of 33 feet.
- If a developer wishes to reduce the width to 28 feet, they would need to process a PUD or variance to allow for a 28-foot-wide street.
- Another option would be to allow 28-foot-wide streets.

Board and staff discussion focused on larger streets with a two-way drive-thru; no parking overnight ban; other towns have wider streets; 32-33 feet is standard; unsure which option is safer; costs to maintain are higher; variances have been given to the past projects; staff recommends 28-foot with parking on one side; has been this way for 20 years; 28-feet is cheaper for the developer; 33-feet more expensive for the Village to maintain; Planning & Zoning Commission did not have discussion on this item; emergency vehicle access; no parking signs are already installed, but people don't follow; access points; smaller roads versus larger lots; examples of subdivisions provided for 28-foot and 33-foot. Board consensus- 33-foot. There was no further discussion.

Single Family Architecture

Establishing criteria to review single-family residential homes



The UDO calls for minimum design standards for single family homes. In the past, the Village has been hands off on single family architecture. The UDO establishes a minimum criteria of ten (10) items such as façade articulation, windows, and garage setback.

- Staff pulled 21 random elevations of homes to see how the criteria related to homes that are being built in Oswego

Single Family Architecture

- Front Articulation = 21 out of 21
- Corner Side Yard Articulation = 3 out of 21
- 1 window on the front = 21 out of 21
- 1 window on the side = 19 out of 21
- 1 window on the rear = 21 out of 21

Single Family Architecture

- 10% windows on the front = 19 out of 21
- 10% windows on the corner side = 6 out of 21
- 5% windows on the side = 11 out of 21
- 5% windows on the rear = 21 out of 21
- 5-foot garage setback = 1 out of 21

The Village currently meets or exceeds many of the categories. These are the four criteria where the Village does not meet the criteria:

Single Family Architecture

The UDO Code would have the greatest impact on the following:

- Corner side yard articulation
- 10% windows on corner side yards
- 5% windows on side yards
- Garage set back 5 feet from the front of the house

- Staff thinks that some criteria is beneficial
- Does the Board want to establish minimum criteria? Will require additional staff time to review each single family residential home
- Is it beneficial to meet the four criteria if we are meeting the other criteria?

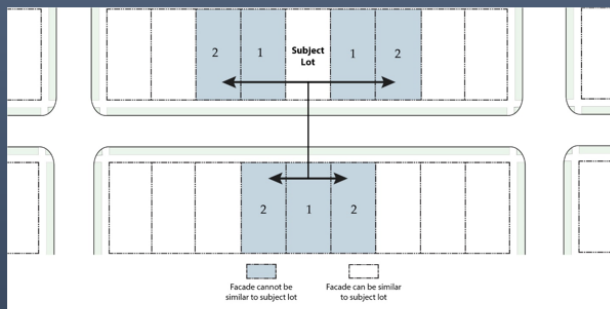
Board and staff discussion focused on not in agreeance with anything that requires staff's need to inspect and enforce; shouldn't look at increasing responsibility on staff; take measurements from plans; staff does this now on multi-family but not on single family. Board consensus- staff recommendation. There was no further discussion.

Anti-Monotony

Two options to implement

Staff can review for anti-Monotony

Require developer to review
As part of annexation
agreement



- Anti-monotony regulation requires staff to review the elevations of up to eight surrounding homes to see if it meets the criteria that they are different enough to the neighbors.
- Staff would need to pull surrounding house plans to compare. Staff estimates that each house could take up to 2.5 hours to pull the plans for comparison.

- Option: have it part of an annexation agreement. The developer would oversee the requirement and ensure compliance. This has been done previously with the Churchill subdivision.

Criteria

- a. Number of stories.
- b. Architectural style, such as craftsman, prairie, or ranch.
- c. Shape and dimensions of the front façade.
- d. Color palettes and materials for walls, trim, and roofs.
- e. Placement, size and style of doors and windows.
- f. Roofline, roof pitch, and the number and location of dormers.
- g. Location and proportion of front porches.
- h. Location and proportion of garages and garage doors, if included on the front façade.

Board and staff discussion focused on developer will do their own policing; include penalty in the annexation agreement; four criteria would need to be different; can't fine through an annexation agreement; could make the developer change to fit the criteria; working with developers; never had to deal with non-compliance. Board consensus- staff recommendation. There was no further discussion.

• **Section 9: Uses**

- Page 110-112 contains a table of proposed and special uses based on the zoning district. After the table is a list of standards for approval of specific uses.

The UDO created a table that identifies types of uses and where they are permitted by right, permitted as a special use, or not permitted. The list is more general in description from the current code which allows the Village to group like uses together to accommodate all types of uses.

Principal Uses and Structures	A-1	R-1	R-2	R-3	R-4	R-5	D-1	B-1	M-1	Use Standards
Residential										
Community Residence (Large)					P	P				See 9.02.B.9
Community Residence (Small)		P	P	P	P	P				See 9.02.B.9
Dwelling Above the Ground Floor							P	P		None
Live/Work Dwelling							P			See 9.02.B.20
Mobile Home Dwelling		S	S	S	S	S				None
Residential Care Facility			S	S	S	S	S	S		None
Single-Unit Dwelling	P	P	P	P	S	S	S			None
Two-Unit Dwelling		S	S	P	P	P	S			None
Three-Unit Dwelling		S	S	P	P	P	S			None
Four-Unit Dwelling		S	S	P	P	P	S			None
Townhouse Dwelling		S	S	P	P	P	S			None
Multiple-Unit Dwelling		S	S	S	P	P	S			None
Civic and Institutional										
Cemetery	S	S	S	S	S	S				None
College or University		S	S	S	S	S	S	S		None
Community Garden		P	P	P	P	P	P	S		See 9.02.B.8
Cultural Facility		P	P	P	P	P	P	P		None
Elementary, Middle, or High School		P	P	P	P	P		S		See 9.02.B.15
Government Facility	P	P	P	P	P	P	P	P	P	See 9.02.B.17
Hospital								S		None
Park	P	P	P	P	P	P	P	P	P	None
Place of Worship (Large)		S	S	S	S	S	S	S	S	See 9.02.B.27

Principal Uses and Structures	A-1	R-1	R-2	R-3	R-4	R-5	D-1	B-1	M-1	Use Standards
Place of Worship (Small)		S	S	S	S	S	S	S	S	See 9.02.B.27
Vocational School		S	S	S	S	S	S	S	S	See 9.02.B.15
Commercial	A-1	R-1	R-2	R-3	R-4	R-5	D-1	B-1	M-1	Use Standards
Adult Use									S	See 9.02.B.1
Agritourism	P									See 9.02.B.2
Animal Boarding, Hospital, or Shelter								S	S	See 9.02.B.3
Bar/Tavern							P	P		None
Bee Colony	P									See 9.02.B.4
Body Art Establishment								S	S	None
Camp		S	S							See 9.02.B.5
Cannabis Craft Grower								S	S	See 9.02.B.6
Cannabis Dispensary								S	S	See 9.02.B.6
Car Wash								P		See 9.02.B.7
Corner Store			S	S	S	S				See 9.02.B.10
Currency Exchange								S		See 9.02.B.13
Day Care Center							S	P		See 9.02.B.12
Day Care Home		S	S	S	S	S				See 9.02.B.13
Drive-Through Facility							S	P		See 9.02.B.14
Event Space	S						S	P		None
Financial Institution							P	P		None
Funeral Home/Crematory								P		None
Garden Center								P	S	None
Gas Station							S	P		See 9.02.B.16
Golf Course		S	S	S						None
Hotel/Motel							S	P		None
Indoor Entertainment (Large)							S	S	S	See 9.02.B.18
Indoor Entertainment (Small)							S	S	S	See 9.02.B.18
Indoor Recreation							S	P	S	See 9.02.B.18
Laundromat								P		None
Massage Therapy Establishment							P	P		None
Microbrewery, Microdistillery, or Microwinery							P	P	S	None
Motor Vehicle Operations Facility									P	See 9.02.B.21
Motor Vehicle Rental								S		See 9.02.B.22
Motor Vehicle Repair and/or Service								P	P	See 9.02.B.22
Motor Vehicle Repair and/or Service Body Shop								S	P	See 9.02.B.21
Motor Vehicle Sales								S	S	See 9.02.B.22
Outdoor Dining							P	P		See 9.02.B.23
Outdoor Entertainment							S	S		See 9.02.B.24
Outdoor Recreation							S	S		See 9.02.B.24
Outdoor Storage Area								S	S	See 9.02.B.25
Pawn Shop								S		See 9.02.B.11
Payday or Title Loan Establishment								S		See 9.02.B.11
Personal Services Establishment							P	P		None
Professional Office							P	P	P	None
Research/Development Facility									P	None
Restaurant							P	P		None
Retail Goods Establishment							P	P	P	None
Self-Service Storage								S	S	None
Video Gaming Establishment								S		See 9.02.B.32
Manufacturing	A-1	R-1	R-2	R-3	R-4	R-5	D-1	B-1	M-1	Use Standards
Cannabis Cultivation Center									S	See 9.02.B.6
Cannabis Infuser									S	See 9.02.B.6
Cannabis Processor									S	See 9.02.B.6
Cannabis Transporter									S	See 9.02.B.6

Principal Uses and Structures	A-1	R-1	R-2	R-3	R-4	R-5	D-1	B-1	M-1	Use Standards
Heavy Manufacturing									S	None
Landscape Business									P	See 9.02.B.19
Light Manufacturing								S	P	None
Machinery and Equipment Sales and Rental								S	P	None
Resource Extraction									S	None
Warehousing, Storage, or Distribution Facility									P	None
Other Uses	A-1	R-1	R-2	R-3	R-4	R-5	D-1	B-1	M-1	Use Standards
Agricultural Use	P									None
Club, Lodge, or Hall							S	S	S	None
Parking Garage (Primary Use)							S			None
Parking Lot (Primary Use)							S			See 9.02.B.26
Planned Unit Development	S	S	S	S	S	S	S	S	S	See 9.02.B.28
Stable – Commercial	P	S								None
Train Station							S	S		None
Utility	S	S	S	S	S	S	S	S	S	See 9.02.B.29
Utility-Scale Solar Energy System	S								S	See 9.02.B.30
Utility-Scale Wind Energy System	S								S	See 9.02.B.31
Wireless Telecommunication Facility	S	S	S	S	S	S	S	S	S	See 9.02.B.33
Wireless Telecommunication Tower	S	S	S	S	S	S	S	S	S	See 9.02.B.33

- **Current**
- Mobile Home Park allowed in R4 as a Special Use
- 2, 3, 4, unit and townhomes in the R-3 and R-4
- Places of worship permitted in R-1
- Proposed
- Special use in R-1, R-2, and R-3
- Special Use in the R-1, R-2, R-3
- Special Use in the M-1

- **Current**
- Vocational schools in the B District
- Camp as Special Use in R-1
- Corner Store not permitted
- Proposed
- Special use all districts, not permitted in B or M District
- Special use in R-2
- Special use in the R Districts

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| • Current | • Proposed |
| • Drive thru permitted | • Special use in the Downtown district |
| • Golf Course permitted in R Districts | • Special use in R-2 and R-3 |
| • Motor Vehicle Rental permitted in M | • Special use in B, not allowed in the M District |

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| • Current | • Proposed |
| • Vehicle sales permitted in B-3 | • Special use in the B district |
| • Video gaming permitted in B | • Special use in B |
| • Parking lot permitted in M | • Special use in Downtown, not permitted in M |

Board and staff discussion focused on R-4 is typically higher density; 2, 3, & 4 units are stacked units; get a lot of requests for churches in M-1; no corner stores in R district; no drive thru in downtown; motor vehicle rentals allowed as special use in B & M; B district is not downtown; vehicle sales allowed as special use in B & M; video gaming cafes or gaming as the principal use will require a special use in all districts; parking lots not permitted in M districts because it's not productive and is a wasted use; there is a demand for parking lots; parking lots allowed as a special use in downtown and M districts; Board consensus- staff recommendation except for the following:

- Corner stores not recommended in R district
- Drive thru not recommended in downtown
- Rental vehicle requires a special use in B & M districts
- Vehicle sales requires a special use in B & M districts
- Video gaming café (gaming as the principal use) requires a special use in all districts
- Free parking lot requires a special use in downtown and M district

There was no further discussion.

• Accessory Uses

- Page 121 contains a table of proposed accessory uses that are either allowed “A” or are allowed with a building permit “BP”

Accessory Uses and Structures	A-1	R-1	R-2	R-3	R-4	R-5	D-1	B-1	M-1	Use Standards
Accessibility Ramp	BP	BP	BP	BP	BP	BP	BP	BP	BP	None
Accessory Dwelling Unit	BP	BP	BP	BP	BP	BP	BP			See 9.03.C.1
Arbor or Trellis	BP	BP	BP	BP	BP	BP	BP	BP	BP	None
Awning or Canopy	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.2
Balcony	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.3
Ball Court	BP	BP	BP	BP	BP	BP				See 9.03.C.4
Bay Window	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.5
Blue Roof or Green Roof	BP	BP	BP	BP	BP	BP	BP	BP	BP	None
Cabana, Gazebo, or Pergola	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.6
Chicken Coop		BP	BP	BP						See 9.03.C.7
Chimney	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.8
Community Library Kiosk	A	A	A	A	A					See 9.03.C.9
Compost Bin	A	A	A	A	A	A	A	A	A	See 9.03.C.10
Deck	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.11
Dog Run	A	A	A	A	A	A		A	A	See 9.03.C.12
Eave, Gutter, Sill, or Cornice	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.13
Electrical Generator	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.14
Electric Vehicle Charging Station	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.15
Fence	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.16
Flagpole	A	A	A	A	A	A	A	A	A	See 9.03.C.17
Garage	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.18
Garbage Receptacles and Enclosures	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.19
Garden	A	A	A	A	A	A	A	A	A	See 9.03.C.20
Greenhouse	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.21
Home-Based Business	A	A	A	A	A	A	A			See 9.03.C.22
Hoophouse	A	A	A	A	A	A	A	A	A	See 9.03.C.23
Hot Tub	BP	BP	BP	BP	BP	BP	BP	BP		See 9.03.C.40
Mechanical Equipment	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.24
Outdoor Fireplace or Fire Pit	BP	BP	BP	BP	BP	BP	BP	BP		See 9.03.C.25
Outdoor Sales and Display Area							BP	BP	BP	See 9.03.C.26
Patio	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.27
Porch	BP	BP	BP	BP	BP	BP	BP	BP		See 9.03.C.28
Rain Barrel or Rainwater Cistern	A	A	A	A	A	A	A	A	A	None
Rain Garden	A	A	A	A	A	A	A	A	A	See 9.03.C.29
Recreation Equipment	A	A	A	A	A	A	A	A	A	See 9.03.C.30
Refuse, Recycling, or Grease Container	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.31
Satellite Dish	A	A	A	A	A	A	A	A	A	See 9.03.C.32
Service Walk		BP	BP	BP	BP	BP	BP			See 9.03.C.33
Shed	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.34
Small Wind Energy System (Building-Mounted)	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.35
Small Wind Energy System (Ground-Mounted)	BP							BP	BP	See 9.03.C.36
Solar Energy System (Building-Mounted)	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.37
Solar Energy System (Ground-Mounted)	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.38
Stairs or Stoop	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.39
Swimming Pool	BP	BP	BP	BP	BP	BP	BP	BP		See 9.03.C.40
Treehouse	BP	BP	BP	BP	BP	BP				See 9.03.C.41

Accessory Uses and Structures	A-1	R-1	R-2	R-3	R-4	R-5	D-1	B-1	M-1	Use Standards
Wall	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.16
White Roof	A	A	A	A	A	A	A	A	A	See 9.03.C.42
Wireless Telecommunication Antenna	BP	BP	BP	BP	BP	BP	BP	BP	BP	See 9.03.C.43
Wireless Telecommunication Small Cell	BP	BP	BP	BP	BP	BP	BP	BP	BP	None

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| <ul style="list-style-type: none"> • Current • Accessory Dwelling Unit – Not allowed • Fences – allowed but have to be 1-2 feet from the property line unless neighbor provides permission • Attached garages have to meet setbacks | <ul style="list-style-type: none"> • Proposed • Allowed with a building permit • Can be placed on the property line • Attached garages have to meet setbacks and be 5 feet back from the front of a house. |
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- Accessory dwelling units (second residential unit in a home) are not allowed unless it is zoned for duplex or more. The UDO would allow them in any residential district.
- Fences require 1-2 feet from the property line except when they have permission from the neighbor. UDO allows them on the property line.
- In the UDO, attached garages must be set back 5 feet from the front of the house.

Board and staff discussion focused on staff not allowing dwelling or allowing as a special use; HOA's will govern most of the uses; thinking about future developments; dwellings need a separate entrance; "she-sheds" are ok; no plumbing allowed; needs to be part of the house to not be considered a dwelling; how home businesses are regulated. Board consensus- dwellings not allowed. Fences have been a nightmare for staff; need neighbors signature of agreement; concerns with trespassing; what if someone doesn't want a fence; who decides who maintains the fence; off the property line by an inch; HOA can have rules more restrictive; can't take care of the space between the fences; not getting a choice on the type of fence; can always come back and change, if needed. Board consensus (fence)- staff recommendation. Board consensus (garage setbacks)- staff recommendation. There was no further discussion.

- Section 10: Off Street Parking Standards
- The Current Code provides a minimum parking requirement based on the proposed use. The draft UDO proposes in many instances no minimum parking requirement but a maximum parking requirement.
- The UDO requires 1 electric charging station per 8 parking spaces for multi-family residences

- The current Code has a minimum parking requirement.
- The UDO proposes no minimum parking and a maximum parking requirement. The UDO also requires one electric charging space for every 8 multi-family parking spaces.

- CMAP believes that commercial users know their parking requirements more than the Codes do.

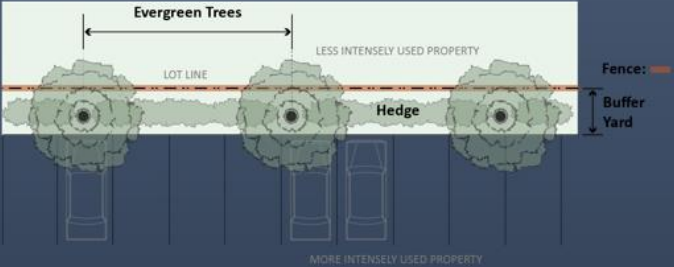
Board and staff discussion focused on not doing minimum parking requirements; market should provide the demand for maximum parking requirements; would require a variance; maintaining current standards. Board consensus- maintaining current standards. State law is now regulating infrastructure to be put in for electric vehicles; difficult for charging at apartments; technology exceeding demand; let market demand handle; plenty of places in town to charge; whatever we do it will probably change; monitor and come back if a change is needed; not required in retail areas; businesses should decide if they want charging stations; grants available for downtown areas; more incentives. Board consensus- staff recommendation. There was no further discussion.

- Section 11: Landscape Standards
 - The UDO requires parking lots to provide 40% coverage of a parking lot.



- The UDO proposes parking lots have 40% coverage at full maturity
 - Need to know how big that tree will be
 - Need to calculate the area compared to the parking lot
 - Staff can calculate, but petitioners may not be able to
- Current Code requires one tree per landscape island and around the perimeter
 - Current Code is easier to regulate

- Section 11: Landscape Standards
 - The Current Code requires landscape bufferyards based on the types of uses and space provided. The proposed UDO establishes 1 type of bufferyard and it is used only when residential and non-residential are directly adjacent to each other.
 - The UDO requirement is a single row of trees and shrubs and a fence



- Current code requires landscape bufferyards based on the types of uses and the space provided ranging from bufferyard type A to bufferyard type E.
- UDO proposes a single bufferyard for all bufferyards only when a non-residential use is directly adjacent to a residential use.

- If there is a road in between, no buffer is required
- Requires a row of hedges, evergreen trees, and a fence
- Staff believes this does not provide a healthy variety of species, and evergreen trees are not an appropriate choice adjacent to parking lots.

Board and staff discussion focused on 40% will require more islands and decrease parking spaces; grants for urban forestry plan; limitation of five species; perimeter requirements and not being able to see around growth; code enforcement will enforce; will cost developers more money; staff can look at what other communities are doing and bring back for a follow-up; every ten spaces for an island.

Village Board and staff took a break at 7:22 p.m.

Village Board and staff returned to the meeting at 7:29 p.m.

Additional discussion focused on no ordinance requirements for irrigation; whether other communities have irrigation requirements; have regulations for irrigation. No Board consensus on parking lot landscape standards. Staff prefers what we have now; under the UDO, there is no bufferyard requirement if residential is next to commercial. Board consensus (bufferyards)- staff recommendation. There was no further discussion.

- Section 12: Signs
 - The proposed sign code is similar to the Village's current Sign Regulations
 - If the Village wanted to explore revising the temporary sign requirements, it can be accommodated with this document

- UDO removes comments (content of a sign)
- Content of a sign is not regulated.
- Can address temporary signs with this code
 - Previous Board discussions included reducing or eliminating temporary signage
- Current code allows 14 days 4 times a year

Board and staff discussion focused on could be an issue with corporate logos; can make temporary sign changes now; grand opening sign for 80 days; could have a content issue; new residential subdivisions can have flags up until it is 80-90% occupied per the annexation agreements; allow leeway for grand openings, but not for 80 days; abuse of signage; being used for advertising; banners can be used as permanent signage for businesses; getting rid of temporary signage all together; need a reason to treat one business different from another; think of businesses in town; be mindful of events in town; increase fines on non-permitted signs; requirements for fines; cannot regulate speech on signs; numerous businesses abuse the use of signs; allow new businesses 14 days for grand opening; sale signs; creating a uniform permit process; doing research on what other communities are doing for the types of signs; downtown has separate requirements; signs at dealerships; types of signs; whether the frequency should be none or lessened for existing businesses; code enforcement will enforce; staff time required; getting rid of feather and flag signs; need an ordinance that works with discretion; new businesses allowed a temporary sign for 30 days; feather signs removed as part of annexation agreements; realtor signs permitted unless they are large; include gas stations and dealerships in the research; increase the fee for temporary signs. No Board consensus. There was no further discussion.

Other UDO Items Discussed

Final Plats- streamlining the process, staff recommended final plats go directly to the Village Board instead of going to the Planning and Zoning Commission (PZC) first. Board consensus- staff recommendation.

Site Plans- staff recommendation would be to review the site plans and approve or deny; plans would not go to PZC or the Village Board; allows for faster review with commercial development coming in faster; give opportunity for the public to weigh-in; if they meet the standards, conditions, and requirements, we can't say no. Board consensus- staff recommendation.

Administrative Adjustments- staff recommendation would be to review and approve on the staff level; would not need to go through a variance process with the PZC and Village Board; whether there is a charge for a variance. Board consensus- staff recommendation.

Temporary Uses- no time frame; time needs to be added; staff recommends temporary uses be allowed by staff approval. Board consensus- staff recommendation.

PUD- shouldn't need a PUD for everything; if asking for something different from Code, then it goes to the Village Board; if approving a preliminary PUD we can have it come back, or can add language into PUD to have it come back; staff recommends the review of site plans by staff versus a PUD. Board consensus- staff recommendation.

Mid-Block Break- maintained by subdivision; staff recommends the proposed change requiring a mid-block pedestrian access for blocks longer than 1,200 feet. Board consensus- staff recommendation.

Cul-de-sac- maintenance and plowing by contractors; how to determine or discourage; staff recommends the proposed change to discourage cul-de-sacs. Board consensus- staff recommendation.

Residential Districts- staff recommends going from six districts to five districts. Board consensus- staff recommendation.

Commercial Districts- combining districts; concerns with certain businesses next to each other; staff recommends combining and streamlining to two districts. Board consensus- staff recommendation.

Lot Size- keep at 10,000; market is setting the standards; 7,000 is what developers are doing; setbacks stay the way they are; staff recommends 7,000 sq. ft. Board consensus- 10,000 sq. ft and 75-foot width or proportional.

Residential Design Requirements- staff recommends the single-family design standards not be part of the UDO; design standards for multi-family developments should be part of the UDO. Board consensus- staff recommendation.

Design Requirements in Business Districts- staff recommends establishing design standards to allow staff to review elevations without Village Board review. Board consensus- staff recommendation.

Downtown Districts/Designs- staff recommends establishing regulations like 0 feet front yard setbacks; design standards are consistent with the trend of development in the Downtown. Board consensus- staff recommendation.

Outdoor Lighting- 0.5 at the property line is the standard for commercial; what if it's backed up to residential; purpose of the change; controlling how lights are directed; applies to all new development; if established commercial property replaces lighting, they would need to adhere to the standards; staff recommends 0.5 at the property line. Board consensus- staff recommendation.

Zoning Administrator- if it is a permitted use and meets everything, then it doesn't go to the Village Board; staff recommends shifting the review and approval authority away from the Village Board and giving it to staff. Board consensus- staff recommendation.

Decision Matrix

		What is it	Current Regulations	Proposed Regulations	Staff Recommendation	Village Board Direction
Section 2 page 11	Zoning Administrator	Identifies power of the Zoning Administrator and staff	Current regulations provide limited approval authority to staff in favor of the Village Board	Shifts review and approval authority away from the Village Board and gives it to staff	The proposed change is consistent with many communities. It could result in faster reviews/approvals for many projects. Projects that require rezoning or special uses still would be brought before the Plan Commission and Village Board. In 2023, of the 24 cases so far, under this new regulation, 15 would go to the Village Board and 10 to staff only where they all go to the Village Board now. Staff recommends the change.	Board agreed with staff recommendation.
Section 3 page 22	Final Plats	The review and approval of Final Subdivision Plats	Requires to have Plan Commission review and Village Board approval	Village Board approval only	Staff recommends that Final Plats not have to go to the Planning and Zoning Commission but can go directly to the Village Board for review	Board agreed with staff recommendation.
Section 4 page 24	Site Plans	Review of development plans	Currently, the project is processed as a PUD which requires review and approval of the Plan Commission and Village Board	Staff would review the site plan to the standards outlined on page 24 and approve or deny. No Plan Commission or Village Board review.	This would allow for faster review of development projects. The downside is that the public could be less aware of the development project, but projects like these that do not involve rezonings or special uses do not receive public inquiry now. Staff recommends the change.	Board agreed with staff recommendation.
page 31	Administrative Adjustments	Site plan adjustments to the bulk regulations	Requires to process a variance through the Plan Commission and Village Board	Staff review and approval	These adjustments are minor in nature and usually do not impact the character of the neighborhood. Requiring a full variance could take around 3 months. Staff recommends approval of the proposed change.	Board agreed with staff recommendation.
page 34	Appeals	Allows for appeal of staff decision	no appeal process	Petitioner or neighboring property can appeal staff decision to the Plan Commission	Some sort of appeal process is necessary. Staff supports the proposed appeal process to the Plan Commission.	Board agreed with staff recommendation.
page 38	Temporary Uses	Uses that are temporary for a site	No temporary uses identified in the Code	Temporary uses can be allowed per staff approval.	This will allow flexibility for businesses and property owners. Staff recommends approval of the change.	Board agreed with staff recommendation.

		What is it	Current Regulations	Proposed Regulations	Staff Recommendation	Village Board Direction
Section 5 page 46	PUD	Development Plans including site plans, landscape plans, building elevations	Currently all development projects except for some instances for industrial buildings require to be developed as a PUD, providing the Plan Commission and Village Board review and approval authority	Discourages the use of PUDs in favor of site plans that are reviewed and approved by staff.	The intent of the UDO is to modernize the Zoning Ordinance to adjust the requirements to be consistent with the PUD's that the Village has been approving over the past 20 years. This would eliminate the need for so many PUDs. Staff recommends approval of the change.	Board agreed with staff recommendation.
page 47	PUD Process	Final PUD's	Requires to have Plan Commission review and Village Board approval	Village Board approval only	This streamlines the process and staff recommends approval of the change.	Board agreed with staff recommendation.
Section 7 page 59	Subdivision Design	Block length allowed by Code	Code currently allows 1,500 feet	Block length is limited to 1,000 feet	In general, staff prefer developments with shorter block lengths. It creates greater connectivity in subdivisions, but it does result in more roads for the Village to maintain. The current 1,500 restriction has not created any issues. Staff recommends maintaining the current 1,500 restriction.	Board agreed with staff recommendation.
page 59		Flag Lots	Code currently allows flag lots	Proposed to prohibit flag lots	Staff recommends approval of this change.	Board agreed with staff recommendation.
page 60		Mid block break	No Code requirement	Requires a mid block pedestrian access for blocks longer than 1,200 feet	Staff recommends approval of this change.	Board agreed with staff recommendation.
page 65		Cul-de-sacs	No Code requirement	Cul-de-sacs are discouraged	Staff recommends approval of this change.	Board agreed with staff recommendation.
page 72	Street types	Width of right-of-ways and streets	The Village in the past has allowed 60 foot right-of-ways and 28 foot wide streets	Requires 66 foot right-of-ways and 33 foot wide streets	Staff recommends allowing 28-foot-wide streets when on street parking is limited to one side of the street.	Board consensus- 33 foot wide streets.
Section 8 page 90	Residential Districts	Refined the residential districts	Currently have RL, RE, R1, R2, R3, R4	Proposed R1, R2, R3, R4, R5	Staff recommends streamlining the districts as proposed in the UDO.	Board agreed with staff recommendation.

		What is it	Current Regulations	Proposed Regulations	Staff Recommendation	Village Board Direction
page 90	Downtown Zoning	Creation of a downtown zoning district	Code currently does not provide for a Downtown District	Downtown District established	Staff recommends the creation of the Downtown District as recommended by the Comp Plan and shown in the draft UDO.	Board agreed with staff recommendation.
page 90	Commercial Districts	Zoning Districts for business and manufacturing	Code currently has B1, B2, B3, OR, M1, M2	Proposed B1, M1	Staff recommends streamlining the districts as proposed in the UDO.	Board agreed with staff recommendation.
page 91	Lot size requirements	Minimum lot sizes for residential	Most residential development is zoned R2 which requires 11,000 square feet and 85 foot width	Proposed as R3 at 7,000 square feet and 60 foot wide	In determining the appropriate lot sizes, CMAP conducted a survey of every lot within the Village. They determined that the appropriate/common minimum lot size that exists is 7,000 square feet. Staff recommends approval.	Board consensus- 10,000 square feet and 75 foot width or proportional.
page 95	Residential Design Requirements	Establishment of design standards for single family and multi-family homes	Code currently does not provide design guidelines	The new Code proposed design guidelines, façade articulation, minimum percentage of windows	Staff recommends that the single-family design standards not be part of the UDO. Design standards for multi-family developments should be part of the UDO.	Board agreed with staff recommendation.
page 95	Anti-monotony	Restricting neighboring home from having similar elevations	Code currently does not have anti-monotony regulations	Establishes anti-monotony restrictions through Village review	Staff recommends that this requirement be part of future annexation agreements and that it be the responsibility of the developer to meet this requirement.	Board agreed with staff recommendation.
page 102	Design Requirements in Business Districts	Establishing design standards for non-residential uses	No Code requirements. Design reviewed as part of the PUD process	Establishes design standards to allow staff to review elevations without Village Board review	Design standards for non-residential uses are appropriate for the UDO.	Board agreed with staff recommendation.
page 104	Downtown Districts	Establishing bulk regulations for the downtown district	No Code requirements. Design reviewed as part of the PUD process	Establishes regulations like 0 feet front yard setbacks	The design standards proposed are consistent with the trend of development in the Downtown. Staff recommends approval.	Board agreed with staff recommendation.

		What is it	Current Regulations	Proposed Regulations	Staff Recommendation	Village Board Direction
Section 9 page 110	Uses	The permitted and special uses allowed by zoning district	The Current Code identifies specific uses by zoning district	The proposed Code updates the proposed uses and identifies additional uses in use table. If a use is permitted and they meet the use standards in the Code, the use is allowed	The proposed UDO is more up to date for the types of uses and is easier to enforce in the future as new uses are considered. Staff recommends approval.	Board agreed with staff recommendation.
page 110		Live/work dwelling	Currently allowed in the B districts if residential is second floor and above	Permitted in the downtown district	Staff concurs with the UDO.	Board consensus- dwellings not allowed
page 110		Place of Worship	Not allowed in the Manufacturing Districts	Allowed as a Special Use in the Manufacturing District	Staff recommends that places of worship not be allowed in Manufacturing due to parking demand.	Board agreed with staff recommendation.
page 111		Corner store	Not allowed	Allowed as a special use in a residential district	Staff is concerned with introduction of corner stores into residential subdivisions unless they were anticipated and incorporated as part of a new development. Retro fitting stores in subdivisions may be difficult. Staff recommends that this not be allowed.	Board consensus- not recommended in R district
page 111		Drive Thru Facility	Allowed	Allowed as a Special Use	Staff recommends that drive--thru facilities not be allowed in downtowns due to the emphasis on pedestrian vs. auto in the downtown area.	Board consensus- Drive thru not recommended in downtown
page 111		Motor Vehicle Rental	Allowed as a special use	not allowed	Staff recommends that this be permitted in the M District. This allows uses like U-Haul to locate in the Manufacturing District instead of being limited to the B District as a Special Use.	Board consensus- Rental vehicle requires a special use in B & M districts
page 111		Motor Vehicle Sales	Permitted Use	Special Use	Staff recommends this remain as a permitted use.	Board consensus- Vehicle sales requires a special use in B & M districts

		What is it	Current Regulations	Proposed Regulations	Staff Recommendation	Village Board Direction
page 112		Parking Lot	Permitted in the M District	Permitted in the Downtown District	Staff recommends that this be a special use in the Downtown and Manufacturing District to capture existing truck parking facilities in the M District.	Board consensus- Free parking lot requires a special use in downtown and M district
page 111		Video Gaming Establishments	Permitted Use	Special Use	Staff recommends that this be a special use.	Board consensus- Video gaming café (gaming as the principal use) requires a special use in all districts
page 121	Accessory Uses	Accessory Dwelling Unit	Not allowed	Permitted	Staff recommends that accessory dwelling units not be allowed.	Board agreed with staff recommendation.
page 124		Fences	Required to be 1 foot from a property line or 2 feet from another fence	Can be placed on the property line	Staff recommends that fences can be placed on the property line per the UDO.	Board agreed with staff recommendation.
page 127		Attached garages	No restrictions	Required to be set back 5 feet from the front of the house	Staff recommends that this requirement be removed.	Board agreed with staff recommendation.
Section 10 page 141	Parking	Parking requirements for uses	Current Code establishes minimum parking requirements for uses	Proposed Code proposes no minimum parking requirement, but does establish a maximum parking requirement.	Staff recommends that the Code contains minimum parking requirements to ensure development projects contain adequate parking for current and future uses.	Board consensus- maintain current standards
page 139		Electric car charging stations	Current Code does not require electric charging stations	Requires charging stations for multi-family developments at 1 per every 8 spaces.	Staff recommends that this requirement be eliminated.	Board agreed with staff recommendation.
Section 11 page 167	Landscape	Tree canopy	Current Code requires landscaping by requiring a number of trees based on a formula	Proposed Code proposes a 40% coverage of parking lots	Staff recommends the current Code as it is easier for the development community to follow and for staff to enforce.	No Board consensus; staff to bring back with more information.
page 172		Buffer yards	Current Code provides for a range of bufferyards based on the setback and the types of uses	One bufferyard design for all. Bufferyard is only required when non-residential is directly adjacent to residential	Staff recommends bufferyards for all uses similar to the current bufferyard requirements	Board agreed with staff recommendation.
page 175	Outdoor lighting	lighting at the property line	Current Code is 0.2 foot candles at the property line	Proposed Code is 0.5 at the property line	Staff recommends the UDO amount of 0.5	
Section 12 page 199	Signs	Temporary signs	Current Code allows temp signs for 14 days 4 times a year	Proposed Code does not propose any changes. The Board had discussed exploring eliminating temporary signs	Staff recommends allowing temporary signs.	No Board consensus; staff to bring back with more information.

Additional Board and staff discussion focused on keeping 10,000 sq. ft. lots; builders will build at 7,000 sq. ft. lots; warehouse/storage facility would be a special use; the UDO is a living document and can be changed at any time; big generational change; need to make sure resident's thoughts are being heard; anything controversial will come to the Village Board; Oswego is not the only one doing this; staff will still keep the Village Board informed. There was no further discussion.

Director Di Santo explained the use of a new stop light piece of equipment that is being used when there are a lot of public forum speakers. He also informed everyone that public forum is not a conversation.

NEW BUSINESS

There was no new business.

CLOSED SESSION

There was no closed session.

ADJOURNMENT

The meeting adjourned at 9:07 p.m.

Tina Touchette
Village Clerk