



Village of Oswego

Unified Development Ordinance Recommendations Memo

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Chicago Metropolitan
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INTRODUCTION



Introduction

In 2015, the Village of Oswego adopted the Oswego Comprehensive Plan. The plan proposes innovative yet pragmatic strategies to build on Village strengths to create a “bold, balanced, and bountiful” community. In October 2018, the Village applied for assistance from the Chicago Metropolitan Agency for Planning (CMAP) Local Technical Assistance (LTA) program to update its Zoning and Subdivision Ordinances in order to help implement the vision of this plan and other Village objectives. In April 2019, the project was selected as an LTA project by the CMAP Board.

Since January 2020, CMAP staff has been working with the Village to assess the existing Zoning and Subdivision Ordinances and develop recommendations to guide a comprehensive update of the Village’s development regulations. The goal of this project is to create a Unified Development Ordinance (UDO) that includes both the zoning and subdivision regulations in a single location to make it easier to manage for all users.

Purpose

The purpose of this Recommendations Memo is to provide the Village with CMAP's initial recommendations for the UDO as a point of discussion before the drafting process begins.

The Recommendations Memo provides a general assessment of the Village's existing zoning and subdivision regulations, highlights significant issues, and suggests preliminary recommendations for the UDO.

The goal of this phase of the project is to reach a consensus with Village staff and the Steering Committee on key issues facing the community prior to drafting the standards that will make up the Ordinance. The Recommendations Memo also helps the project team identify issues that may require further research, analysis, and discussion prior to the drafting phase of the project. The standards for the UDO itself will be drafted during the next phase of the project.

This section of the Recommendations Memo provides an introduction to the project and discusses the project team's planning process. The next section of the Recommendations Memo, Overall Recommendations, provides general suggestions that can be applied throughout the Ordinance. The final section of the memo, Key Recommendations by Section, provides a section-by-section analysis of the Ordinance, identifying specific strategies to create regulations that are effective and user-friendly.

Planning Process

In January 2020, CMAP met with key Village staff to kick-off the project and to learn more about the strengths and weaknesses of Oswego's existing ordinances. In July and August 2020, CMAP staff conducted interviews with community stakeholders to gain insight on the major development issues facing the community. These stakeholders represented a wide variety of interests and perspectives, including development professionals, property owners, community leaders, and Village staff and officials. In the near future, CMAP will meet with the project Steering Committee to get their perspective on ways that modifications to the Village's development regulations can implement the community's planning objectives. The project Steering Committee is composed of a wide range of local leaders, such as Village Trustees, Plan Commissioners, local residents, and key members of Village staff.

In the months to come, CMAP will engage the wider Oswego community to ensure that the people who live and work in the Village can express their voices as part of the ordinance update project. Despite the obstacles posed by the COVID-19 pandemic, CMAP will work with Village staff to find ways to introduce the community to the project and get their feedback on the Village's existing development regulations. The project team will utilize online and virtual platforms until it is advisable to interact with the community at events like PrairieFest and with targeted activities focusing on community education.

CMAP performed a thorough review of existing conditions during the initial phase of this project. The project team analyzed the Village's existing Zoning and Subdivision Ordinances and recent land use plans and familiarized themselves with the effect that current policies have had on the built environment. In addition to reviewing the Oswego Comprehensive Plan (2015), CMAP staff reviewed the following plans:

- *Village of Oswego Market Analysis (2014)*
- *Village of Oswego Transportation Plan (2012)*
- *Village of Oswego Strategic Plan 2012 – 2017 (2012)*
- *Village of Oswego Downtown Framework Plan (2009)*
- *Village of Oswego Strategic Growth Plan (2006)*
- *Downtown Oswego Design Guidelines (1999)*

CMAP utilized extensive geographic information systems (GIS) mapping to analyze data on the built environment, such as lot area, lot width, and lot coverage. The input received through this process combined with the analysis completed by the project team was instrumental in formulating the recommendations presented in this document.

OVERALL RECOMMENDATIONS



This section of the Recommendations Memo presents overall recommendations that will be applied throughout the UDO.

Reorganize the Sections of the Zoning and Subdivision Ordinances

The UDO will be reorganized in a logical and streamlined format to make it easier and more efficient for both new and experienced users to find the information that they are looking for. Figure 1. Proposed Unified Development Ordinance Structure, shows the proposed structure of the UDO. Figure 2. Recommended Reorganization to Existing Ordinance Structure shows the existing sections of Oswego's Zoning and Subdivision Ordinances and the recommended revision to the organization of the Ordinance that CMAP proposes for each Section. The proposed structure would reduce the number of sections in the UDO and will create a more intuitive organizational structure that consolidates similar types of information.

Sections 1.00 through 6.00 of the proposed Unified Development Ordinance would serve as the administrative foundation of the Ordinance, and would include title and applicability, administrative bodies and procedures, subdivision and zoning application approval procedures, planned unit developments, and nonconformities. Section 7.00 of the ordinance includes all of the development standards for subdivisions, including blocks, streets, sidewalks, and bike paths. Sections 8.00 and 9.00 would make up the core of the Ordinance with standards pertaining to bulk and setback for the Village's various zoning districts and standards for principal and accessory uses and structures. Sections 10.00, 11.00, and 12.00 would pertain to the remaining site development standards in regard to off-street parking and loading, landscape standards, and signs. Section 13.00 would serve as the final section of the Ordinance and include all relevant definitions.

Figure 1.
Proposed Unified Development Ordinance Structure

Proposed Unified Development Ordinance

Section 1.00: Title and Applicability

Section 2.00: Administrative Bodies & Application Procedures

Section 3.00: Annexation & Subdivision Application Approval Procedures

Section 4.00: Zoning Application Approval Procedures

Section 5.00: Planned Unit Development Application Approval Procedures

Section 6.00: Nonconformities

Section 7.00: Subdivision Development Standards

Section 8.00: Zoning District Regulations

Section 9.00: Uses

Section 10.00: Off-Street Parking and Loading

Section 11.00: Landscape Standards

Section 12.00: Signs

Section 13.00: Definitions

The major difference between the existing ordinances and the proposed UDO is that there will be greater consolidation of similar types of regulations within sections of the UDO to avoid repeating information unnecessarily. While Sections 7.00 through 10.00 of the existing Zoning Ordinance regulate bulk and use, these regulations have been consolidated and reorganized in Section 8.00 Zoning District Regulations and Section 9.00 Uses in the proposed UDO. In addition, the streamlined UDO will make many of the administrative regulations from the existing Subdivision Ordinance duplicative. Many of these regulations will be consolidated as part of Section 1.00 Title and Applicability and Section 3.00 Annexation and Subdivision Applications of the proposed UDO.

Figure 2. Recommended Reorganization of Existing Ordinance Structure

Zoning Ordinance	Existing Section of Zoning Ordinance	Recommended Reorganization in UDO
	Section 1.00 Title	Consolidate in 1.00 Title and Applicability
	Section 2.00 Intent and Purpose	Consolidate in 1.00 Title and Applicability
	Section 3.00 Construction and Definitions	Divide into 1.00 Title and Applicability, 13.00 Definitions
	Section 4.00 General Provisions	Divide into 1.00 Title and Applicability, 8.00 Zoning District Regulations, 9.00 Uses
	Section 5.00 Nonconforming Structures and Uses	Move to 6.00 Nonconformities
	Section 6.00 Flood Plain District	Consolidate in 8.00 Zoning District Regulations, 9.00 Uses
	Section 7.00 Residence District	Consolidate in 8.00 Zoning District Regulations, 9.00 Uses
	Section 8.00 Business Districts	Consolidate in 8.00 Zoning District Regulations, 9.00 Uses
	Section 9.00 Manufacturing Districts	Consolidate in 8.00 Zoning District Regulations, 9.00 Uses
	Section 10.00 Accessory Uses, Temporary Uses, and Home Occupations	Consolidate in 9.00 Uses
	Section 11.00 Signs	Move to 12.00 Signs
	Section 12.00 Off-Street Parking and Loading	Move to 10.00 Off-Street Parking and Loading
	Section 13.00 Administration and Enforcement	Move to 2.00 Administrative Bodies and Application Procedures, 4.00 Zoning Application Approval Procedures
	Section 14.00 Planned Unit Developments	Move to 5.00 Planned Unit Development Application Approval Procedures
	Section 15.00 Agricultural Districts	Consolidate in 8.00 Zoning District Regulations, 9.00 Uses
	Section 16.00 Interim Development Ordinance Standards	Consolidate in 4.00 Zoning Application Approval Procedures, 5.00 Planned Unit Development Application Approval Procedures, 8.00 Zoning District Regulations, 9.00 Uses
	Section 17.00 Landscaping	Move to 11.00 Landscape Standards
	Section 18.00 Historic Preservation	Move to Municipal Code (outside of UDO)
	Section 21.00 Tattoo and Body Piercing Establishments	Consolidate in 9.00 Uses
Subdivision Ordinance	Land/Cash Ordinance	Move to 7.00 Subdivision Development Standards
	Existing Section of Subdivision Ordinance	Recommended Reorganization in UDO
	Section 1.00 Title	Consolidate in 1.00 Title and Applicability
	Section 2.00 Purpose	Consolidate in 1.00 Title and Applicability
	Section 3.00 Application of Ordinance	Consolidate in 1.00 Title and Applicability
	Section 4.00 General Provisions	Move to 3.00 Annexation and Subdivision Application Approval Procedures
	Section 5.00 Rules and Definitions	Move to 13.00 Definitions
	Section 6.00 Procedure for Approval and Submittal Requirements	Move to 3.00 Annexation and Subdivision Application Approval Procedures
	Section 7.00 Guarantees	Move to 7.00 Subdivision Development Standards
	Section 8.00 Design Standards	Move to 7.00 Subdivision Development Standards, and Engineering Manual (outside of UDO)
	Section 9.00 Engineering Specifications	Move to Engineering Manual (outside of UDO)
	Section 10.00 Inspection at Subdivider's or Developer's Expense	Move to 7.00 Subdivision Development Standards
	Section 11.00 Rural Developments	Move to 7.00 Subdivision Development Standards
	Section 12.00 Variations	Consolidate in 4.00 Zoning Application Approval Procedures
	Section 13.00 Building Permit	Consolidate in 4.00 Zoning Application Approval Procedures
	Section 14.00 Occupancy Permit	Consolidate in 4.00 Zoning Application Approval Procedures
	Section 15.00 Blasting	Consolidate in 9.00 Uses
	Section 16.00 Enforcement	Consolidate in 1.00 Title and Applicability
	Section 17.00 Record of Plat	Move to 3.00 Annexation and Subdivision Application Approval Procedures
	Section 18.00 Validity	Consolidate in 1.00 Title and Applicability
	Section 19.00 Violation Penalty	Consolidate in 1.00 Title and Applicability
	Section 20.00 Fees	Move to 2.00 Administrative Bodies and Application Procedures
	Section 21.00 Sample Forms and Certificates	Not included in UDO; available from Village staff

Incorporate new and updated tables and illustrations

The Zoning and Subdivision Ordinances could be improved through greater use of tables and illustrations to communicate information more effectively to users. Narrative text in the existing ordinances can be summarized in tables and illustrations that complement this information so that it is easier for users to absorb. While the existing ordinances incorporate a number of useful tables and illustrations, the UDO project presents an opportunity to comprehensively review this material and include new tables and illustrations that more effectively communicate information. For example, a combination of tables and graphics could be used to communicate the zoning district regulations of each of the zoning districts in the proposed UDO. Figure 3. Example Bulk and Yard Regulations Table, Figure 4. Example Plan-View Illustration, and Figure 5. Example 3-D View Illustration show the standards of a sample zoning district utilizing a bulk and yard table, a plan-view graphic, and a 3-D graphic.

Streamline repetitive provisions

The Village's zoning and subdivision regulations would be greatly improved if the proposed UDO was updated to consolidate repeated provisions, remove unnecessary information, and clarify standards that cause confusion. In the existing Zoning Ordinance, it is difficult to understand which types of land uses are allowed in which zoning districts because uses are presented as long lists of allowed uses and because they are often based on what types of uses are allowed in other zoning districts. The proposed UDO will consolidate all uses in a single table that summarizes the uses allowed in each zoning district. For example, if a user wants to know what types of uses are allowed in the R-2, R-3, or R-4 District they will no longer have to reference the uses that are allowed in the R-1 District.

Figure 3. Example Bulk and Yard Regulations Table

Bulk Requirements	
Minimum Lot Area	10,000 sf
A Minimum Lot Width	50 ft
B Maximum Principal Building Height	3 stories and 45 ft
Maximum Impervious Coverage	75%
Setback Requirements	
C Minimum Front Setback	15 ft
D Minimum Corner Side Setback	15 ft
E Minimum Interior Side Setback	5 ft
F Minimum Rear Setback	25 ft

Figure 4. Example Plan-View Illustration

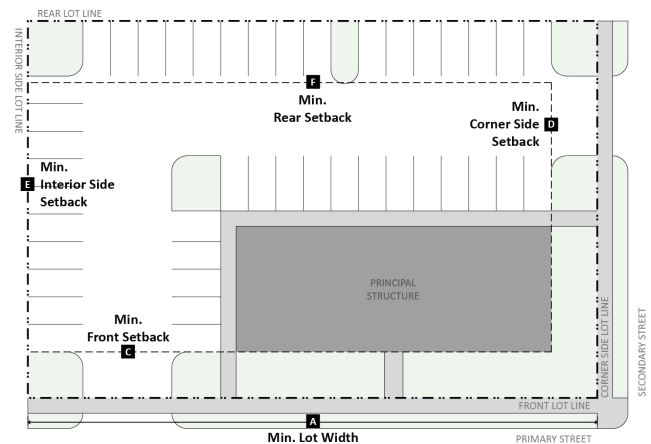
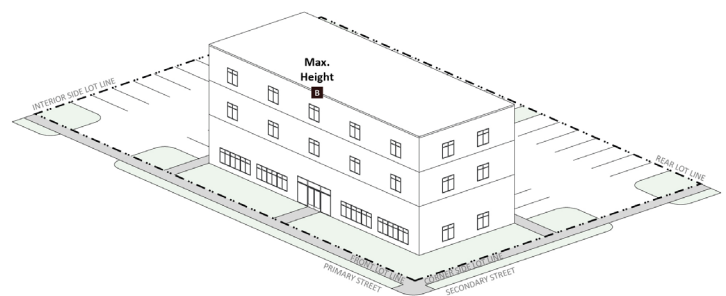
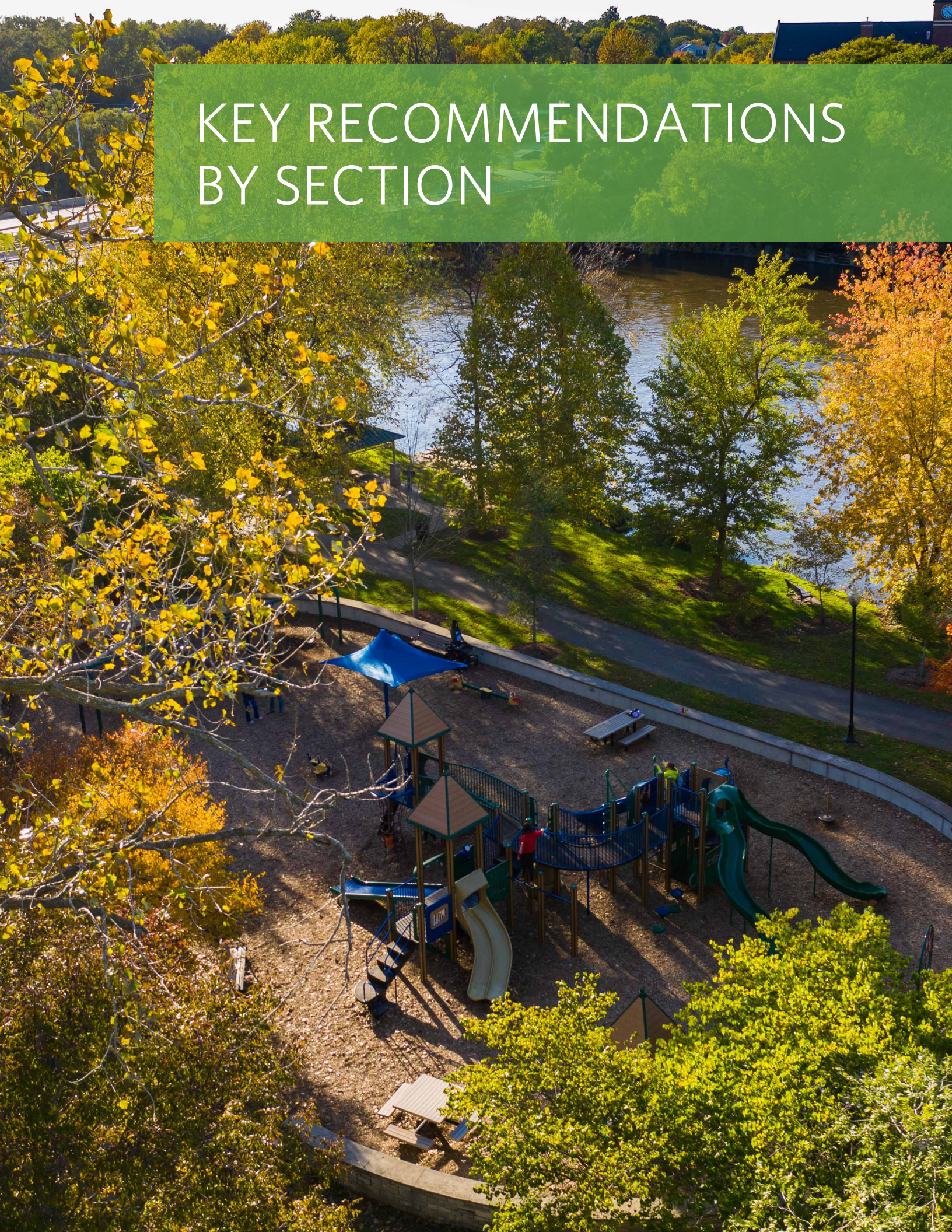


Figure 5. Example 3-D View Illustration



KEY RECOMMENDATIONS BY SECTION



The following recommendations are organized by the structure of the proposed UDO outlined in Figure 1: Proposed Unified Development Ordinance Structure, rather than by the organization of the existing Zoning and Subdivision Ordinances. The analysis of each section begins by stating the intent of each section and includes a table that shows how the proposed organization of the section relates to the corresponding sections of the existing ordinance. This table is followed by major recommendations related to the content of each section. The major recommendations for some sections are more detailed than other sections due to the nature of the content of each section.

Section 1.00: Title and Applicability

This section introduces the UDO's overall purpose and applicability.

Proposed Organization		Corresponding Sections from Existing Ordinances
1.01	Title	1.00 Title (Zoning Ordinance) 1.00 Title (Subdivision Ordinance)
1.02	Authority and Purpose	2.00 Intent and Purpose (Zoning Ordinance) 2.00 Purpose (Subdivision Ordinance)
1.03	Applicability	3.01 Interpretation (Zoning Ordinance) 4.01 Activities Regulated by This Ordinance (Zoning Ordinance) 3.00 Application of Ordinance (Subdivision Ordinance) 4.01 Interpretation (Subdivision Ordinance)
1.04	Transition Rules	3.01.E Effect on Existing Building Permits and Zoning Certificates (Zoning Ordinance)
1.05	Interpretation	3.01.A-B Rules of Construction (Zoning Ordinance) 5.01 Rules (Subdivision Ordinance)
1.06	Enforcement	13.12 Violation, Penalty, Enforcement (Zoning Ordinance) 16.00 Enforcement (Subdivision Ordinance) 19.00 Violation Penalty (Subdivision Ordinance)
1.07	Severability	3.01.D Separability (Zoning Ordinance) 13.11 Separability (Zoning Ordinance) 4.02 Severability (Subdivision Ordinance) 18.00 Validity (Subdivision Ordinance)
1.08	Effective Date	16.00 Interim Development Ordinance Standards (Zoning Ordinance) 16.11 Zoning Map (Zoning Ordinance) Title Page (Subdivision Ordinance)

Consolidate language from the existing ordinance and add new provisions for transition rules

Section 1.00 Title and Applicability of the proposed UDO will consolidate standards currently spread across several sections of the existing zoning and subdivision regulations into one dedicated section, which will serve to reduce confusion and improve usability. The new section will consolidate key standards regarding authority and purpose, applicability, severability, and enforcement.

Add new provisions to transition to the new ordinance

Section 1.04 Transition Rules of the proposed UDO will include new provisions regarding how the Village will transition from using the existing Zoning and Subdivision Ordinances to the UDO. Transition rules allow users to understand how existing uses, buildings, and structures will be affected by the adoption of the UDO. This Section will address existing uses, nonconforming uses, and unlawful uses. Transition rules often apply to permitted uses that are rendered special uses in the UDO, special uses and variations that were approved prior to the effective date of the UDO, and zoning applications that were submitted to the Village prior to the effective date of the UDO, but were not scheduled for a public hearing. This information will be complemented by the more detailed standards in Section 6.00 Nonconformities and Section 9.00 Uses.

Section 2.00: Administrative Bodies and Application Procedures

This section will consolidate the responsibilities of the Village's boards and officials along with information about the responsibilities of applicants for all zoning and subdivision applications.

Proposed Organization		Corresponding Sections from Existing Ordinances
2.01	Purpose	New Section of UDO
2.02	Village Board	13.05.A Variations: Authorization 13.06.A Appeals: Procedure for Appeals 13.07.A Text and Map Amendments: Authority 13.08.B-D Special Use Permits: Authority
2.03	Planning and Zoning Commission	13.02 Office of the Zoning Administrator 13.05.F Variations: Adjustments 14.06 Zoning Administration: Permits 14.07 Enforcement of a Development Schedule
2.04	Zoning Administrator	6.03.A Special Use Permits: Procedure 13.05.A Variations: Application 13.07.D Text and Map Amendments: Initiation 13.09.A Applications for Variations, Amendments, Special Uses: Form 13.10 Fees 21.03 Application Fee 21.04 License Fee Duration
2.05	Application Procedures	13.09.B Public Hearing Notification Requirement
2.06	Notice	New Section of the UDO
2.07	Public Hearing	

Outline the roles and responsibilities of the Village's decision-making bodies

The existing Ordinance effectively discusses the roles and responsibilities of the Zoning Administrator but includes outdated references to the Zoning Board of Appeals and Plan Commission, which has since been replaced by the Planning and Zoning Commission. The roles and responsibilities outlined in the new UDO should be updated to reflect the administrative bodies that currently exist. Additionally, while the roles and responsibilities of the Zoning Administrator are primarily outlined in Section 13.02, additional standards can be found throughout various sections of the code. To avoid confusion, we recommend outlining the responsibilities of the Zoning Administrator, Planning and Zoning Commission, and Village Board as part of Section 2: Administrative Bodies and Procedures. More detail on how the Village Board, Planning and Zoning Commission, and Zoning Administrator interact will be included as part of the zoning application process in Section 4: Zoning Applications.

Consolidate zoning application information to create a consistent procedure

The existing Ordinance includes separate sections detailing procedures for variations, special uses, amendments, and a number of other zoning applications. While the UDO will continue to include separate steps and approval standards for each application, it will also consolidate procedural information in this section of the Ordinance and include information that applies to all applications. For example, this section will provide information regarding procedures for filing zoning applications, including what parties are authorized to file applications and references to required application fees. In addition, this section will indicate how applicants may withdraw existing applications if necessary or make successive applications if the initial application is denied.

Consolidate fee information in a separate section of the municipal code

Currently, the Ordinance states the dollar amount of fees for many different types of zoning applications, from planned unit developments to sign permits. Since fees can and should change over time, we recommend that the Village codify fee information elsewhere in the municipal code so that it is not necessary to process a zoning text amendment when fees are updated.

Provide detail on procedures for public hearings

We recommend including information regarding the conduct and procedure of public hearings, which should be consistent between the Village Board and Planning and Zoning Commission. The existing Ordinance does not provide a lot of detail on how public hearings should be conducted. This Section of the proposed Ordinance would include a basic description of the procedures involved in a public hearing, including the call to order, presentation of testimony, and continuance or closing of the hearing. Additionally, this section of the UDO would consolidate all standards for public hearings to make the UDO easier to navigate for new users and to eliminate repetitive language.

Section 3.00: Annexation and Subdivision Application Approval Procedures

This section discusses the procedures and standards for annexation and subdivision applications.

Proposed Organization		Corresponding Sections from Existing Ordinances
3.01	Purpose	New Section of the UDO
3.02	Annexation Application	New Section of the UDO
3.03	Subdivision Application	6.00 Procedures and Submittal Requirements (Subdivision Ordinance)

Consolidate annexation application information

Section 3.00 will consolidate all of the information relating to the annexation process. Currently, Oswego's Municipal Code does not provide adequate information about the annexation process. As a rapidly growing community, the Village approves annexations on a regular basis, but this information needs to be clearly stated in the UDO so that the process is clear to the average user.

Streamline subdivision application process

The existing subdivision application process follows the typical procedure used by communities throughout Illinois with a pre-application consultation and preliminary and final plat reviews. We recommend continuing to allow the Zoning Administrator to manage the pre-application consultation so that Village staff is responsible for technical review. The Village can streamline the subdivision application process by allowing separate procedures for minor subdivisions and major subdivisions. In the existing Ordinance, the Village Board must approve all subdivisions, whether it is to create three lots or 300 lots. The UDO will retain Village Board approval for larger subdivisions due to their complexity and potential impact on the community. For smaller subdivisions, for example dividing one lot into three or fewer lots, we recommend that this process be approved by the Zoning Administrator because of the administrative nature of the review.

Section 4.00: Zoning Application Approval Procedures

This section discusses the procedures and standards for each of the zoning applications in the UDO.

Proposed Organization		Corresponding Sections from Existing Ordinances
4.01	Purpose	New Section of the UDO
4.02	Site Plan Review	New Section of the Ordinance
4.03	Special Use Permit	13.08 Special Use Permits
4.04	Variation	13.05 Variations
4.05	Administrative Adjustment	13.05.F Adjustments
4.06	Zoning Text or Map Amendment	13.07 Text and Map Amendments
4.07	Appeals	13.06 Appeals
4.08	Interpretation	New Section of the Ordinance
4.09	Floodplain Development Permit	New Section of the Ordinance
4.10	Sign Permit	11.10 Administration [Signs]
4.11	Temporary Use Permit	10.03.B Approval [Temporary Uses]

Include process flow charts for all zoning and subdivision applications

Process flow charts, such as the graphic in Figure 6. Proposed Special Use Permit Process, will be created for all zoning and subdivision applications within the UDO. These illustrations provide additional clarity for users of the Ordinance, particularly first-time applicants and residents wishing to understand the development review process at a glance. Figure 7. Summary of Zoning and Subdivision Applications shows which decision-making bodies would be responsible for each of the types of zoning and subdivision applications received by the Village.

Figure 6. Proposed Special Use Permit Process



Figure 7. Summary of Zoning and Subdivision Applications

Zoning Administrator		Planning and Zoning Commission	Village Board
Annexation Application	Review & Recommendation	Public Hearing, Review & Recommendation	Public Meeting, Decision
Subdivision Application	Review & Recommendation	Public Hearing, Review & Recommendation	Public Meeting, Decision
Site Plan Review (New Section)	Decision	Authority for Appeal	
Special Use Permit	Review & Recommendation	Public Hearing, Review & Recommendation	Public Meeting, Decision
Variation	Review & Recommendation	Public Hearing, Review & Recommendation	Public Meeting, Decision
Administrative Adjustment	Decision	Authority for Appeal	
Zoning Text or Map Amendment	Review & Recommendation	Public Hearing, Review & Recommendation	Public Meeting, Decision
Appeals	Review & Recommendation	Public Meeting, Decision	
Interpretation (New Section)	Decision	Authority for Appeal	
Floodplain Development Permit (New Section)	Decision	Authority for Appeal	
Sign Permit	Decision	Authority for Appeal	
Temporary Use Permit	Decision	Authority for Appeal	
Planned Unit Development	Review & Recommendation	Public Hearing, Review & Recommendation	Public Meeting, Decision

Enhance the Zoning Administrator's ability to process administrative adjustments

We recommend that the Village maintain two processes for zoning relief, a variance application reviewed by the Planning and Zoning Commission and approved by the Village Board, and a separate administrative adjustment application approved by the Zoning Administrator. The administrative adjustment application would build on Section 13.05.F Adjustments. The current Zoning Ordinance only allows administrative adjustments for setbacks up to one foot for new construction that results in a violation of a required setback. Like other home rule communities in the region, we recommend that the Village utilize an administrative adjustment process with a slightly wider purview, which will allow the Zoning Administrator to approve minor deviations from a select number of zoning requirements pertaining to bulk, setbacks, off-street parking, landscaping, and signs.

Such modification to the existing variation procedure would allow the Village to streamline the application process and ease the workload of appointed and elected officials. The UDO would clearly state the requirements eligible for administrative adjustments, and limit eligibility based on a maximum percentage in relation to the existing requirement. Any application exceeding these limitations would be required to utilize the typical variation procedure with approval from the Village Board.

Create a new site plan review process to ensure harmonious development and clarify procedures

We recommend that the Village incorporate a new site plan review application as part of the UDO. A site plan is a detailed document, including text and illustrations, that shows how an applicant intends to develop a site. Site plan review is the process of reviewing the documents and drawings required by the UDO to ensure that a proposed development meets prescribed standards. The goal of site plan review is to make sure that development and redevelopment occurs in a manner that is harmonious with surrounding properties. The Zoning Administrator is responsible for reviewing the site plan to make sure that it meets the standards of the development regulations.

Create a zoning interpretation application

Since it is impossible for even the most comprehensive UDO to adequately address every possible regulatory issue, many modern ordinances include a process for zoning interpretations. This allows property owners or the Village to file a written application with municipal staff to clarify the text of the UDO, which serves as a precedent if similar cases arise in the future. The Village may already have an ad hoc process for zoning interpretations, but this process should be codified in the updated administrative provisions.

Section 5.00: Planned Unit Development Application Approval Procedures

This section outlines the general standards and procedures for planned unit development applications.

Proposed Organization		Corresponding Sections from Existing Ordinances
5.01	Purpose	14.01.A General Provisions: Purpose
5.02	Applicability	New Section of the UDO
5.03	Procedure	14.01.D General Provisions: Application / Procedures 14.02 Conceptual Planned Unit Development Plan: Optional 14.03 Preliminary Planned Unit Development Plan 14.04 Final Planning Unit Development Plan 14.06 Zoning Administration: Permit 14.09 Fees
5.04	Amendment to Approved Planned Unit Developments	14.08 Amendments to PUDs: Major / Minor Changes
5.05	Standards for Planned Unit Developments	14.01.C General Provisions: General Standards for Business and Industrial Park PUDs
5.06	Provision of Community Amenities	14.01.B Design Standards
5.07	Expiration of Approved Planned Unit Developments	14.05 Failure to Begin Development 14.07 Enforcement of Development Schedule

Revise PUD waivers for bulk, density, and site controls

Currently, quite a bit of development in Oswego is done through the PUD process because parts of the existing Zoning Ordinance are outdated. As noted in the existing ordinance, the purpose of a planned unit development (PUD) is to allow development that would not be possible under the strict application of the regulations of the Zoning Ordinance. Following the UDO's adoption, the Village should seek to use the improved by right development standards to the greatest extent possible. When appropriate, the PUD process facilitates unique design by allowing developers to receive exceptions from the ordinance's typical bulk, dimensional, and permitted use requirements. PUDs are reviewed by Village Staff, the Plan Commission, and the Village Board against a defined set of approval standards to ensure that the project adheres to the Village's overall land use goals. While the Village's current PUD process allows for greater flexibility in many areas, the existing ordinance limits exceptions for setbacks, signage, landscape, lighting, and off-street parking, among other requirements. We recommend removing these limitations in the UDO to allow for greater flexibility in development as long as it is context specific and provides amenities to the community.

Create a single process to approve PUDs

The current ordinance outlines different standards and processes for residential, business, and industrial PUDs. These separate processes are not necessary to ensure that the Village receives the maximum benefit from PUD projects and may introduce confusion for mixed-use developments and other creative projects. To increase clarity and make the ordinance more user-friendly, we recommend consolidating these two processes into a single, unified PUD process.

Improve the PUD process for the Village and the applicant

Currently, the Village's overarching procedure for PUD applications includes a Pre-Application, Concept Plan, Preliminary Plan and Special Use Permit, and Final Development Plan. These steps allow applicants to adapt and improve their plans as they work with the Village, without either party having to expend significant resources until both parties are comfortable with the other's objectives. However, in execution of these steps, the existing ordinance requires a project to appear before the Plan Commission and Village Board on three separate occasions: for the Concept Plan, Preliminary Plan, and Final Development Plan. The current process unnecessarily requires significant time and resources from both the applicant and the Village during the conceptual phase. Creating the new UDO allows the Village to reevaluate the levels of review necessary for a PUD.

CMAF recommends including a required staff consultation as a new first step to the PUD process to allow the applicant to receive assistance from Village staff prior to preparing the optional concept plan. In addition, the UDO can provide an option for concurrent preliminary and final plan applications for developers that are familiar with the Village's PUD process. Concurrent applications for the preliminary and final plans allow developers to reduce the timeframe for review while still allowing the Village to review the PUD application in a comprehensive manner. We also recommend streamlining the PUD process by having final plan review by the Zoning Administrator and approval by the Village Board. Under this format, final plan review serves as a way to ensure that the comments received by the Plan Commission and Village Board were captured in the final plan.

Revise the procedure to ensure the Village receives desired public amenities

The purpose of a PUD is to encourage flexibility in development and design that fulfills the planning objectives of the Village. Since the Village is providing additional flexibility through the PUD process, it should receive certain amenities as a result of this process. In the existing Zoning Ordinance, the Village only lists a handful of design standards as part of the PUD process (see Section 14.01.B). In addition, the regulations conflate PUD standards with subdivision standards by including references to provisions for parks, schools, and utilities. The proposed Ordinance will include a separate section that provides examples of amenities that a potential applicant could provide to the Village in return for the flexibility of the PUD process. These amenities could include the establishment or enhancement of open space amenities, public facilities, natural features, and/or public infrastructure.

Section 6.00: Nonconformities

This section addresses nonconforming uses, structures, lots, and other site development.

Proposed Organization of Section		Corresponding Sections from Existing Ordinances
6.01	Purpose	New Section of the UDO
6.02	Applicability	New Section of the UDO
6.03	Nonconforming Uses	5.03 Non-conforming Uses 10.01.H Non-conforming Use
6.04	Nonconforming Structures	5.02 Non-conforming Structures
6.05	Nonconforming Lots of Record	5.01 Non-conforming Lots of Record.
6.06	Nonconforming Site Elements	12.01.B.4 Damage or Destruction 11.02.M Non-conforming Signs

Simplify and reorganize regulations

Provisions for nonconformities are located throughout the existing Ordinance, including Sections 9.00 Manufacturing Districts, 10.00 Accessory Uses, Temporary Uses and Home Occupations, 11.00 Signs, and 12.00 Off-Street Parking and Loading. The Village should consolidate all regulations regarding nonconformities in a single section to make it easy for users to find all relevant standards. The existing Ordinance provides specific sections for nonconforming lots of record, uses, and structures which should remain in the UDO to allow users to understand how to manage nonconformities. Since the greenest building is the one that is already built, the simplification of the nonconformity regulations will also allow ordinary maintenance, adaptive reuse, and limited improvements to existing nonconforming structures to help meet the Village's sustainability and reinvestment goals. The UDO will allow property owners to maintain nonconforming structures by installing sustainable accessory structures, such as renewable energy systems and green roofs.

Establish nonconforming site element provisions

Nonconforming site elements are physical improvements on a zoning lot, such as signs, parking lots, landscaping, and other types of on-site development that no longer meet zoning requirements. Section 6.06 Nonconforming Site Elements would accomplish two tasks in the UDO. First, it would consolidate standards for nonconformities from the existing Zoning Ordinance, such as nonconforming signs. Second, these standards could provide the Village with a systematic way of addressing nonconforming site elements, such as landscaping. For example, if an applicant wanted to significantly expand the size of a parking lot, the parking lot would then have to meet the UDO's off-street parking standards as well as the requirements for landscape islands and perimeter landscaping.

Reassess process for eliminating nonconforming uses and structures

The Village may want to revisit the standards of Section 5.04 (Elimination of Non-conforming Uses and Structures) of the existing Ordinance. These standards seem labor-intensive and place a great deal of responsibility on the Zoning Administrator and the Village as a whole. Discussions with staff and the Steering Committee will be necessary to understand whether the existing provisions to eliminate nonconformities are feasible from a policy perspective. If not, then we recommend removing these standards from the UDO.

Section 7.00: Subdivision Development Standards

This section pertains to the subdivision of land into lots and blocks and the provision of streets, utilities, parks, and schools.

Proposed Organization of Section		Corresponding Sections from Existing Subdivision Ordinance
7.01	General Provisions	1.00 Title 2.00 Purpose 3.00 Application of Ordinance
7.02	Subdivision Design and Layout	8.00 Design Standards
7.03	Conservation and Cluster Subdivision Design	New Section of the UDO
7.04	Street Standards	8.600 Roadways, Sidewalks and Street Lighting 21.00 References: Figure 1
7.05	Required Public Improvements	8.00 Design Standards
7.06	Cash and Land Donations	7.00 Guarantees
	Engineering Design Manual*	8.200 Erosion Control, Protection/Restoration of Existing improvements 8.300 Sanitary Sewage Facilities 8.40 Storm Water Drainage 8.50 Water System 8.600 Roadways, Sidewalks and Street Lighting 9.00 Engineering Specifications References
*Note: CMAP is planning to work with Village staff and the Village's engineering staff to create an engineering design manual that includes the technical engineering requirements for new subdivisions. The engineering design manual will exist outside of the UDO..		

Include standards for lots and blocks that encourage walkable neighborhoods

The requirements for lots and blocks in the Village's subdivision regulations will have a significant impact on the walkability of new developments. Short blocks help minimize the distance that pedestrians, cyclists, and motorists must travel between destinations, which reduces vehicle miles traveled and encourages walking and biking. The existing Subdivision Ordinance has a maximum permitted block length of 1,500 feet, but best practices state that a maximum block length of approximately 800 to 1,000 feet is more conducive to creating pedestrian-friendly communities. CMAP and Village staff will work together to address this discrepancy and formulate a standard that is appropriate for Oswego's land use goals.

Update street standards to facilitate Complete Streets design

Street design has a profound impact on the ways that people travel through the Village. Complete Streets are designed to enable safe access for users of all ages and abilities, including pedestrians, bicyclists, and motorists. Wide streets encourage motorists to drive above the speed limit and tend to discourage cycling and walking. These streets also increase maintenance costs and generate excess stormwater runoff.

CMAP will work with Village staff to analyze the dimension of existing street types (arterial, collector, residential, etc) and ensure that adequate bike paths and sidewalks are provided for new subdivisions. The existing Subdivision Ordinance already has requirements for sidewalks and parkways, though some improvements to design and character may be possible. CMAP will also explore options for incorporating bikeways, right-sizing street standards, and exploring the inclusion of alleys for specific types of projects.

Develop street rights-of-way that better manage stormwater runoff

Roadways are a significant contributor to stormwater runoff and are often one of the first parts of the built environment to be impacted by flood events. To better prepare the Village for future climate conditions, the new ordinance should ensure that new rights-of-way incorporate stormwater best management practices when feasible. Certain types of new rights-of-way can include parkways and medians that facilitate drainage using bioswales and bioretention planters to create streets that are both complete and green. (See Figure 8. Parkway Bioswale Design) These stormwater management features should be designed to withstand heavy rain as well as intermittent drought and exposure to road salts. To ensure a cohesive look and feel, the standards for new rights-of-way will work in conjunction with the UDO's landscape standards in Section 11 Landscape Standards.

Discourage new cul-de-sacs

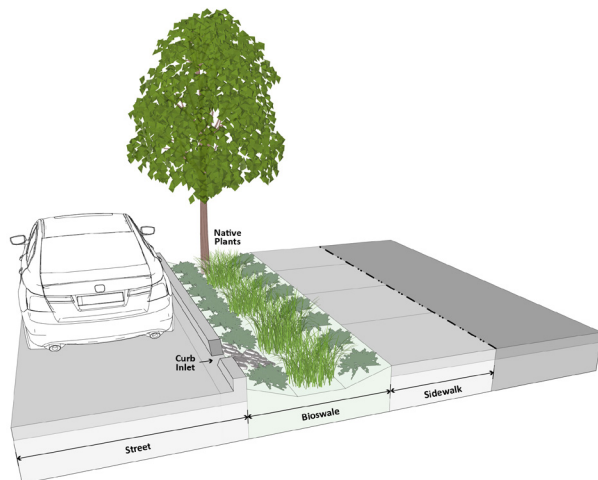
To promote street connectivity and advance the goals of the Village's Comprehensive Plan, cul-de-sacs should be discouraged in the updated Ordinance. Cul-de-sacs introduce dead end streets which make trips longer for regular users and emergency vehicles, and increase the cost of providing public services, such as garbage collection and snow removal. Cul-de sacs also negatively affect community

health and safety because auto-oriented neighborhoods encourage people to drive rather than walk or bike. Going forward, streets and bike paths in new subdivisions should be designed to connect to future development areas so the Village's transportation network can be easily connected and continued.

Include conservation and cluster design requirements to promote sustainable development

New developments should balance the growth of Oswego with the protection of natural areas by incorporating the principles of conservation and cluster design. These techniques maximize open space preservation without reducing the size or number of homes by siting buildings in more compact clusters. Conservation and cluster design require an inventory of natural resources on a property so that developed areas are not located in environmentally sensitive locations. The natural resources on the undeveloped portions of the property would then be protected as open space and maintained for the benefit of current and future residents. These types of subdivisions can be required in areas with high quality natural areas or agricultural soils.

Figure 8. Parkway Bioswale Design



Section 8.00: Zoning District Regulations

This section establishes the zoning districts, zoning map, and development standards for principal structures by zoning district. This Section includes bulk and yard regulations and design requirements.

Proposed Organization		Corresponding Sections from Existing Ordinances
8.01	Purpose	New Section of UDO
8.02	Applicability	4.01 Activities Regulated by This Ordinance
8.03	Development Standards of General Applicability	4.03 General Requirements in All Zoning Districts
8.04	Zoning Map	4.02.B Zoning Maps 4.02.C Boundaries 4.02.D Zoning of Streets, Alley, Publicways, Waterways, and Railroad Rights-of-Way
8.05	Use of Land and Buildings	New Section of UDO
8.06	Establishment of Zoning Districts and Purpose Statements	4.02.A Establishment of Districts
8.07	Summary Table of Zoning Requirements	New Section of UDO
8.08	FO Floodplain Overlay District	6.00 Flood Plain District
8.09	A-1 Agricultural District	15.00.C Building Setback Line 15.00.D Side Yards
8.10	Design Requirements for Residential Zoning Districts	New Section of UDO
8.11	R-1 Single-Unit Dwelling District	7.06.D-H RL District Yard and Setback Standards
8.12	R-2 Single-Unit Dwelling District	7.01.C-H R-1 District Yard and Setback Standards
8.13	R-3 Single-Unit Dwelling District	7.02.C-H R-2 District Yard and Setback Standards
8.14	R-4 Attached Single-Unit Dwelling District	7.03.C-H R-3 District Yard and Setback Standards
8.15	R-5 Multiple-Unit Dwelling District	7.04.C-G R-4 District Yard and Setback Standards
8.16	Design Requirements for Business Zoning Districts	New Section of UDO
8.17	DT Downtown Zoning District	8.05.D-F TUD District Yard and Setback Standards
8.18	B-1 Neighborhood Business District	8.01.C-D B-1 District Yard and Setback Standards
8.19	B-2 Regional Business District	8.02.C-D B-2 District Yard and Setback Standards 8.03.C-D B-3 District Yard and Setback Standards
8.20	Design Requirements for Manufacturing Zoning Districts	New Section of UDO
8.21	M-1 General Manufacturing District	9.01.D-F M-1 District Yard and Setback Standards 9.02.D-F M-2 District Yard and Setback Standards
8.22	Principal Structure Encroachments	4.04.E Permitted Obstructions in Required Yards 10.01.F Bulk Regulations

Update the zoning districts to facilitate Oswego's vision for the future

Over time, certain zoning districts in a community may become out of sync with the community's vision for future development. The CMAP team suggests refining Oswego's zoning district structure per Figure 9. Proposed Zoning Districts. These recommendations were based on a comparison of Oswego's existing bulk regulations, actual conditions on the ground, and the Proposed Land Use Plan from the Village's Comprehensive Plan (see Figure 10. Proposed Land Use Plan). Through this analysis,

we were able to determine that many of the bulk and setback regulations in the existing Ordinance will be maintained as part of the revised Ordinance; however, there may be opportunities to update some regulations based on this study. Moving forward, the suggested revisions to the zoning district structure will allow the Village to manage development with fewer zoning districts. Please use [this link](#) to view an interactive version of the Village's existing zoning map.

Figure 9. Proposed Zoning Districts

Proposed Zoning District	Existing Zoning District
FO Floodplain Overlay District	F-1 Floodplain District
A-1 Agricultural District	A-1 Agricultural District
R-1 Single-Unit Dwelling District	RL Large Lot Single-Family Residence District
R-2 Single-Unit Dwelling District	R-1 Single-Family Residence District
R-3 Single-Unit Dwelling District	R-2 Single-Family Residence District
R-4 Attached Single-Unit Dwelling District	R-3 Two-Family Dwelling District
R-5 Multiple-Unit Dwelling District	R-4 General Residence District
DT Downtown District	TUD Transitional Use District
B-1 Neighborhood Business District	B-1 Neighborhood Business District
B-2 Regional Business District	B-2 Community Shopping District B-3 Community Service and Wholesale District
M-1 General Manufacturing District	M-1 Limited Manufacturing District M-2 Limited Manufacturing District
Remove, Not Mapped: RE Residential Estate District; O-R Office and Research District	

Revamp zoning designations for downtown, business, and manufacturing

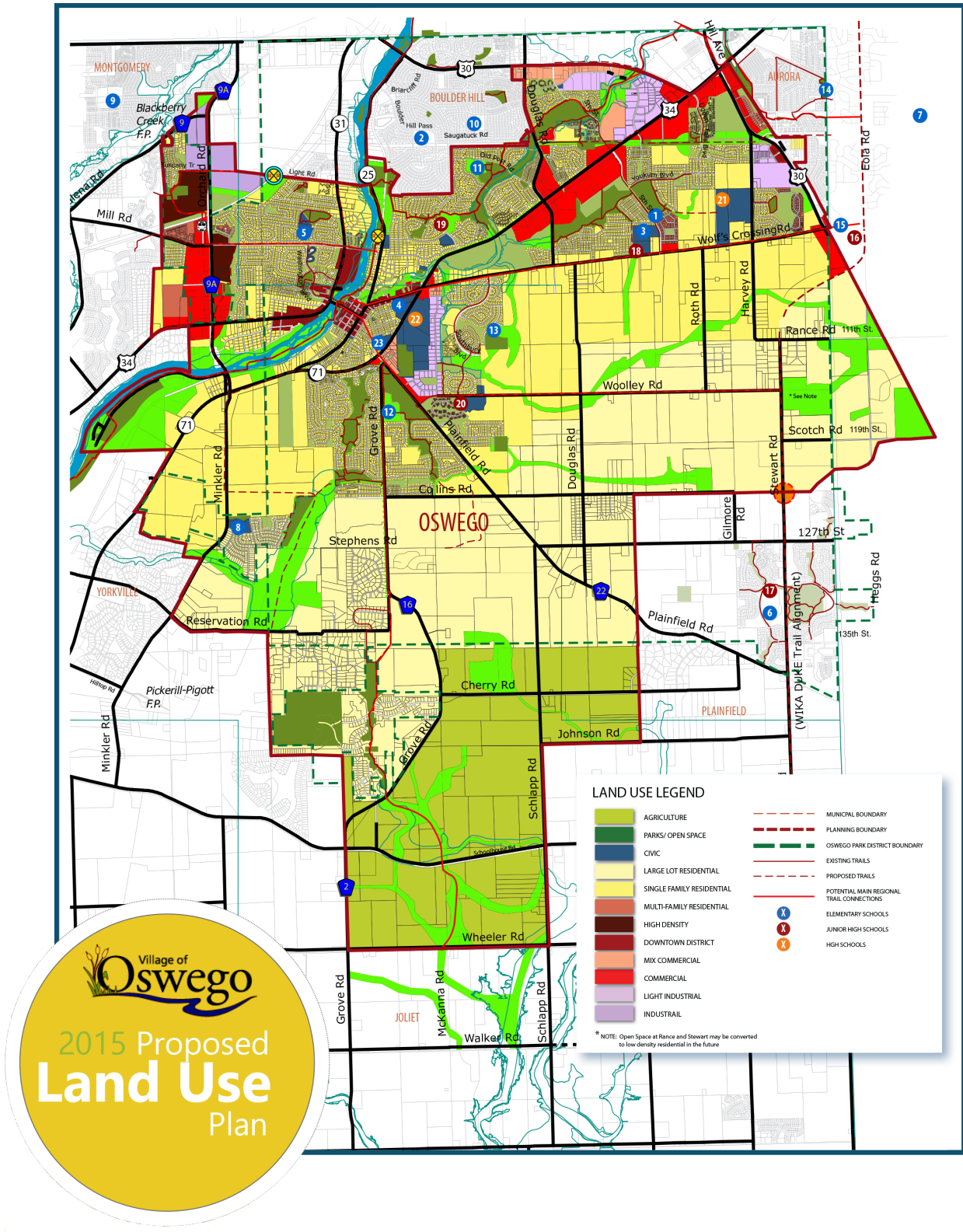
One of the biggest recommendations from the Village's Comprehensive Plan is to create a Downtown zoning district that would help the center of town continue to thrive. We recommend creating one or more downtown zoning districts to meet this need, each with specific bulk and setback standards. This would require rezoning of a number of existing parcels in and around downtown, which currently includes a mix of commercial and residential zoning designations.

The Village currently has three business zoning districts, the B-1 Neighborhood Business District, the B-2 Community Shopping District, and the B-3 Community Service and Wholesale District. The business zoning districts in the new UDO should more accurately reflect the land use categories in the Village's Comprehensive Plan, which include commercial and commercial mix. While there are relatively few parcels zoned B-1, neighborhood business zoning remains an important land use designation in the Village. We recommend combining the existing B-2 and B-3 Districts as a more effective way to meet the Village's existing and future needs along its major commercial corridors.

The zoning standards for the existing M-1 and M-2 manufacturing districts are virtually the same in regard to bulk, setback, and overall character. In general, municipalities use different zoning designations for manufacturing uses when one district has fewer off-site impacts, such as light manufacturing, and the other district has many off-site impacts, such as heavy manufacturing. We recommend consolidating Oswego's two limited manufacturing districts into a single general manufacturing district so that the Village is better able to create a distinction between its manufacturing and commercial uses.

We recommend eliminating the O-R Office and Research District as part of the creation of the UDO. Market trends indicate that campus-style office development is unlikely to be viable in Oswego for the foreseeable future.

Figure 10. Proposed Land Use Map



Create design requirements for residential, business, and manufacturing districts

Through its recently adopted plans, Oswego has defined a vision for its residential, downtown, business, and manufacturing areas. Discussions with local stakeholders have revealed a desire for design standards throughout the Village to improve the overall appearance of new development in Oswego. The proposed Ordinance will include design requirements for the Village's residential, downtown, business, and manufacturing districts that enhance aesthetics and help create a sense of place. The requirements will provide a foundation for the design of individual properties while providing room for architectural creativity.

We recommend an approach to design standards that establishes requirements for the form and configuration of buildings based on the desired character of each district. For example, in the business districts, these standards could include minimum street frontage (e.g. 50 percent of the street frontage must be occupied by the principal building), minimum window area along a façade, façade design (e.g. incorporating architectural elements to divide large flat façades), limitations on inappropriate building materials, placement of parking areas in the rear or interior side yards, and required placement of primary entrances on the front or corner side façade (see Figure 11. Potential Design Requirements for Proposed Business Districts).

Update lot coverage standards

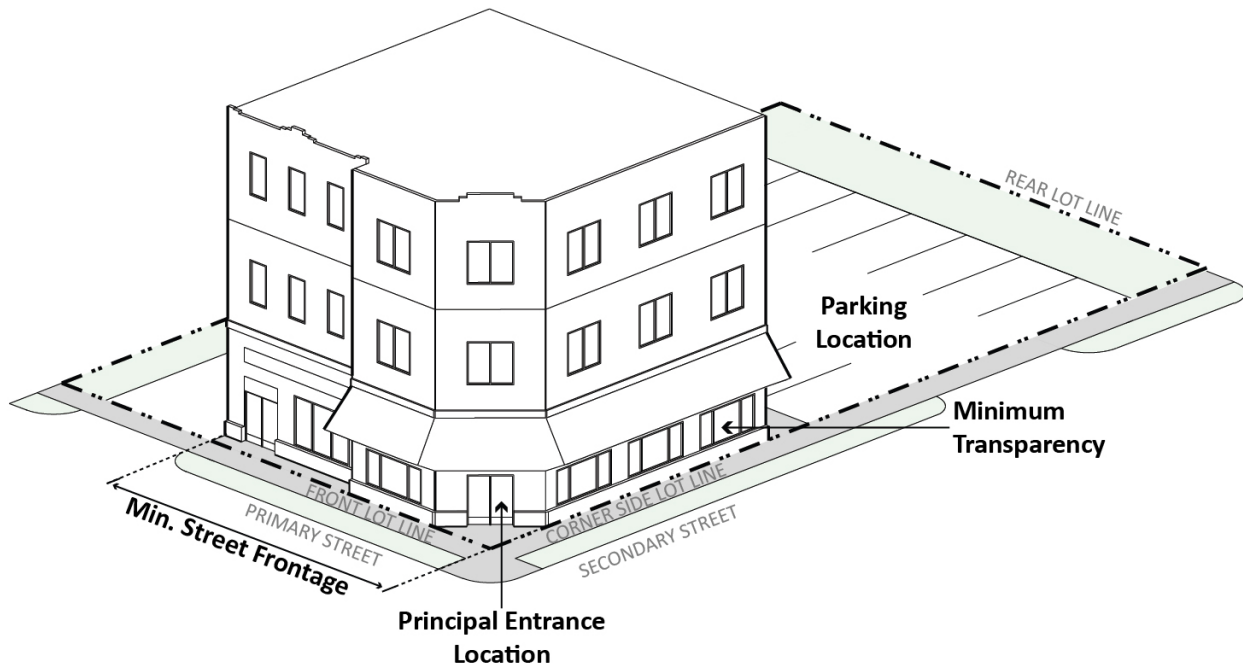
The lot coverage standards in the existing Zoning Ordinance need attention. The lot coverage standards in the existing residential districts are in the 25 to 40 percent range. Typically, the lot coverage standards in residential districts for suburban communities are in the 40 to 55 percent range. The revised UDO should include maximum impervious coverage requirements to make development regulations easier to understand and allow for property improvements over time. We recommend creating a two-tiered requirement that establishes a maximum percentage allowable for a building when it is built and a larger percentage that allows for improvements like decks, patios, and swimming pools in the years to come. Impervious coverage standards will be tailored to the character of each district and facilitate the Village's stormwater management goals.

Discontinue the use of bulk requirements that are ineffective and outdated

We recommend eliminating unnecessary requirements from the new UDO to make the zoning standards more user-friendly and effective. Some of the bulk regulations in the existing Ordinance are outdated, which creates confusion regarding the desired form of development in the Village's zoning districts. For example, the existing Ordinance includes floor area ratio (FAR) limitations, which prescribe how much total floor area a building may have depending on the lot size. These limitations are unnecessary because floor area is already constrained by the Village's parking requirements, maximum height limits, and building setbacks. Since FAR regulations were initially developed for skyscrapers and dense downtown environments, many communities have found that these regulations create unnecessary confusion when used for less dense residential, business, and manufacturing development.

The Village should also reevaluate its standards for minimum dwelling size and maximum lot area per dwelling unit, both of which have become outdated. While the COVID-19 pandemic may have driven temporary interest in large homes on large lots, long-term changes to the regional and national economy favor more compact development. The standards for minimum dwelling size and maximum lot area per dwelling unit provide an unnecessary obstacle for residential development. Our experience has shown that single-unit and multiple-unit dwellings can be more effectively regulated with standards for lot area, lot width, building height, lot coverage, and setbacks.

Figure 11. Potential Design Requirements for Proposed Business Districts



Section 9.00: Uses

This section includes regulations pertaining to permitted and special uses, accessory uses and structures, and temporary uses and structures. Use regulations will be consolidated within this section to ensure that all information relating to uses is found in one location.

Proposed Organization		Corresponding Sections from Existing Ordinances
9.01	General Provisions	New Section of the UDO
9.02	Principal Uses and Structures	7.01.A and 7.01.B R-1 Permitted and Special Uses 7.02.A and 7.02.B R-2 Permitted and Special Uses 7.03.A and 7.03.B R-3 Permitted and Special Uses 7.04.A and 7.04.B R-4 Permitted and Special Uses 7.06.B and 7.06.C RL Permitted and Special Uses 8.01.A and 8.01.B B-1 Permitted and Special Uses 8.02.A and 8.02.B B-2 Permitted and Special Uses 8.03.A and 8.03.B B-3 Permitted and Special Uses 8.05.B and 8.05.C TUD Permitted and Special Uses 9.01.B and 9.01.C M-1 Permitted and Special Uses 9.01.B and 9.01.C M-2 Permitted and Special Uses
9.03	Accessory Uses and Structures	10.01 Accessory Uses 10.02 Fence 10.04 Home Occupations
9.04	Temporary Uses and Structures	10.03 Temporary Uses
9.05	Environmental Performance Standards	9.03 Performance Standards

Utilize an “umbrella” use structure

We recommend that Oswego adopt an “umbrella” use structure for permitted and special uses rather than a long list of items that attempts to address every conceivable land use that the Village might regulate. This use structure features broad terms that are used as umbrella categories to replace some of the specific uses that have been used in the past. This approach helps simplify the Ordinance, avoids repetition, and avoids references to uses in other zoning districts. Umbrella use categories have the advantage of being broad enough to include a wide range of uses that are similar to one another, which reduces the need for zoning text amendments as new uses develop over time. During the Ordinance update, it will be important to carefully define these umbrella terms to clarify which specific uses may be included in each umbrella category. For example, the existing Zoning Ordinance includes a number of retail uses that could be grouped together because they have a similar impact on the character of the zoning districts in which they are located. The umbrella term “retail goods establishment” could replace dozens of specific uses found in the existing Ordinance, such as drug stores, hardware stores, sporting goods stores, and shoe stores.

In addition to these umbrella categories, certain uses will continue to be called out specifically to better manage their location within the Village. Such uses may include, but are not limited to, adult uses, cannabis uses, and places of worship. These uses have specific impacts on neighborhood character and traffic access that can be addressed by allowing them in specific zoning districts, as a special use, or with specific use standards. Residential uses will not be grouped as umbrella uses to enable the Village to allow single-family dwellings, townhomes, multiple-family dwellings, and other housing types in certain locations within the community.

Create a new section for expanded use standards

Use standards are supplementary zoning requirements for specific land uses to help ensure such uses remain compatible with neighboring properties. Clear use standards help to reduce ambiguity in the UDO and are an important element of an umbrella use structure. The current ordinance lists use standards in several locations within the code, which makes it difficult to keep track of these standards. We recommend consolidating use standards for all districts into a new section of Section 9.00 Uses and expanding the scope

of these standards to include both permitted and special uses. Use standards may also be included for accessory and temporary uses, as necessary.

Expand housing choice by updating residential use types

In the short-term, the COVID-19 pandemic has encouraged many people to seek out more space with larger homes on larger lots that provide families space for work, school, and play. In the long-term, the desire for flexible space will remain, but there will be a renewed interest in greater housing choice, as discussed in the Oswego Comprehensive Plan. Oswego already has a wide array of single-family housing developments so the UDO will seek to implement the goal of creating quality housing choice through more equitable development for all age groups, particularly seniors and young professionals. Townhomes, senior housing, apartments, and condominium buildings are likely to be created as infill development, located near existing activity centers. The UDO will evaluate the uses allowed in both residential and nonresidential zoning districts to allow a greater diversity of housing types in these districts.

Develop standards for principal and accessory uses that promote sustainability

The new ordinance should include clear standards for principal and accessory uses that will help the community achieve its sustainability goals. This may include revisions to existing renewable energy regulations, or new standards for electric vehicle charging stations, rainwater collection systems, vegetable gardens, or green roofs. Use standards will be developed for these uses to make it easier for residents and businesses to pursue sustainability initiatives and to ensure that they do not negatively affect the surrounding community.

Allow for accessory dwelling units in residential zoning districts

Accessory dwelling units (ADUs), sometimes called granny flats or in-law suites, can be used to provide a more diverse range of housing options without altering the character of a neighborhood. (See Figure 12. Example Accessory Dwelling Unit) These residential units are typically constructed within a single-family home or an accessory structure, such as a detached garage, and remain secondary in size to the principal structure. ADUs expand housing choice and also create a slightly denser environment, helping to support businesses and transit. We recommend revising the ordinance to include clear standards for where and how these units may be built. These standards may include limiting the number of ADUs per lot, defining a maximum square footage for ADUs, indicating whether an ADU may be within an accessory structure or principal structure, and including parking requirements.

Figure 12. Example Accessory Dwelling Unit



Source: ARLnow.com (Arlington, VA)

Section 10.00: Off-Street Parking and Loading

This section provides revised regulations pertaining to off-street parking, loading, bicycle parking, and parking lot design standards.

Proposed Organization		Corresponding Sections from Existing Ordinances
10.01	General Provisions	4.03.I Off-Street Parking and Loading 12.01.A General Provisions: Parking and Loading 12.01.B General Provisions: Parking and Loading
10.02	Off-Street Parking Spaces	7.01.B.1.e R-1 Single-Family Residence District: Parking 12.01.C.1 Use of Parking Facilities 12.01.C.3 Computation 12.01.C.6 In Yards 12.01.E Location of Accessory Off-Street Parking Facilities 12.01.F Schedule of Parking Requirements 12.03 Parking of Commercial Vehicles in Residence District
10.03	Bicycle Parking	12.01.G Bicycle Parking
10.04	Shared Parking	12.01.C.2 Joint Parking Facilities 12.01.F Schedule of Parking Requirements: Shared Parking
10.05	Parking Design Standards	8.05.G TUD Transitional Use District: Off-Street Parking and Loading 12.01.C.5 Size 12.01.C.6 Access 12.01.D Design and Maintenance
10.06	Pedestrian Circulation Systems	New Section of the UDO
10.07	Driveways	New Section of the UDO
10.08	Vehicular Stacking Requirements	New Section of the UDO
10.09	Recreational Vehicular Parking	12.02 Parking and Storing Recreational Vehicles
10.10	Off-Street Loading Facility Requirements	12.01.H Additional Regulations: Off-Street Loading 12.01.I Schedule of Loading Requirements

Revise and reorganize parking requirements and tailor them to umbrella use categories

As part of the creation of the UDO, the Village has the opportunity to modify its minimum parking requirements. The Village's minimum parking requirements have become inflated over time, which can create excess parking, reduce the amount of developable area on development sites, increase project costs for developers, contribute to flooding and stormwater runoff, and detract from a pedestrian-friendly environment. We recommend removing the Village's minimum parking requirements for most commercial and industrial uses while preserving minimum parking standards for residential uses. This recommendation aligns with recommendations from the Village's Comprehensive Plan and Downtown Framework Plan.

The minimum parking requirements that remain in the UDO should be tailored to the umbrella use categories

in Section 9.00 Uses to make the schedule of required parking more compact and user-friendly. For example, the schedule of parking requirements in the existing Ordinance includes 14 different standards for various types of retail goods establishments, whereas a single standard may be sufficient in the new UDO. When necessary, specific uses can be called out if the parking requirements of these uses differ significantly from the other uses in the umbrella category. Additionally, parking regulations are located throughout different sections of the existing Ordinance. The Village should consolidate these regulations in a single section to make it easy for users to find all relevant standards.

There is also an opportunity to implement maximum parking limitations to limit excessive impervious surfaces and promote parking areas that are the appropriate size. Parking maximums ensure that the built environment isn't negatively affected by excessive parking areas. The addition of maximum parking

standards to the Ordinance would complement the existing parking minimums, providing the Village with a defined range of parking spaces that could be provided for each use. The maximum parking limitation could provide exceptions for smaller developments, such as those required to provide less than 10 parking spaces.

Update bicycle parking requirements

As discussed in the Village's Comprehensive Plan and Downtown Framework Plan, it is important to continue to encourage biking and bicycle parking in the community. The existing Ordinance already includes general standards for bicycle parking (see 12.01.G Bicycle Parking), but the new UDO should include more robust standards. The existing ordinance requires bicycle parking for all non-residential uses containing 10 or more automobile parking spaces. We recommend expanding these requirements to include multiple-family residential developments. Like the revised parking standards for cars, bike parking requirements would be tailored to specific uses based on their size so that larger developments would be required to include more bike parking. In addition, the regulations would help ensure the visibility of bicycle parking and specify the distance between a bicycle rack and the entrance to the use it serves. We encourage Oswego to explore bike parking requirements based on whether the parking is for short-term or long-term use to better serve different users. Outdoor short-term parking is appropriate for uses with customers and visitors, while indoor long-term parking is more suitable for use with employees and residents.

Reduce paved surfaces and mitigate the environmental impact of parking lots

We recommend adding standards in the UDO to allow environmentally friendly parking surfaces, such as permeable pavement and recycled materials. In addition, the Village can find ways to reduce paved surfaces with standards that allow for compact car parking spaces and narrower driveways in both residential and non-residential areas.

Update and simplify off-street loading requirements

Much like minimum parking requirements, excessive loading requirements can adversely affect developable area and project costs. We recommend removing the Village's minimum off-street loading requirements and implementing maximum loading limitations instead. The maximum loading limitations could provide exceptions for uses that require more off-street loading spaces, such as warehousing, storage, or distribution facility uses.

Add standards to make parking lots more pedestrian-friendly

In order to ensure that parking lots are as safe for pedestrians as they are for cars, the UDO should include new standards that specifically require off-street parking lots to include an internal pedestrian circulation system. These standards would include connections to sidewalks along the right-of-way, striped walkways within parking lots, and separated walkways between parking lots and adjacent uses. These regulations would apply to off-street parking facilities for multi-family, institutional, commercial, and industrial uses that have parking spaces that exceed a certain threshold, such as 10 spaces.

Section 11.00: Landscape Standards

This section provides requirements for landscaping, buffering, and screening for all new residential and non-residential development. This section also provides standards for outdoor lighting for all districts and uses.

Proposed Organization of Sections		Corresponding Sections from Existing Ordinances
11.01	General Provisions	17.01 Purpose (Zoning Ordinance) 17.03 Scope (Zoning Ordinance) 17.04 Criteria for Approval of Landscaping Plans (Zoning Ordinance)
11.02	Tree Preservation	17.08 Tree Preservation (Zoning Ordinance) 8.616D Existing Tree Preservation (Subdivision Ordinance)
11.03	Design, Illustration, and Maintenance	17.06 Site and Landscaping Standards (Zoning Ordinance) 17.07 Planting Material (Zoning Ordinance) 17.09 Standards, Guidelines, and General Requirements (Zoning Ordinance) 17.00 Appendix A Permitted Plant Material Species (Zoning Ordinance) 17.00 Appendix B Prohibited Woody Plant Materials (Zoning Ordinance) 8.616C Permitted Woody Plant Material Species (Subdivision Ordinance)
11.04	Right-of-Way Landscaping	17.06.G Street Trees (Zoning Ordinance) 17.06 H Median Landscaping (Zoning Ordinance) 8.616B Trees (Subdivision Ordinance)
11.05	Parking Lot Landscaping	17.06.E Parking Lot Landscaping (Zoning Ordinance)
11.06	Buffer Yards	17.06.C Buffer Yards Required (Zoning Ordinance)
11.07	Screening Requirements	17.06.F Fences, Walls, Berms, and Hedges (Zoning Ordinance)
11.08	Outdoor Lighting	8.615D Street Light Components (Subdivision Ordinance)

Promote the multiple benefits of landscape features

In addition to their aesthetic and screening functions, well-designed landscape features can provide valuable stormwater management services, and help to mitigate some impacts of new development. To maximize this potential, we recommend revising current design guidelines to require concave landscape islands with stormwater inlets in all new or significantly renovated parking lots. This design allows the island to retain and absorb some or all of the stormwater runoff generated by the parking lot, which improves water quality, mitigates flood risk, and can reduce the need for costly upgrades to the Village storm sewer system. (See Figure 13. Concave Planters)

To complement this design, we also recommend adding a minimum tree canopy coverage standard to the existing tree-per-island requirement. The tree canopy standard would be based on the projected canopy at maturity and would be included in the developer's site plan proposal. This standard would help to mitigate the parking lot's heat island effect and reduce flood risk in the area. To advance the Village's green energy priorities, some or all of the minimum shade coverage requirement could be met with solar panels placed over the lot. Finally, we recommend requiring developers to designate snow storage areas in parking lot site plans to ensure that landscape features are not damaged by snow and ice during the winter months.

Update standards to ensure the long-term sustainability and resilience of landscape features

Landscape features are long-term investments that appreciate over time. Mature trees not only look better than young trees, but they also absorb more stormwater, sequester more carbon, produce more oxygen, and provide substantially more habitat for wildlife. The Village already has species, diversity, and replacement requirements in place to support the long-term viability of landscape features. We recommend building on these standards through a series of minor adjustments discussed in more detail below.

Promote water conservation

As the region's groundwater reserves become less abundant, it will be increasingly important for communities to implement water conservation strategies. To support this work and better position the Village to adapt to future changes, the UDO will include landscape standards that promote water conservation. This can include standards to encourage native and drought-tolerant trees, shrubs, and grasses that require little maintenance, require water-efficient irrigation systems, and allow the installation of rain barrels and other water-saving tools.

Figure 13. Concave Planters



Source: RainReady: CNT

Adopt the Morton Arboretum Northern Illinois Tree Species List

The Village currently has two permitted species lists: one in the Subdivision Ordinance and one in the Zoning Ordinance. To provide a more consistent standard, we recommend replacing the Village's tree lists with the [Morton Arboretum Northern Illinois Tree Species List](#). By adopting the Morton Arboretum List—which is regularly updated by regional arborists and ecologists—the Village could ensure that standards reflect current trends in plant development and pest/disease control, without the need to dedicate Village resources.

Revise tree species requirements to improve accessibility and include drought and salt tolerance

The Village currently has tree species diversity requirements in three separate locations--17.06.G (Street Trees) and 17.09.B (Planting Specifications) in the Zoning Ordinance and 8.616.B (Trees) in the Subdivision Ordinance. These standards are compatible, but vary slightly. We recommend consolidating these three tables into a single, comprehensive table that lists the maximum percentage of trees in a lot that may come from a specific species, genus, or family. These standards should be based on the size of the parcel, rather than the total number of trees. We recommend excluding very small parcels to allow for the establishment of groves and exempting oaks due to their importance to regional ecology. Finally, we suggest including standards for drought- and salt-tolerance, to ensure resilience to future climate conditions.

Section 12.00: Signs

This section will include revised sign requirements that are consistent with the Village's comprehensive planning objectives and the revised zoning district structure.

Proposed Organization		Corresponding Sections from Existing Ordinances
12.01	Purpose	11.01 Statement of Purpose
12.02	General Construction and Design Standards	11.02 General Regulations
12.03	Sign Measurement Standards	11.12 Sign Measurement
12.04	Master Sign Plan	New Section of UDO
12.05	Permanent Signs	11.04 Permit Exempt Signs
		11.06 Residential Districts
		11.07 Business and Office Districts
		11.075 Special Districts and Uses
		11.08 Manufacturing District
12.06	Temporary Signs	11.03 Permit and Regulation Exempt Signs
		11.04 Permit Exempt Signs
		11.06 Residential Districts
		11.07 Business and Office Districts
		11.075 Special Districts and Uses
		11.08 Manufacturing District
		11.09 Temporary and Portable Signs
12.07	Prohibited Signs	11.05 Prohibited Signs: All Districts

Update regulations to ensure consistency with recent court rulings on sign content

The Village should no longer base sign regulations on the content of a sign, and instead create standards based on the structural characteristics of a sign to align with the U.S. Supreme Court decision in *Reed v. Town of Gilbert* from July 2015. This decision emphasizes that sign regulations are allowed to promote aesthetics and other community goals, but only when these regulations are content neutral. Communities around the country are reevaluating their sign regulations in light of this decision and there are opportunities for Oswego to better align its regulations with the Supreme Court's findings.

Several of the sign types listed under 11.04 (Permit Exempt Signs) in the existing Ordinance would likely be considered regulations of content since the standards for each sign are based on the message or meaning of the sign, such as no trespassing signs. The Court's logic behind this consideration is that a person would have to read the sign in order to understand that entering was prohibited. The standards in the proposed Ordinance will build on existing provisions that define a number of signs by their structural type, such as awning signs, monument signs, projecting signs, and window signs.

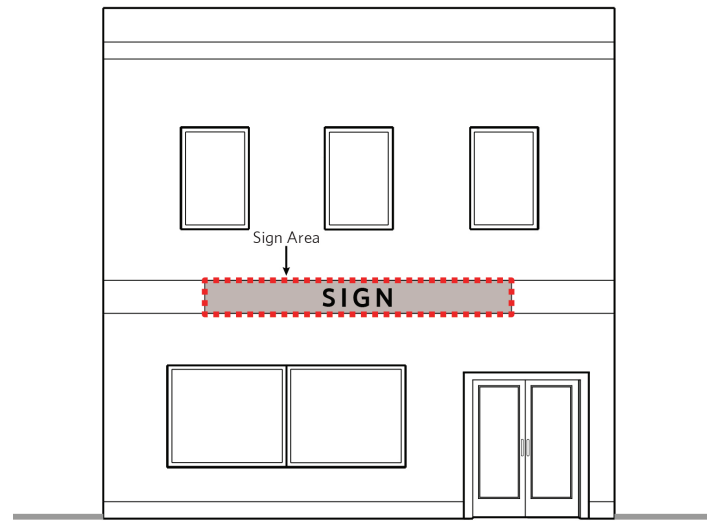
Establish a master sign plan process

We recommend that the Village adopt a master sign plan process to help provide greater consistency in regulating and managing signs in multi-tenant and multi-building developments. Master sign plans are often utilized for business and manufacturing developments to regulate the type, number, location, materials, and dimensions of all signs in the development. Master sign plans can be approved by the Zoning Administrator, much like a typical sign permit.

Enhance graphics and integrate them within key locations

The Village's existing Zoning Ordinance contains a handful of graphics, but the UDO will feature illustrations for each major sign type using a standard illustration style. For example, Figure 14. Wall Sign provides a simple way to demonstrate the location of a wall sign and how to measure its area.

Figure 14. Wall Sign



Section 13.00: Definitions

This section defines key terms related to each section of the UDO.

Proposed Organization of Section		Corresponding Sections from Existing Ordinances
13.01	Purpose	3.01 Rules (Zoning Ordinance)
13.02	Definitions	3.02 Definitions (Zoning Ordinance) 11.11 Definitions (Zoning Ordinance) 17.02 Definitions (Zoning Ordinance) 18.08 Definitions (Zoning Ordinance) 21.01 Definitions (Zoning Ordinance) 000.020 Definitions (Zoning Ordinance) 5.02 Definitions (Subdivision Ordinance)

Add new definitions and remove outdated terms

The goal of this Section is to define the key terms found in the UDO. In drafting this Section, existing terms will be evaluated, new definitions will be added, and outdated terms will be revised to reflect modern development standards and practices. It is likely that some terms will be removed if they are obsolete or no longer used in the Ordinance. Additionally, this section of the Ordinance will define all of the umbrella use categories in Section 9.00 Uses. To increase the accessibility and readability of the document, supporting definitions currently found in various sections of the existing ordinances (such as Section 17.02, which includes definitions specifically for landscaping) will be relocated to this section.

Remove similar terms and regulating language

The revision of the Definitions Section will also serve to eliminate confusion caused by terms that are too similar to one another. For example, the new Ordinance will not include separate definitions for substantially similar and repetitive terms, such as “lot, corner” and “corner lot;” or “screening” and “sight-proof screening.” To clarify the Village’s zoning standards, regulating language will be moved from the Definitions Section and included in the pertinent regulating sections of the UDO. For example, the regulations for the quantity of guests and timeframe of stay at a “Bed and Breakfast” should be moved to the use standards in Section 9.00 Uses. Similarly, it will be necessary to remove the parking requirements that are currently embedded in many of the definitions. Additionally, terms that are not going to be used in the UDO, such as “floor area ratio (FAR)” may be removed.



The Chicago Metropolitan Agency for Planning (CMAP) is our region's comprehensive planning organization. The agency and its partners developed and are now implementing ON TO 2050, a long-range plan to help the seven counties and 284 communities of northeastern Illinois pursue strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues.

See cmap.illinois.gov for more information.



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