

DESIGN REVIEW

August 18, 2020





Inform the Village Council about the Project

Obtain Confirmation from
the Village Council about the Project

PURPOSE



Synopsis of Village Council Direction

Project Objectives

Project Scope

Project Summary Timeline

Key Policy Questions

TONIGHT'S OUTLINE



Work with ADRB to review, evaluate and recommend amendments to:

Downtown Pattern Book

Downtown Design Guidelines

Consider amending the review and approval process for certain construction projects by the ADRB

Downtown

Catalyst Sites

SYNOPSIS OF VILLAGE COUNCIL DIRECTION FROM JULY 21, 2020



Ensure Developments Meet or Exceed
Established Design Criteria

Downtown

Catalyst Sites

Provide an Opportunity for Public
Awareness Early in the Review and
Approval Process

Engage the ADRB

Maintain an Efficient, Predictable and
Reliable Review and Approval Process

PROJECT OBJECTIVES



**TASK 1
UPDATE THE
DOWNTOWN PATTERN BOOK**

**TASK 2
UPDATE THE
DOWNTOWN DESIGN GUIDELINES**

**TASK 3
EXAMINE ADRB REVIEW & APPROVAL
PROCESS**

**TASK 4
CREATE CATALYST SITE DESIGN
GUIDELINES**

**PROJECT
SCOPE**



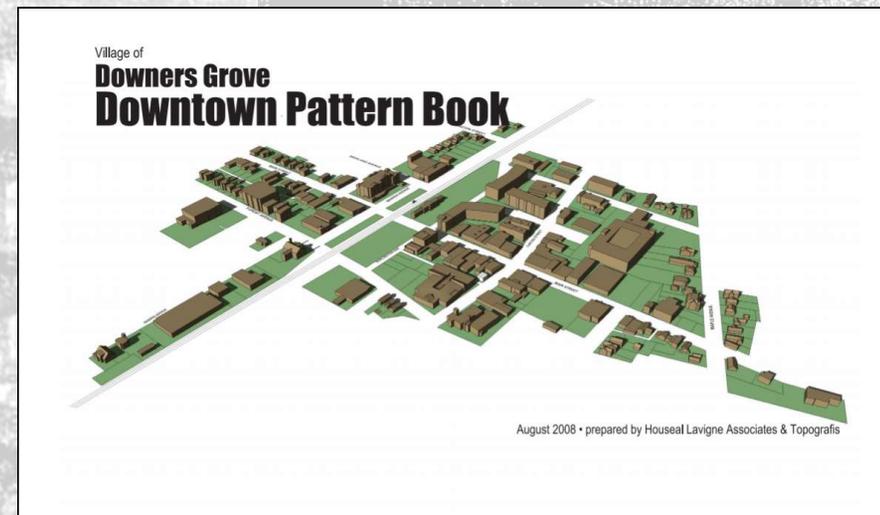
Pattern Book

- Completed in 2008
- An existing conditions document
- No specific design guidance
- includes:
 - Documentation of 42 street segments
 - Block analysis
 - Existing land use
 - Cross sections
 - Streetwall analysis
 - Sidewalk and crosswalk analysis

Purpose of the 2008 Downtown Pattern Book

- The Downtown Development Pattern Book is intended to serve as the **starting point** for the establishment of:
 - **Downtown Design and Development Guidelines,**
 - ✓ 2009 – Downtown Design Guidelines
 - **revised Downtown zoning and development controls**
 - ✓ 2014 – Zoning Ordinance Update
 - ✓ 2018 – Downtown Rezoning
 - **and a new Downtown Plan.**
 - ✓ 2011, 2015, 2017 – Comprehensive Plan & Updates

TASK 1 UPDATE DOWNTOWN PATTERN BOOK



PROJECT SUMMARY TIMELINE



Task 2 – Downtown Design Guidelines

Task 3 - Process

**Task 4 –
Catalyst
Sites - TBD**

AUG 20

OCT 20

DEC 20

FEB 21

APR 21



Project Understanding

- Completed in 2009
- Provide guidance for the three Downtown Zoning Districts
- Provide design guidance on:
 - Building Placement, Orientation, and Scale
 - Materials, Style and Character
 - Entrances, windows and awnings
 - Utility considerations
 - Signage
 - Special (outdoor seating and parking)
- Provide descriptions and visualizations to clearly communicate design standards
- ADRB to provide recommendations to the VC

TASK 2 UPDATE DOWNTOWN DESIGN GUIDELINES



Project Schedule – 5 months to complete

TASK 2 UPDATE DOWNTOWN DESIGN GUIDELINES

Design Review Project Schedule	2020					2021				
	August	September	October	November	December	January	February	March	April	May
Village Council Meeting	●									
Task 2 - Update Downtown Design Guidelines										
Staff Work	●	●	●	●	●	●				
ADRB Kick-off Meeting		●								
ADRB Meeting – Invite Downtown Business & Property Owners				●						
ADRB Final Review & Recommendation					●					
Village Council Review / Approval						●				



Project Understanding

- Amend Municipal Code
- Establish what governs – design or zoning
- Develop clear set of design standards and design review tools for board to utilize and to make findings
- Develop review process
 - Types of projects required for review
 - Level of approval required
 - Staff
 - ADRB / PC
 - VC
- ADRB and PC to provide recommendation to the VC

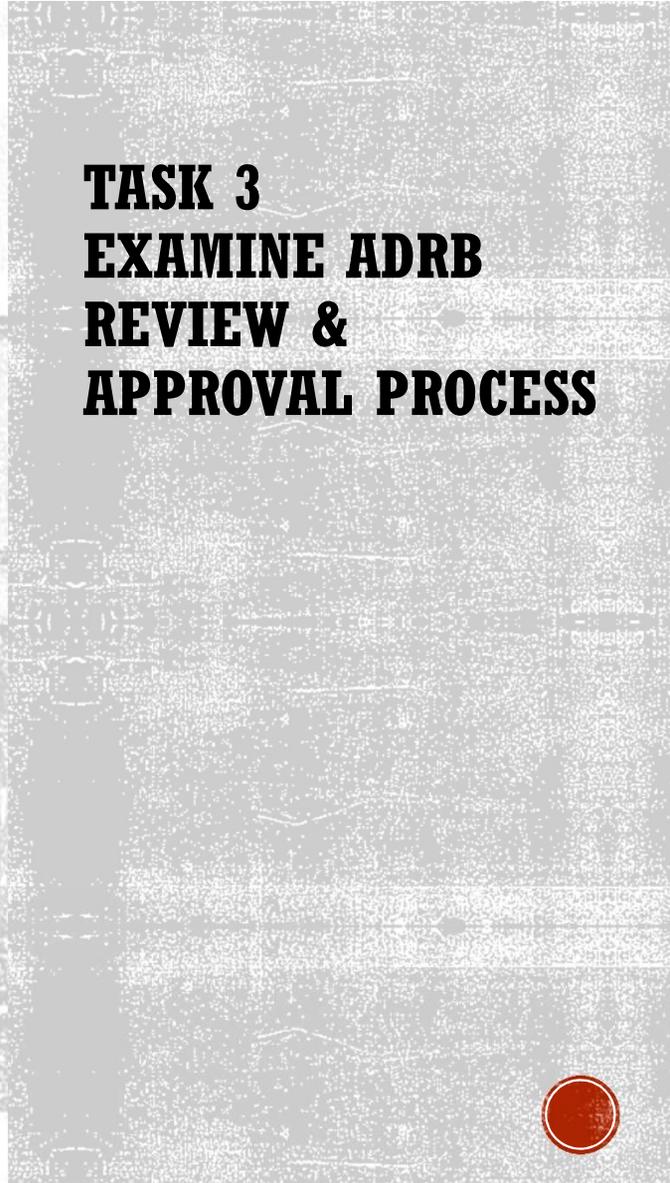
TASK 3 EXAMINE ADRB REVIEW & APPROVAL PROCESS



Project Schedule – 8 Months

Design Review Project Schedule	2020					2021				
	August	September	October	November	December	January	February	March	April	May
Village Council Meeting	●									
Task 3 - Examine ADRB Review & Approval Process										
Staff Work	●	●	●	●	●	●	●	●		
ADRB Kick-off Meeting		●								
ADRB Meeting – Invite Downtown Business & Property Owners				●						
ADRB Meeting					●					
Village Council Review						●				
Plan Commission Public Hearing							●			
Village Council Review / Approval								●		

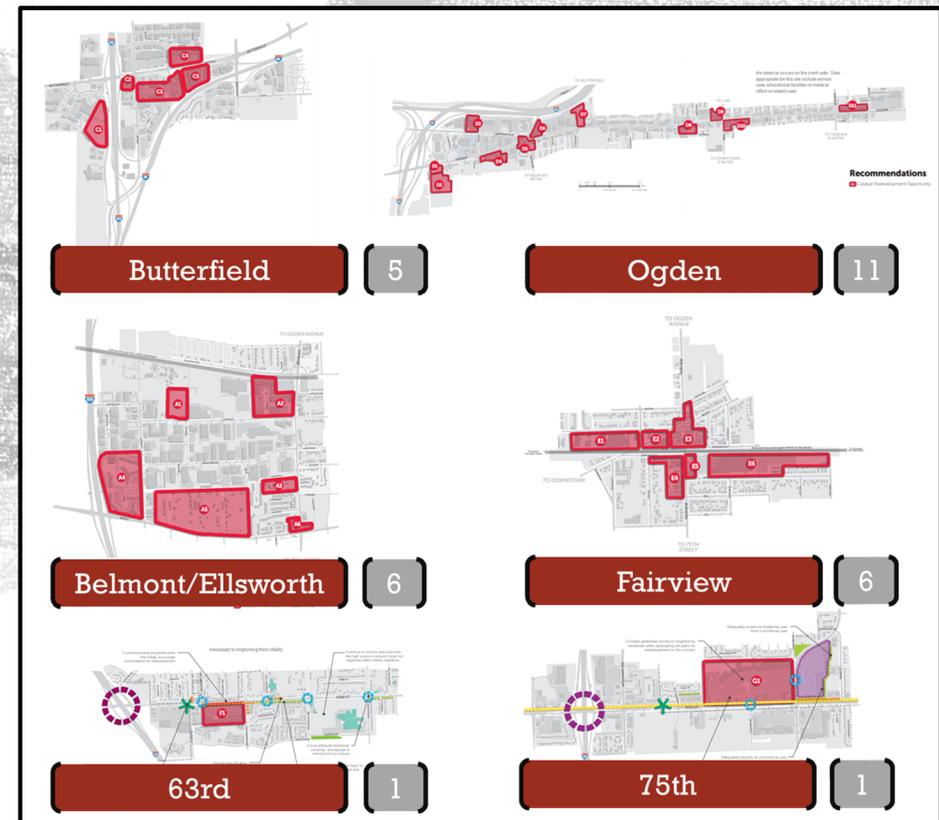
TASK 3 EXAMINE ADRB REVIEW & APPROVAL PROCESS



Project Understanding

- Documents do not currently exist
- 30 Catalyst sites have:
 - drastically different architectural styles, lot sizes, zoning requirements and site designs
 - a variety of land uses ranging from small scale commercial to large scale office
- Document will include:
 - Recommendations for design, using the Comprehensive Plan as a basis
 - General Aspirations (TBD), but is expected to include recommendations for:
 - Attractiveness
 - Material selection
 - Harmony and compatibility
- Provide opportunities for stakeholder and public input
- ADRB to provide recommendations to the VC
- Schedule – TBD after Task 2 and 3 completed

TASK 4 CREATE CATALYST SITE DESIGN GUIDELINES



PROJECT SUMMARY TIMELINE

Task 2 – Downtown Design Guidelines



Task 3 - Process

**Task 4 –
Catalyst
Sites - TBD**

AUG 20

OCT 20

DEC 20

FEB 21

APR 21



Design Review Project Schedule	2020					2021				
	August	September	October	November	December	January	February	March	April	May
Village Council Meeting	●									
Task 1 - Downtown Pattern Book										
No update										
Task 2 - Update Downtown Design Guidelines										
Staff Work	●	●	●	●	●	●				
ADRB Kick-off Meeting		●								
ADRB Meeting – Invite Downtown Business & Property Owners				●						
ADRB Final Review & Recommendation					●					
Village Council Review / Approval						●				
Task 3 - Examine ADRB Review & Approval Process										
Staff Work	●	●	●	●	●	●	●			
ADRB Kick-off Meeting		●								
ADRB Meeting – Invite Downtown Business & Property Owners				●						
ADRB Final Review & Recommendation					●					
Village Council Review						●				
Plan Commission Public Hearing							●			
Village Council Review / Approval								●		
Task 4 - Create Design Guidelines for Catalyst Sites not in the Downtown										
Schedule TBD after Tasks 2 and 3 are completed										

COMBINED PROJECT SCHEDULE

- 8 month schedule



What type of development requires design review compliance?

Downtown

Catalyst Sites

What is the proposed review and approval process?

Project Type

Public participation model

Project Location – Downtown /
Catalyst Sites

Appeal Process

Staff / ADRB / PC / VC

What are the design criteria?

How will guideline compliance affect current review process?

KEY POLICY QUESTIONS -



DESIGN REVIEW

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