



Triangle Area Redevelopment Plan

Village of Indian Head Park, Illinois

April 2018

DRAFT
FOR STAFF REVIEW ONLY



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Development Objective

The Village has a limited amount of land available for sales tax generating uses. The area adjacent to I-294 at the intersection of Wolf and Joliet Roads, commonly known as the “Triangle Area”, represents one of the Village of Indian Head Park’s primary redevelopment opportunities.

It is imperative that future development on the site be carefully planned and managed and serve as a signature project and gateway to the community. The **Triangle Area Redevelopment Plan** and **PUD Ordinance** is designed to articulate the community’s vision for the site and to provide property owners, the development community and other key stakeholders flexibility and guidance in pursuing development plans.

Market Analysis

Retail

The retail market area was studied using drive-times of 10, 15 and 20 minutes from the Triangle Area. In analyzing factors such as supply, demand, population density and overall accessibility it was determined that the 10- minute drive-time best reflected the competitive market area. Reconnaissance of the market area was conducted to identify existing uses and development and traffic patterns during different time periods throughout the day and weekends.

Housing

Separately, an analysis was prepared of the local housing market and potential for multi-family product (both for sale and rental).

Total Units

Indian Head Park’s population has grown slightly over the last decade and the trend is projected to continue over at least the next five years. This population growth warrants an increase in both owner occupied and rental housing units.

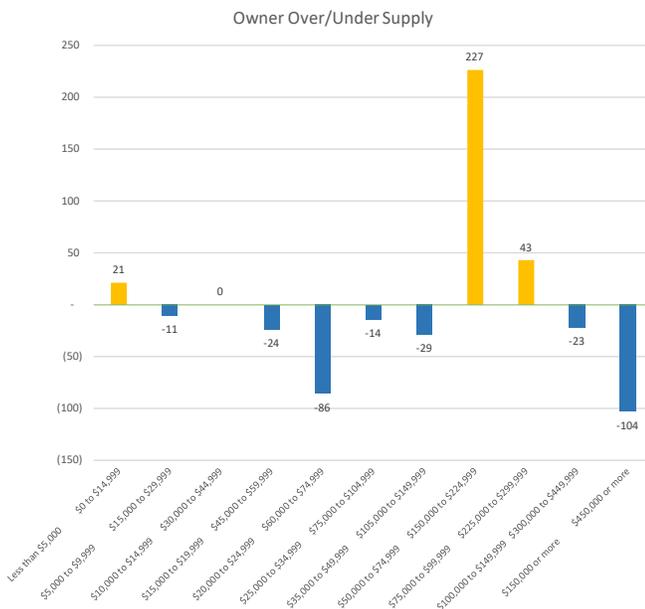
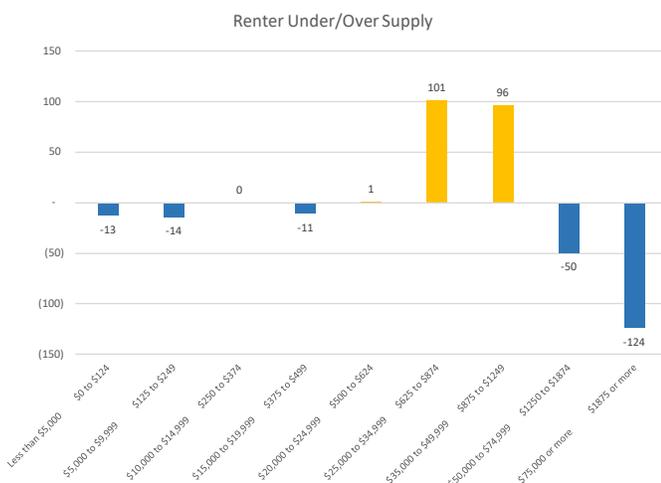
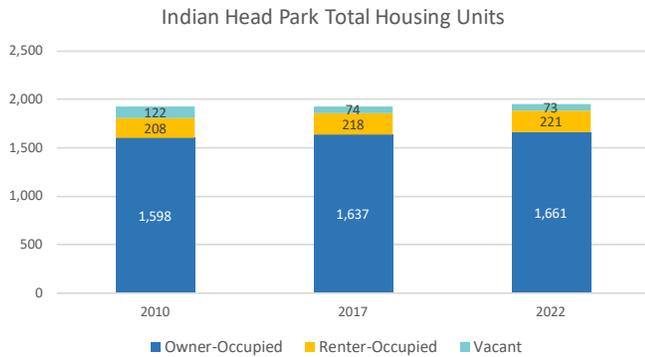
Owner & Renter Affordability Comparison

Household incomes were compared against home values and rental rates of the Village’s existing housing stock to determine discrepancies of affordability in the Indian Head Park’s housing market. The analysis was conducted for both owners and renters to provide more accurate and detailed calculations of the housing conditions for households of various incomes in Indian Head Park. For owner-occupied households there is a need for high-value product (priced \$300,000 or more). This means that there are more households earning an income at a level that can afford a home at that value than there are homes available in the Village. The demand shows deficiencies in the housing market based on existing housing stock and what households can afford based on their income while accounting for the housing cost burden rate of spending more than 30 percent of annual income on housing costs alone. The renter-occupied analysis showed similar results with a demand for units with rents at \$1,250 or more.

Summary

Market potential exists for a range of uses that are consistent with the type of desired development indicated by Village officials and area property owners in previous meetings. This includes restaurants, fast casual dining and specialty foods as well as several other categories. There are also indications of support for multi-family residential that could be integrated into a mixed-use development and/or standalone buildings.

It is important, therefore that redevelopment maximize, quality, retail and restaurant uses. Uses may be incorporated into a mixed-use and/or standalone development.



Retail Gap Analysis Summary

Indian Head Park: Joliet Road / Wolf Road Intersection 10 - Minute Drive Time (2017)

Summary Demographics	10 - Minute Drive Time
2017 Population	109,172
2017 Households	41,831
2017 Median Disposable Income	\$65,221
2017 Per Capita Income	\$52,946

Summary	Retail Gap 10 - Minute Drive Time	
	Retail Gap	Potential
Total Retail Trade and Food & Drink	\$359,197,678	
Total Retail Trade	\$332,824,544	
Total Food & Drink	\$26,373,136	
Motor Vehicle & Parts Dealers	-\$107,345,086	(268,363)
Automobile Dealers	-\$141,564,290	(353,911)
Other Motor Vehicle Dealers	\$9,788,169	24,470
Auto Parts, Accessories & Tire Stores	\$24,431,036	61,078
Furniture & Home Furnishings Stores	\$14,551,725	36,379
Furniture Stores	\$23,710,710	59,277
Home Furnishings Stores	-\$9,158,985	(22,897)
Electronics & Appliance Stores	\$9,632,715	24,082
Bldg Materials, Garden Equip. & Supply Stores	\$65,814,503	164,536
Bldg Material & Supplies Dealers	\$53,122,047	132,805
Lawn & Garden Equip & Supply Stores	\$12,692,454	31,731
Food & Beverage Stores	-\$11,452,121	(28,630)
Grocery Stores	-\$21,298,586	(53,246)
Specialty Food Stores	\$451,772	1,129
Beer, Wine & Liquor Stores	\$9,394,692	23,487
Health & Personal Care Stores	\$83,043,463	207,609
Gas Stations	-\$16,984,958	(42,462)
Clothing & Clothing Accessories Stores	\$60,433,791	151,084
Clothing Stores	\$32,519,114	81,298
Shoe Stores	\$14,513,352	36,283
Jewelry, Luggage & Leather Goods Stores	\$13,401,325	33,503
Sporting Goods, Hobby, Book & Music Stores	\$9,621,207	24,053
Sporting Goods/Hobby/Musical Instr Stores	\$5,659,809	14,150
Book, Periodical & Music Stores	\$3,961,398	9,903
General Merchandise Stores	\$195,713,362	489,283
Department Stores Excluding Leased Depts.	\$138,643,751	346,609
Other General Merchandise Stores	\$57,069,611	142,674
Miscellaneous Store Retailers	\$3,185,054	7,963
Florists	-\$2,717,100	(6,793)
Office Supplies, Stationery & Gift Stores	-\$7,658,398	(19,146)
Used Merchandise Stores	\$451,494	1,129
Other Miscellaneous Store Retailers	\$13,109,059	32,773
Nonstore Retailers	\$26,610,886	66,527
Electronic Shopping & Mail-Order Houses	\$39,983,875	99,960
Vending Machine Operators	\$1,705,725	4,264
Direct Selling Establishments	-\$14,910,758	(37,277)
Food Services & Drinking Places	\$26,373,136	65,933
Special Food Services	-\$13,189,537	(32,974)
Drinking Places - Alcoholic Beverages	-\$2,943,653	(7,359)
Restaurants/Other Eating Places	\$42,506,325	106,266
1 Square footage potential based on an average annual sales per-square-foot of \$400.		

Source: ESRI Business Analyst; Houseal Lavigne Associates



Development Principles

Site Concept Plans have been designed to guide development and articulate desired uses and potential layout. This is not intended to restrict final plans. The Village encourages alternative development plans that are in keeping with the Village’s vision for the site.

Triangle Area Redevelopment Potential Site Area (Acre): 8 Acre

Uses	Unit	Quantity
Drive-thru Café	SF	3,139
Retail	SF	63,000
Residential	EA	84 units @ 1,400 GSF
Office	SF	40,000
Surface Parking	EA	332
Underground Parking	EA	214

SF: Square Feet; GSF: Gross Square Feet; EA: Each

Retail & Restaurant Uses

Retail uses along with sit-down restaurants, fast casual, and cafes/coffee-shops are desired components of a development program. Development should not include fast food restaurants, however drive-thru uses associated with coffee shops/cafes should be considered.

Office Uses

Professional and corporate office space is desired, with preference to second floor and above. Parking may be below grade, structured, or surface and may be shared with adjoining uses. The Village may entertain the potential to incorporate Village offices within a development program. Depending on timing, Village officials should work with the developer to discuss this option.

Quality Multi-Family Residential

Multi-family residential development may include for-sale or rental product. Residential units should include a mix of unit sizes and bedrooms. Exterior and interior construction should be of high quality in terms of amenities and finishes.

Preference is for mixed-use, residential above retail. If the overall development plan allows for an adequate amount of sales tax generating uses, the residential development may be contained within a standalone building(s).

Parking

Required parking for each unit must be contained within a dedicated structure or below grade. Ancillary surface parking for retail should be provided.

The Village may consider non industry-standard parking spaces requirement based on developer providing justification showing examples and trends for a similar development in a similar-sized city.

Triangle Site Concept Development Plan: End-state



Drive-thru Cafe
3,139 SF

Mixed-use: Retail/Office
Retail (Ground Floor): 35,000 SF
Office (1-3 floors): 35,000 - 105,000 SF

Restaurant 1
5,568 SF

Restaurant 2
5,821 SF

Tollway: Proposed Limit of Construction Line

Mixed-use: Retail/Residential
Retail (Ground Floor): 28,000 SF
Residential (4 floors): 84 Units @ 1,400 GSF/Unit

Legend

- Property Lines
- Limit of Construction Line
- New Buildings
- Tollway: Proposed Berm and Stormwater Detention Facility

0' 100' 200' NORTH

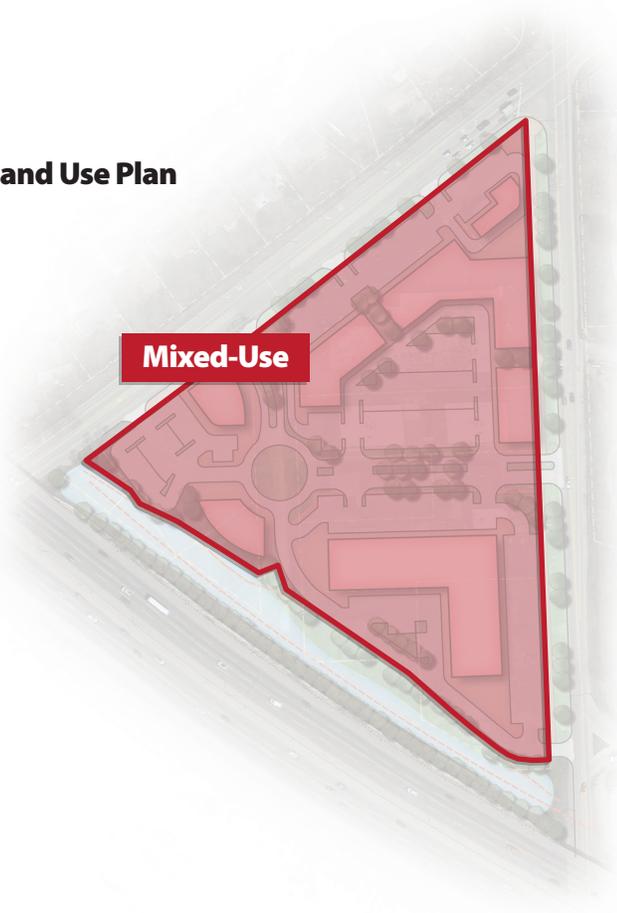
Land Use Plan

To accommodate the proposed redevelopment an amendment to the Village of Indian Head Park Land Use Map for the Triangle Area is provided.

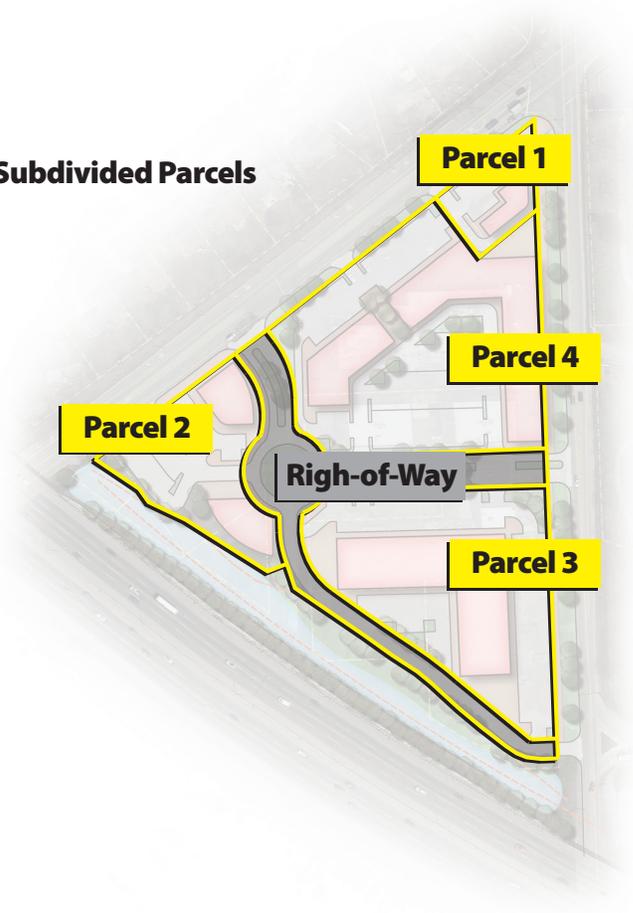
Subdivision Plan

The conceptual site plan is subdivided into 4 parcels and right-of-way corridor for roads. The subdivision plan is created based on the concept plan developed for the site. While modifications to the concept plan are acceptable, the general development principles should remain. If development is proposed in phasing, the proposed subdivision plan should show existing businesses and property owners who are not part of the development yet, to have an unrestricted access to their property. Any future parcels in the development site plan should show appropriate site access.

Land Use Plan



Subdivided Parcels



Phasing Plan



Phasing Plan

The site is currently occupied with existing residential, mixed-use, and commercial uses. Although, the development plan should be approved as part of a unified site redevelopment, the actual construction can be completed in phasing. This Phasing Plan conceptually identifies the realization of a unified development in three phases. The conceptual site plan considered the possibility of existing businesses and mixed-use development to remain and function in place until the property owners redevelop their properties.

Phase 1:

Phase 1 illustrates the development potential of Parcel #1 and Parcel #2. Parcel #1 is currently vacant but could require additional site acquisition from the Indian Head Plaza to accommodate space for parking and drive thru. Parcel #2 is currently vacant but may require realignment of Vine Road as part of a unified site development.

Parcel #1 is a corner parcel provides maximum visibility from both Joliet and Wolf Road. This parcel should be developed as a signature building with high quality architecture. Although not required, but Parcel #1 is most suitable for a fast-casual café/coffee drive-thru or a restaurant use.

Parcel #2 is at the intersection of Vine and Joliet Road and provides good visibility from Joliet Road. This site is well suited for fast-casual, casual dining, or mixed-use retail/office.

Phase 2:

Phase 2 plan illustrates development potential of Parcel #3. This will require further site acquisition from existing property owners. The site is easily accessible from Wolf Road and I-294 egress ramp. The site is well suited for high quality mixed-use retail/residential or mixed-use retail/office. The retail could support fast-casual dining, café, beauty salon, service retail or boutique stores.

Phase 3:

Phase 3 illustrates development potential of Parcel #4. This may require site acquisition from Indian Head Plaza and existing mixed-use development. This site benefits from visibility from both Wolf and Joliet Road. The site is well suited for high quality mixed-use retail/office.

Development Potential in Phases

	Site Capacity	Industry Standard	Notes
Phase 1 Development: Drive-thru and Restaurants			
Café	3,139 SF		
Parking	17 Spaces	13***	Speciality Restaurants and Café have their own standards.
Restaurant 1	5,568 SF		
Restaurant 2	5,821 SF		
Parking	54 Spaces	24***	Speciality Restaurants and Café have their own standards.
Phase 2 Development: Mixed-use-Retail and Residential			
Retail	28,000 SF		Groundfloor only
Retail Parking	140 Spaces	130 Spaces***	
Residential Units	84 Units*		2-4 floors
Residential Parking	Varies	126 Spaces**	Underground parking spaces may be required
Phase 3 Development: Mixed-use: Retail and Office			
Retail	35,000 SF		Groundfloor only
Retail Parking	175 Spaces	156 Spaces***	Surface Parking
Office	35,000 - 105,000 SF		1-3 floor
Office Parking	Varies	160 - 480 Spaces***	Underground parking space may be required

* Residential Units are programmed @ 1,400 GSF / Unit

** Residential Parking is based on 1.5 Spaces/Unit

***Restaurant, Retail, and Office Parking is based on 4 spaces/1000SF

Building Setback: Varies; To be approved as part of PUD

Parking Setback: Varies; To be approved as part of PUD



Images showing some good examples of exterior building materials, accent treatment, and landscape

Development Guidelines

The primary objectives of the Triangle Area Development Guidelines are to:

- Promote redevelopment of the site into a vibrant and attractive commercial and mixed-use area, which aesthetically complements the architecture of the Village’s residential districts;
- Maximize the Village’s opportunities to diversify and strengthen its tax base by enhancing revenue opportunities.

Although the Planned Development (PD) ordinance will provide an overall base of understanding, these additional development guidelines will serve to elevate the development standards within the Triangle Area.

Building Height

- Depending on market and development feasibility, as well as the ability to meet parking requirements, the Village will consider varying building heights for new development on the site; however, the development proposal should be supplemented by traffic study. The traffic study should illustrate the increased density does not impact traffic conditions on Wolf and Joliet Road in a negative way.
- The building height could range from 1Story to 5 Stories.

Site Plan

- Buildings should be sited to enhance entryway and strengthen their intended use for approaching visitors. Building setback has not been defined and left to the creativity of the developer to provide efficient and safe pedestrian and vehicular circulation experience.
- Pedestrian sidewalks and walkways should be located to provide a comfortable pedestrian experience, limiting conflicts with vehicular traffic.
- The corner lot vehicular access should be at a safe distance from the intersection of Joliet and Wolf Road.



Images showing some examples of density, height, building materials, and parking circulation.

Building Design & Materials

- Buildings should be designed with main façade facing either Wolf Road or Joliet Road.
- All exterior walls of buildings should be treated with consistent architecture, details, and materials.
- Buildings throughout the Business District should have strong pedestrian orientation, providing opportunities for window shopping, and outdoor dining.
- Corner buildings should take advantage of their prominent locations with angled, rounded, or recessed corner entrances.
- Careful consideration should be given to building elements at the ground level to ensure that the buildings have human scale and create a harmonious environment.
- Brick, stone, and cast stone should be the primary building materials on all exterior walls of buildings. Brick and stone selections should be designed in a compatible range of colors for an entire building, to avoid a flat and modern appearance.
- The number of façade colors should be minimized to maintain a unified district.
- Concrete, colored concrete pavers, brick pavers, or exposed aggregate should be used for pedestrian walkways; however, concrete should be limited to no more than 50% of the material used for pedestrian walkways.

Access & Circulation

- The site must be accessible from both Joliet Road and Wolf Road with connectivity through the site to both roads. An interior road must connect the two arterials with cross access to parking areas and provide adequate internal circulation.
- Crosswalks should be provided at all internal pedestrian circulation routes. Intersection should be clear of all object that may obstruct sightlines.

Parking

- Below-grade parking is allowed; however, surface parking for supporting retail use is required.
- Parking lots should be well marked, sufficiently lit, provided with proper drainage and include clearly marked pedestrian pathways.
- To reduce or minimize paved parking areas, shared parking is encouraged.



Images showing some examples of screening utilities and dumpsters.

Tollway Authority Property Access & Stormwater Management

- The Illinois Tollway Authority requires continuous access to their property along the western boundary of the property immediately adjacent to I-294. Site development and engineering must provide this access. The Tollway Authority has indicated that the potential may exist to combine their retention area for stormwater management for the site to maximize the efficiency; however, the details and sharing agreement to be worked out at the time of engineering design.
- The developer should work with the Village to obtain required site drainage and permitting requirement to safely discharge water from the site.

Service

- Trash receptacles, dumpsters, and service areas shall be located inside the primary building or be fully enclosed by masonry walls, or screened with landscaping.
- The rear of commercial buildings shall be well kept. Secondary rear entrances to stores and shops are encouraged when public parking or pedestrian walkways are located behind the buildings.
- Mechanical equipment must not be visible from the public-right-of-way. Roof-mounted equipment should be located so as not to be visible from the access drive.
- Grade-level mechanical and utility equipment should be screened from public view with an enclosure or screening element integral to the building design, masonry walls, or landscaping.



Images showing some examples of landscape, sustainable LED lighting, and signage

Landscape

- Landscaping should be healthy and attractive. Developer should provide landscape maintenance program and irrigation plan as part of new development approvals. Maintenance program should include irrigation, turf mowing, periodic fertilization, pruning, and the clean-up of litter and debris.
- Decorative planters are encouraged but they should not impede the safe flow of pedestrian traffic.
- Parkway landscaping should consist of salt-tolerant street trees, shrubs, groundcover, and perennials. Street trees and other landscaping along the public rights-of-way should be protected from motorized and pedestrian traffic by street curbs and tree grates.

Lighting

- Appropriate and judicious lighting of a building's façade is encouraged to identify stores and businesses, promote a sense of safety and security, and highlight prominent buildings and building features in the development site. Excessive up-lighting shall be avoided to reduce light pollution.
- Lighting shall provide a sense of safety without having a negative effect on neighboring properties and shall be located, aimed, lamped, or shielded to minimize glare, sky glow, and stray light.

Signage

- The size, material, color, and shape of signs should complement the architectural style and scale of the building.
- Signs should be located on the building façade above storefront display windows, but below the sills of second floor windows.
- Signs should not be painted directly onto the building façade. Instead, they should be mounted to the façade in a way that is appropriately integrated into the architecture of the building.
- The base of all ground signs should be landscaped with plant material such as shrubs, ornamental grass, and perennial flowers.

PLANNED DEVELOPMENT ORDINANCE

1: INTENT AND PURPOSE:

- A. The purpose of the regulations, standards, and criteria contained in this chapter is to provide an alternate zoning procedure under which land within the Triangle Area can be developed or redeveloped with innovation, imagination, and creative architectural design when sufficiently justified under the provisions of this chapter. The objective of the planned development is to encourage a higher level of design and amenity than is possible to achieve under otherwise applicable zoning regulations. The end result can be a product which fulfills the objectives of the Village of Indian Head Park Triangle Area Master Plan and planning policies of the Village while departing from the strict application of the use and bulk regulations of the zoning title. The planned development is intended to permit and encourage such flexibility and to accomplish the following purposes:
1. To stimulate creative approaches to the commercial, mixed-use, and residential development of land.
 2. To provide more efficient use of land.
 3. To maximize the economic development potential of the Triangle Area.
 4. To develop new approaches to the living environment through variety in type, design and layout of buildings, transportation systems, and facilities.
 5. To unify buildings and structures through design and coordination.
 6. Promotion of long term planning pursuant to the Triangle Area Master Plan, which will allow harmonious and compatible land uses or combination of uses with surrounding areas.
- B. The development of Village owned buildings and property shall be exempt from the requirements of the Zoning Code.

2: GENERAL PROVISIONS:

- A. No commercial, mixed-use, or multiple-family residential development within the Triangle Area shall be permitted unless approved as a planned development in accordance with the Zoning Ordinance.
- B. Each planned development should be presented and judged on its own merits. It shall not be sufficient to base justification for approval of a planned development upon an already existing planned development except to the extent such planned development has been approved as part of a development master plan.
- C. The burden of providing evidence and persuasion that any planned development is necessary and desirable shall in every case rest with the applicant.
- D. Buildings and uses or combinations of uses within a planned development shall be limited solely to those approved as part of the ordinance granting a planned development permit provided, however, that any buildings and uses or combinations of uses in compliance with a development master plan approved as part of the ordinance granting a planned development permit may be approved by the Village Board.

3: STANDARDS FOR REVIEW:

- A. Modifications in conventional zoning and subdivision regulations are privileges and will be considered by the Village only in direct response to the accrual of tangible benefits from the Planned Development to the Village. These benefits shall be in the form of economic development and enhancement of revenue to the Village, exceptional amenities, landscape, architectural or site design, and overall high-quality character of development. In reviewing an application for a Planned Development, the Planning and Zoning Commission and/or the Village Board shall be required to make certain findings based on the following standards.
- B. Required Findings. No application for a Planned Development shall be approved unless all the following findings are made about the proposal:
1. Triangle Area Master Plan. The Planned Development shall conform with the general planning policies of the Village as set forth in the Triangle Area Master Plan.
 2. Public Welfare. The Planned Development shall be so designed, located and proposed to be operated and maintained that it will not impair an adequate supply of light and air to adjacent property and will not substantially increase the danger of fire or otherwise endanger the public health, safety and welfare.
 3. Impact on Other Property. The Planned Development shall not be injurious to the use or enjoyment of other property for the purposes permitted in the district, shall not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the zoning district, shall not be inconsistent with the desired community character, and will be consistent with the goals, objectives, and policies set forth in the Triangle Area Master Plan, and shall not substantially diminish or impair property values within the Village, or be incompatible with other property in the immediate vicinity.
 4. Impact on Public Facilities and Resources. The Planned Development shall be so designed that adequate utilities, road access, drainage, and other necessary facilities will be provided to serve the property. The Planned Development shall include such impact donations as may be reasonably determined by the Village Board. These required impact donations shall be calculated in reasonable proportion to impact of the Planned Development on public facilities and infrastructure.
 5. Archaeological, Historical or Cultural Impact. The Planned Development shall not substantially adversely affect a known archaeological, historical, or cultural resource located on or off of the parcel proposed for development.
 6. Parking and Traffic. The Planned Development shall have or make adequate provision to provide ingress and egress to the proposed use in a manner that minimizes traffic congestion in the public streets, provides appropriate cross access to adjacent properties and parking areas, and provide adequate access for emergency vehicles.
 7. Adequate Buffering. The Planned Development shall have adequate landscaping, public open space, and other buffering features to protect uses within the development and surrounding properties.
 8. Signage. Any signage on the site of the Planned Development shall be in conformity with the Village's Zoning Ordinance (Sign Ordinance), or shall satisfy the standards of review for variations set forth therein.
- C. Modification Standards. In addition to the findings required above, the following standards shall be utilized in considering applications for modifications of the conventional zoning and subdivision regulations for a Planned Development. These standards shall not be regarded as inflexible, but shall be used as a framework by the Village to test the quality of the amenities, benefits to the community, and design and desirability of the proposal.

1. Integrated Design. A Planned Development shall be laid out and developed as a unit in accordance with an integrated overall design. This design shall provide for safe, efficient, convenient and harmonious grouping of structures, uses and facilities, and for appropriate relation of space inside and outside buildings to intended uses and structural features.

2. Beneficial Common Open Space. Any common open space in the Planned Development shall be integrated into the overall design. Such spaces shall have a direct functional or visual relationship to the main building(s) and not be of isolated or leftover character. The following would not be considered usable common open space:

a. Areas reserved for the exclusive use or benefit of an individual tenant or owner.

b. Dedicated streets, alleys and other public rights-of-way.

c. Vehicular drives, parking, loading and storage area.

d. Irregular or unusable narrow strips of land less than fifteen feet (15') wide.

3. Functional and Mechanical Features. Exposed storage areas, trash and garbage retainers, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be accounted for in the design of the Planned Development and made as unobtrusive as possible. They shall be subject to such setbacks, special planting or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.

4. Visual and Acoustical Privacy. The Planned Development shall provide reasonable visual, and acoustical privacy for each dwelling unit. Fences, insulations, walks, barriers and landscaping shall be used as appropriate for the protection and aesthetic enhancement of property and the privacy of its occupants, screening of objectionable view or uses, and reduction of noises.

5. Energy Efficient Design. A Planned development shall be designed with consideration given to various methods of site design and building location, architectural design of individual structures, and landscaping design capable of reducing energy consumption within the Planned Development.

6. Drives, Parking and Circulation. Principal vehicular access shall be from dedicated public streets, and access points shall be designed to encourage smooth traffic flow with controlled turning movements and minimum hazards to vehicular or pedestrian traffic. With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, adequate provision for service by emergency vehicles, and arrangement of parking areas that are safe and convenient, and insofar as feasible, do not detract from the design of proposed buildings and structures and the neighboring properties.

7. Surface Water Drainage. Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic.

4: SITE DEVELOPMENT ALLOWANCES:

A. Notwithstanding any limitations on variations which can be approved as contained elsewhere in the Zoning Code, site development allowances, i.e., deviations or variations from the underlying zoning provisions set forth outside this chapter may be approved provided the applicant specifically identifies each such site development allowance and demonstrates how each such site development allowance would be compatible with surrounding development, is in furtherance of the stated objectives of this section and is necessary for proper development of the site.

5: PROCEDURES:

The following steps are provided to assure the orderly review of every planned development application in a timely and equitable manner:

A. Preliminary Board Review:

1. Application, Purpose, and Procedure:

a. A prospective applicant, prior to meeting with Village staff for a formal Pre-Filing Review, shall appear before the Village Board of Trustees for a Preliminary Board Review. The applicant shall coordinate with the Village Administrator to be placed on a Village Board agenda and scheduled for the earliest appropriate Village Board meeting. At a minimum, the applicant shall provide the following materials to the Village Board for its Preliminary Review: 1) Preliminary concept plan of the development, and 2) A brief narrative describing the overall character, intensity, uses, and nature of the proposed planned development.

b. The purpose of such review shall be to broadly acquaint the Village Board with the applicant's proposal and to provide the applicant with any preliminary views or concerns that members of the Board may have at a time in the process when positions are still flexible and adjustment is still possible and prior to the time when the applicant is required to expend the funds necessary to prepare the complete documentation required for a formal application.

c. At the meeting at which the Preliminary Board Review is conducted, any member of the Board of Trustees may make any comments, suggestions or recommendations regarding the preliminary development concept deemed necessary or appropriate by that, member; provided, however, that no final or binding action shall be taken with respect to any preliminary application. Any views expressed in the course of the Board's review of any preliminary development concept shall be deemed to be only preliminary and advisory and only the individual views of the member expressing them. Nothing said or done in the course of such review shall be deemed to create, or to prejudice, any rights of the applicant or to obligate the Village Board, or any member of it, to approve or deny any formal application following full consideration thereof as required by this Code.

B. Pre-filing Review and Transmittal of Application:

1. Conference:

a. A prospective applicant, prior to submitting a formal application for a planned commercial development, shall meet for a pre-filing conference(s) with the Village Administrator and any other Village official or employee designated by the Village Administrator. The purpose of the conference(s) is to help the applicant understand the Triangle Area Master Plan, the Zoning Title, the site development allowances, the standards by which the application will be evaluated, and the application requirements.

b. After reviewing the planned development process, the applicant may request a waiver of any application requirement which in the applicant's judgment should not apply to the proposed planned development. Such request shall be made in writing prior to the submission of the formal application documents.

c. All requests for waiver shall be reviewed within fifteen (15) working days by the Village Board. A final determination regarding the waiver shall be given to the prospective applicant following the decision.

d. If deemed appropriate by the Village Administrator, the applicant, prior to submitting a formal application for a planned development, will be required to schedule a meeting to discuss the proposed planned development and its impact on area residents. If such a meeting is required, the applicant shall send a written notice of the meeting via certified mail to all taxpayers of record and residents for all property within five hundred (500) feet of the proposed planned development. Such notice shall be mailed not less than fifteen (15) days prior to the date of the meeting. A copy of the notice and mailing list shall be provided to the Village Administrator. A written summary of comments made at the meeting shall be maintained and submitted by the applicant with the application.

2. Filing of Application: Following the completion of the pre-filing conference(s), the applicant shall file an application for a planned development in accordance with this Section. The Village Administrator shall deliver copies of the application to other appropriate Village departments for review and comment.

3. Deficiencies: The Village Administrator shall determine whether the application is complete. If the Village Administrator determines that the application is not complete, he/she shall notify the applicant in writing of any deficiencies and shall take no further steps to process the application until the deficiencies are remedied.

4. Report on Compliance: A copy of the complete application and a written report incorporating the comments of Village staff and other agencies regarding the compliance of the proposed planned development with the requirements and standards of this Section shall be delivered to the Planning and Zoning Commission prior to the public hearing.

5. Determination Not Binding: Neither the Village Administrator's determination that an application is complete nor any comment made by the Village Administrator or Village staff at a pre-filing conference or as part of the review process shall be intended or construed as a formal or informal recommendation for the approval of a planned development permit for the proposed planned development, or component part thereof, nor shall be intended or construed as a binding decision of the Village, the Planning and Zoning Commission or any staff member.

C. Review and Action by the Planning and Zoning Commission:

1. Upon receiving the report from the Village Administrator, the Planning and Zoning Commission shall hold at least one (1) public hearing on the proposed planned development.

2. Notice of the required public hearing shall be published by the Village not more than thirty (30) nor less than fifteen (15) days before the scheduled hearing in a newspaper published in the Village or if there is none, then in a newspaper of general circulation in the Village and shall contain the following information:

a. The identification number designation of the application;

b. The date and time of the public hearing;

c. The location of the public hearing; and

d. The general location of the property, the legal description of the property and its street address, if applicable, and a short description of the proposed planned development and purpose of the public hearing.

3. Notice of the required public hearing shall also be provided by the Village by posting a sign or signs on the property no less than fifteen (15) days prior to the public hearing. The sign shall be weatherproof and contain such information as is required in subsection B2 above. Failure to post such sign(s) and/or the removal or knocking down (by the Village or others) of the sign after posting but before the public hearing shall not invalidate, impair, or otherwise affect any planned development permit subsequently granted following such public hearing.

4. Notice of the required public hearing shall also be provided by the Applicant by Certified U.S. Mail to the taxpayers of record and owners of record of the property which is the subject of the application (if different than the applicant), and the taxpayers of record and residents of all property within five hundred (500) feet of the subject property. Such notice shall contain the information as is required in subsection B2 above and shall be mailed not more than thirty (30) nor less than fifteen (15) days prior to the date of the public hearing. The notice shall also include the name and address of the applicant for the planned development.

5. The Planning and Zoning Commission shall review the application, the standards and requirements established by this Section, the report of the Village Administrator, and any oral and written comments received by the Planning and Zoning Commission before or at the public hearing. Within forty-five (45) days following the close of the public hearing and at a regular meeting, the Planning and Zoning Commission shall make specific written findings addressing each of the standards set forth in this Section and transmit such findings, together with a recommendation of approval, approval with conditions, or disapproval to the Village Board.

D. Review and Action by the Village Board:

1. Within sixty (60) days of receipt of the report and recommendation of the Planning and Zoning Commission, and without further public hearing, the Village Board shall either (a) deny the application; (b) refer the application back to the Planning and Zoning Commission for further review; (c) postpone further consideration pending the submittal of additional information, including any application requirement previously waived; or (d) adopt an ordinance approving the planned development permit.

2. Any action taken by the Village Board pursuant to subsection C1 above shall require the concurrence of a majority of all the Village Board then holding office.

3. In approving a planned development permit, the Village Board may attach such conditions to the approval as it deems necessary to have the proposed use or combination of uses meet the standards set forth in this Section and to prevent or minimize adverse effects on other property in the immediate vicinity. Such conditions may include, but are not limited to: limitations on size, bulk and location; requirements for landscaping, signage, outdoor lighting, provisions for adequate ingress and egress; hours of operation; and such other conditions as the Village Board may deem to be in furtherance of the objectives of this Section.

6: APPLICATION REQUIREMENTS:

A. An application for a planned development may only be filed by one who has an ownership interest, or the agents thereof; or any contract purchaser or anyone holding an option to purchase the parcel of land on which the use or combination of uses is to be located.

B. Applications for a planned development shall be filed with the Village Administrator in such form and accompanied by such information, with sufficient copies, as shall be established from time to time by the Village. Every application shall contain, at a minimum, the following information and related data:

1. The names and addresses of the owner of the subject property...

2. A statement from the owner of the subject property, if not the applicant, approving of the filing of the application by the particular applicant.

3. A survey of, and legal description and street address for the subject property.

4. A statement indicating compliance of the proposed planned development with the Triangle Area Master Plan; and evidence of the proposed project's compliance in specific detail with each of the "Standards for Review" for planned developments.

5. A scaled site plan showing the existing contiguous land uses, natural topographic features, zoning districts, public thoroughfares, transportation and utilities.

6. A scaled site plan of the proposed planned development showing lot area, the required yards and setbacks, contour lines, common space, and the location, floor area ratio, lot area coverage and heights of buildings and structures, number of parking spaces and loading areas.
 7. Schematic drawings illustrating the design and character of the building elevations (all sides), types of construction, materials to be used, and floor plans of all proposed buildings and structures. The drawings shall also include a schedule showing the number, type, and floor area of all uses or combinations of uses, and the floor area of the entire development.
 8. A landscaping plan showing the location, size, character and composition of vegetation and other material.
 9. The substance of covenants, easements, and other restrictions existing and any to be imposed on the use of land, including common open space, and buildings or structures.
 10. A schedule of development showing the approximate date for beginning and completion of each stage of construction of the planned development.
 11. A professional traffic study acceptable to the Village showing the proposed traffic circulation pattern within and in the vicinity of the area of the planned development, including the location and description of public improvements to be installed, and any streets and access easements.
 12. A professional economic analysis acceptable to the Village, including the following:
 - a. The financial capability of the applicant to complete the proposed planned development;
 - b. Evidence of the project's economic viability; and
 - c. An analysis summarizing the economic impact the proposed planned development will have upon the Village.
 13. Copies of all environmental impact studies as required by law.
 14. An analysis setting forth the anticipated demand on all Village services.
 15. A plan showing off-site utility improvements required to service the planned development, and a report showing the cost allocations and funding sources for those improvements.
 16. A site drainage plan for the planned developed.
 17. A photometric/lighting plan for the planned development.
 18. A written summary of residents' comments, pertaining to the proposed application, from any meeting held pursuant to subsection 5A1d above.
- C. Every application must be accompanied by a fee in such amount as established from time to time by the Village Board to defray the costs of providing notice and contracting with independent professionals to review applications as required. Such professional costs may include but are not limited to engineering, legal fees, traffic analyses, environmental impact studies, land use design or other similarly related professional studies. Additional materials may be required during the review of a proposed planned development if determined necessary by the Planning and Zoning Commission or the Village Board.

7: EFFECT OF APPROVAL OR DENIAL:

- A. Approval of the planned development permit by the Village Board authorizes the applicant to proceed with any necessary applications for building permits, certificates of occupancy, and other permits which the Village may require for the proposed planned development. The Village Administrator, or his/her designee, shall review applications for these permits for compliance with the terms of the planned development permit granted by the Village Board. No permit shall be issued for development which does not comply with the terms of the planned development permit.
- B. The Village Board shall direct the Village Administrator to revise the Official Zoning Map to reflect the existence and boundaries of each planned development.
- C. Subject to subsection G below, an approval of a planned development permit by the Village Board shall be null and void if the recipient does not file an application for a building permit relative to the proposed planned development within nine (9) months after the date of adoption of the ordinance approving the planned development permit.
- D. Subject to subsection G below, an approval of a planned development permit by the Village Board shall be null and void if construction has not commenced within twenty-four (24) months, and is not completed within thirty (30) months after the date of adoption of the ordinance approving the planned development permit.
- E. Subject to subsection G below, an approval of a planned development permit with a phasing plan shall be null and void if construction has not commenced or is not completed in accordance with the terms of that phasing plan.
- F. An approval of a planned development permit with a master development plan shall be null and void if construction has not commenced or is not completed in accordance with the terms and conditions contained in the development master plan.
- G. An extension of the time requirements stated in subsections C, D, and E of this Section may be granted by the Village Board for good cause shown by the applicant, provided a written request is filed with the Village at least four (4) weeks prior to the respective deadline.
- H. A planned development permit shall be null and void if the use or combination of uses for which the approval was granted ceases for a consecutive period of one year.
- I. No application for a planned development which was previously denied by the Village Board shall be considered by the Planning and Zoning Commission or the Village Board if it is resubmitted in substantially the same form and/or content within one (1) year of the date of such prior denial. In this regard:
 - 1. The Village Administrator shall review the application for a planned development and determine if the application is or is not substantially the same. An applicant has the right to request a hearing before the Village Board to appeal the determination of the Village Administrator that the application is substantially the same, provided a petition for appeal is filed in writing with the Village Administrator within ten (10) days of the Village Administrator's determination.
 - 2. The Village Board shall affirm or reverse the determination of the Village Administrator, regarding whether the new application is in substantially the same form, within thirty (30) days of receipt of a petition for appeal.
 - 3. If it is determined that the new application is not substantially in the same form, then the applicant shall be entitled to continue with the application process and have it reviewed in accordance with the provisions of the Zoning Code.

8: AMENDMENTS AND ALTERATIONS TO APPROVED PLANNED DEVELOPMENT PERMITS:

- A. Except as provided in subsection B below, any modifications to an approved planned development permit or any addition to or expansion of an existing planned development permit shall require separate review and approval under the provisions of the Zoning Code.
- B. A minor change is any change in the site plan or design details of an approved planned development permit which is consistent with the standards and conditions applying to the planned development permit and which does not alter the concept or intent of the planned development. A minor change shall not increase the planned development's density, increase the height of buildings, reduce open space, modify the proportion of housing types, change or add new parking areas, alter alignment of roads, utilities or drainage, amend final development agreements, provisions or covenants, or provide any other change inconsistent with any standard or condition imposed by the Village Board in approving the planned development permit. Said minor change may be approved by the Village Administrator without obtaining separate approval by the Village Board. In addition, the Village Board may, after reviewing the request for a minor change made by the applicant, direct the Village Administrator to process the request other than as a minor change.