

CMAP



Village of Norridge

Zoning Ordinance Recommendations Summary



July 2013

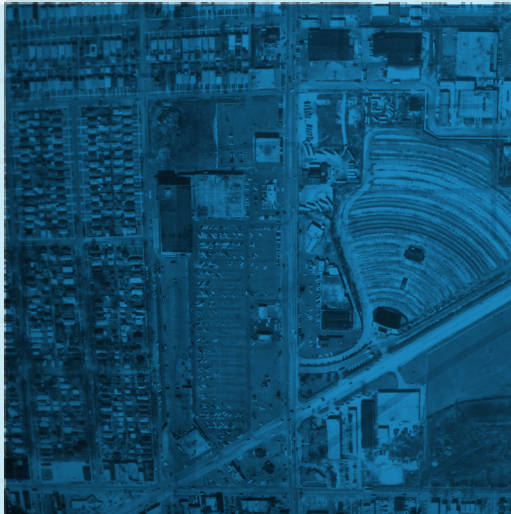


Table of Contents

Introduction	1
<i>Planning Process</i>	1
<i>Basis of Evaluation</i>	1
<i>Using This Document</i>	2
Overall Recommendations	3
<i>Streamline Repetitive Provisions</i>	3
<i>Simplify Ordinance Language</i>	3
<i>Make the Ordinance Easier to Navigate and Reference</i>	3
<i>Incorporate Tables, Charts, and Illustrations</i>	4
<i>Incorporate a Generic Use Structure</i>	6
<i>Consolidate Articles and Zoning Districts</i>	7
Major Recommendations by Article.....	11
Next Steps	17

Introduction

In October 2012, the Village of Norridge adopted its Comprehensive Plan in partnership with the Chicago Metropolitan Agency for Planning's (CMAP) Local Technical Assistance (LTA) program to define its vision for the future and the steps needed to make this vision a reality. In January 2013, the Village again partnered with CMAP's LTA program to review its Zoning Ordinance in order to help implement the goals of the Comprehensive Plan. From January to May, CMAP staff worked closely with the Village and its Zoning Board of Appeals (ZBA) to undertake this planning assignment. The planning process was devised to create detailed recommendations for ordinance revisions that will give the Village a roadmap for updating its zoning regulations in the future.

The two major deliverables from this process include an annotated version of the Village's existing Zoning Ordinance and this summary of CMAP's overall recommendations for the Ordinance. The annotated ordinance provides specific recommendations regarding the existing Ordinance, identifying potential modifications to better reflect existing conditions in the Village, and incorporating techniques found in many modern zoning ordinances throughout the region. The purpose of the Zoning Recommendations Summary is to provide a more general assessment of the major recommendations for the Ordinance, highlighting the most significant updates that CMAP has suggested for each Article within the Code.

Planning Process

The planning process for CMAP's zoning recommendations began in January 2013 as CMAP collaborated with Village staff to define project objectives and the public engagement process. In February, CMAP met with Village staff and the ZBA to identify overall issues with the Zoning Ordinance, as well as specific parts of the text that have created recurring problems. From late February to early March, CMAP performed a series of key stakeholder interviews with residents, developers, architects, engineers, and Village staff to learn more about their experiences with the Ordinance and to understand a variety of perspectives on the strengths and weaknesses of the Village's zoning standards. CMAP met with the ZBA for a second time in April to summarize the content of the key stakeholder interviews, review initial findings with the Ordinance, and discuss the drafting direction for CMAP's recommendations. CMAP met with the ZBA for a final time in May to provide a summary of the recommendations in this document and outline significant sections of the annotated ordinance.

Basis of Evaluation

CMAP's review of the existing Zoning Ordinance is based on the comments received from the key stakeholder interviews, input from Village staff, and direction from the ZBA. In addition, CMAP staff gathered a better knowledge of existing conditions through field work, geographic information systems (GIS) analysis, and review of the Comprehensive Plan and the existing Zoning Ordinance. The recommendations and best practices found in this summary are the



result of CMAP staff's experience using and creating modern zoning ordinances in and around the metropolitan Chicago region.

Using This Document

CMAP has created the annotated ordinance and the recommendations summary as a guide for the ZBA and Village staff to begin updating its zoning standards as it works to build a more user-friendly Zoning Ordinance. We encourage the Village of Norridge to use these documents as an overall framework to help Village staff and the ZBA to identify major zoning issues and formulate potential solutions. Due to the short timeframe of this project, the Village may need to perform additional research, analysis, and public outreach as staff and the ZBA begin using CMAP's recommendations to amend the Zoning Ordinance.



Overall Recommendations

The recommendations in this section of the Zoning Recommendations Summary pertain to the Ordinance as a whole and provide comments that can be applied throughout the Zoning Ordinance.

Streamline Repetitive Provisions

These recommendations seek to help the Village of Norridge update its Zoning Ordinance so that residents, property owners, developers, and architects, among others, find it easier to use. The existing Ordinance could be greatly improved if the Village updated its language to organize repeated provisions, remove unnecessary information, and clarify zoning standards that cause excessive confusion. For example, information regarding parking standards is repeated in a number of the zoning districts, but all of this information could be consolidated in Article XII (Parking Areas, Parking Lots, and Loading) so that users can locate all of the zoning provisions that apply to parking in a single Article. When processing a zoning amendment, it becomes much easier to make a change if all the text is located in one place, rather than in several different locations throughout the Ordinance.

Simplify Ordinance Language

As the Village revises the existing Ordinance, it should seek to simplify the language used in the zoning standards so that users can understand each provision in a straight-forward manner. Revisions to the Ordinance should seek to eliminate jargon and “legalese” in favor of plain language in order to eliminate confusion among users and create clarity. For example, Section 4.2 of Article VIII (B-1 District) states that permitted uses in the district include “other business establishments, necessary, similar, and compatible to the uses aforementioned and in compliance with the general intent and purpose as heretofore stated.” In plain language, this statement could be revised to state that permitted uses in the B-1 include “business establishments that are similar to the other uses in the B-1 District and are compatible with the purpose of the district.”

Make the Ordinance Easier to Navigate and Reference

Currently, it is difficult to navigate and reference the Ordinance because the existing naming conventions are too uniform. While generally uniform structure is a good thing in a zoning ordinance, the current structure could be clarified by making section titles unique. As the Village revises the Ordinance, it may want to change this structure so that the sections of the Ordinance are associated with the Articles in which they are located. For example, many Articles of the existing Ordinance have a Section 1, Section 2, and Section 3. In the revised Ordinance Section 1 of Article IV, Article V and Article VI, could be called “IV.1,” “V.1” and “VI.1” so that users of the Ordinance, and its administrators, have a shorthand with which to communicate what Section 1 is being referenced. Furthermore, we recommend that the Village include headers or footers on each page of the Ordinance to show users what Article they are in.



Incorporate Tables, Charts, and Illustrations

The Zoning Ordinance could also be improved through greater use of tables, charts, and illustrations to more effectively communicate information to users. In many cases, numerous lines of text described in detail in the existing Ordinance can be summarized in charts that state the same information in a way that is much easier to absorb. The annotated ordinance provides several examples of how narrative text may be organized into table format.

One example where a table format works extremely well is for the permitted and special uses found within the zoning districts. In the existing Ordinance, uses are presented in a list, which makes it difficult to determine if a use is allowed in more than one zoning district without flipping between separate Articles of the Ordinance. In other cases, uses are presented in a cumulative format, as in the B-2 Shopping Center Business District, where any use that is permitted in the B-1 Neighborhood Business District is also permitted in the B-2 District, in addition to a number of additional uses. The disadvantage of the cumulative use format is that a user must identify what uses are permitted in the B-1 District before they know if that use is allowed in the B-2 District.

Table 1: Manufacturing District Permitted and Special Uses provides an example of how the lists of permitted and special uses could be converted into a table for the Village's manufacturing district. A "P" indicates that a use is considered permitted within the district. An "S" indicates that a use is considered a special use in the district and must receive special use approval from the Village. A blank space or the absence of a use from the table indicates that the use is not permitted within the district.

Table 1: Manufacturing District Permitted and Special Uses	
	P = Permitted Use S = Special Use
Use	M District
Manufacturing Uses	
Manufacturing, Light	P
Manufacturing, Medium	S
Warehousing, Storage and Distribution Facility	P
Retail and Service Use	
Car Wash	P
Greenhouse/Nursery	P
Printing Establishment	P
Other Uses	
Planned Unit Development	S
Utility	S
Wireless Telecommunication Facility	S



Similarly, a greater use of illustrations and flowcharts in targeted locations within the Ordinance would complement complicated sections that may be difficult to explain solely with text, but may be easy to represent graphically. While flowcharts are effective at conveying procedures for administrative procedures, the Village should use illustrations throughout the Ordinance. Illustrations may be particularly helpful in clarifying the definitions of terms in Article II (Definitions). For example, the Ordinance should provide definitions for the terms “Yard,” “Front Yard,” “Rear Yard,” “Interior Side Yard,” and “Corner Side Yard.” While a user familiar with the Ordinance may immediately understand what these terms mean, a user that is new to the Ordinance would benefit greatly from seeing how various yards relate to the principal building, the street and adjacent parcels as in Figure 1: Yards. Illustrations, both simple and complex, can be created with software that is readily available to the Village, such as Microsoft Word to develop flowcharts for administrative procedures and Trimble SketchUp for plan, section, elevation, and perspective drawings.

Other concepts that may benefit from illustrations include:

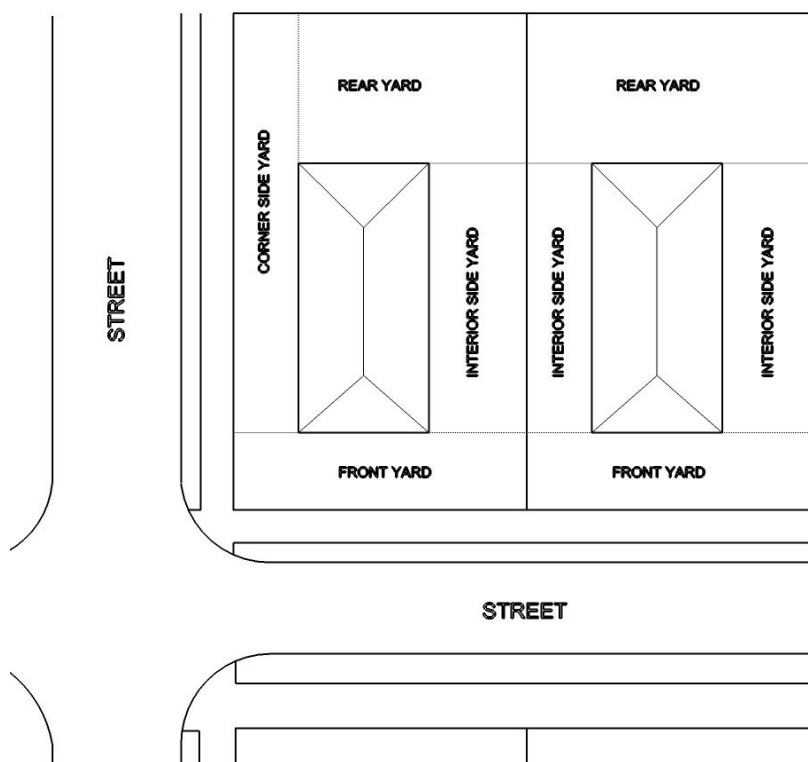
- District bulk and yard requirements
- Definitions for terms such as building height, lot line, lot width, and setback
- Requirements for accessory uses, such as garages and fences
- Location of landscape buffers
- Parking lot layout
- Sign types

CMAP has provided sample illustrations for most of these concepts throughout the annotated ordinance as examples for the Village to build upon when it revises the Zoning Ordinance.



Figure 1: Yards

Source: CMAP



Incorporate a Generic Use Structure

CMAP has recommended that the Village of Norridge adopt a generic use structure for the uses in the Ordinance, which combines the existing lists of specific uses into a set of broader terms. For example, uses in the existing Ordinance such as barber shop, beauty parlor, watch repair, and similar specific uses can be replaced by the term “personal services establishment,” which would permit additional similar uses such as dry cleaners and nail salons. Similarly, specific uses such as book store, camera store, and hobby shop could be replaced with the term “retail goods establishment.” These generic uses have the advantage of being broad enough to include a wide range of uses, which eliminate the need for amendments as new uses emerge. Another benefit to the generic use approach is that the Village would have the ability to exclude less desirable uses, such as currency exchanges, adult uses, and tattoo parlors, by defining each of these terms separately, which would allow them to be limited in location. If the Village is interested in adopting generic uses, possible definitions for the terms “personal services establishment” and “retail goods establishment” are shown as follows:

- *Personal Services Establishment.* An establishment or place of business primarily engaged in the provision of frequent or recurrent needed services of a personal nature. Typical



uses include, but are not limited to, beauty shops, barbershops, tanning salons, shoe repair, laundromats, dry cleaners, and tailors.

- *Retail Goods Establishment.* A commercial enterprise that provides physical goods, products, or merchandise directly to the consumer, where such goods are typically available for immediate purchase and removal from the premises by the purchaser. Typical uses include, but are not limited to, bookstore, clothing store, electronics store, grocery store, and jewelry store.

Consolidate Articles and Zoning Districts

One of the major ways to make the Ordinance more user-friendly is by reorganizing the Articles that make up the Ordinance into more logical elements that consolidate major zoning topics. CMAP has created Table 2: Consolidated Articles that shows the existing Articles from the current Ordinance, the recommended revisions that the Village should take with each Article, and the proposed Article that would result from each revision. This consolidation will combine complementary Articles of the Ordinance and resolve much of the repetitive text currently found throughout the Ordinance. For example, in the first row of Table 2, CMAP recommends consolidating Article I (Short Title) with Article XX (Validity and Repeal) and Article XXI (Adoption and Effective Date) to create a new version of Article I (Title and Purpose).

Table 2: Consolidated Articles		
Existing Article	Recommended Revision	Proposed Article
Article I Short Title	Consolidate with Articles XX and XXI	Article I Title and Purpose
Article II Definitions	No Change	Article II Definitions
Article III Classification of Districts	No Change	Article III Classification of Districts
Article IV R-1 District	Consolidate Articles IV, IV-A, V, V-A, VI, VI-A, and VI-B	Article IV Residential Districts
Article IV-A R-1A District		
Article V R-2 District		
Article V-A R-2A District		
Article VI R-3 District		
Article VI-A R-4 District		
Article VI-B R-5 District		
Article VII Business Districts	Consolidate Articles VII, VIII, IX, X, X-A, X-A-1, X-B	Article V Business Districts
Article VIII B-1 District		
Article IX B-2 District		
Article X B-3 District		
Article X-A B-4 District		
Article X-A-1 B-5 District		
Article X-B C District		
Article XI M District	No Change	Article VI Manufacturing District
Article XI-A PUD	No Change	Article VII-A PUD
<i>Not Applicable</i>	<i>NEW</i>	Article VIII Accessory Use and Site Development
Article XII Parking	No Change	Article IX Parking



Table 2: Consolidated Articles		
Existing Article	Recommended Revision	Proposed Article
<i>Not Applicable</i>	<i>NEW</i>	Article X
Article XIII Signs	No Change	Article XI Signs
Article XIV Nonconforming Use	No Change	Article XII Nonconforming Use
Article XV Administration	No Change	Article XIII Administration
Article XVI Permits	No Change	Article XIV Permits
Article XVII: Violation and Penalty	No Change	Article XV Violation and Penalty
Article XVIII Reserved	Delete	<i>Not Applicable</i>
Article XIX Miscellaneous	Consolidate with other Articles	<i>Not Applicable</i>
Article XX Validity and Repeal	Consolidate with Article I	<i>Not Applicable</i>
Article XXI Adoption and Effective Date	Consolidate with Article I	<i>Not Applicable</i>

In addition to consolidating the various Articles of the Ordinance to make it more user-friendly, CMAP also recommends consolidating some of the zoning districts within the Ordinance. While the Village of Norridge has a diverse set of uses and building types within its various zoning districts, the types of uses and the character of the built environment is similar enough in many cases that a number of zoning districts could be consolidated. Currently, the Village has 14 zoning districts that could potentially be consolidated to eight zoning districts. Consolidating these zoning districts would require revision to the permitted and special uses in each district as well as the district's bulk and setback standards in order to match conditions on the ground. CMAP has performed an initial analysis of the existing use, bulk, and setback conditions in the Village's various zoning districts and discussed these findings in detail in the annotated ordinance. Table 3: Consolidated Zoning Districts lists the existing districts in the Zoning Ordinance on the left, and the proposed zoning districts after consolidation on the right.

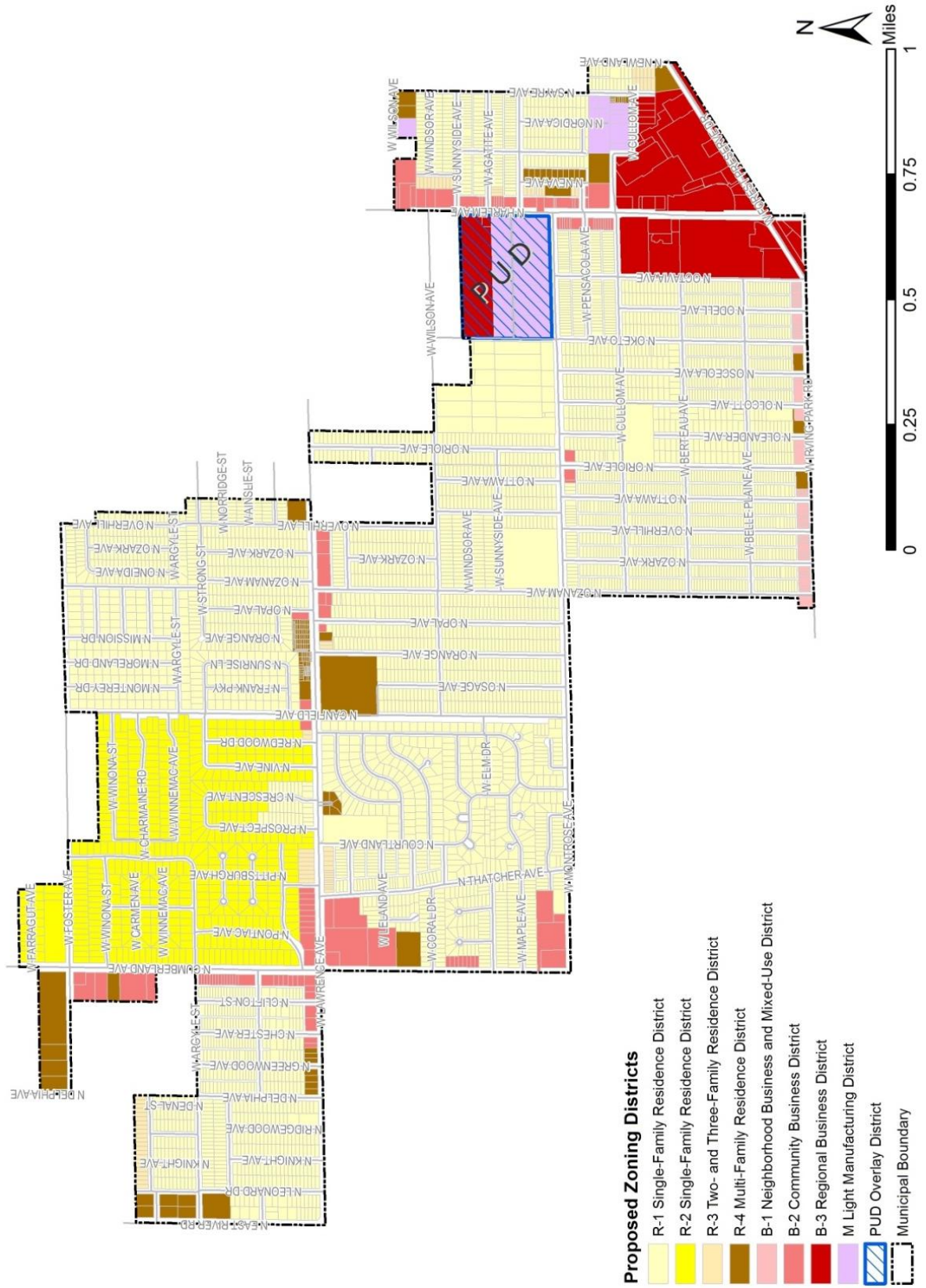
Table 3: Consolidated Zoning Districts	
Existing Zoning Districts	Proposed Zoning Districts
R-1 Single-Family Residence District	R-1 Single-Family Residence District
R-1A Single Family Residence District	R-2 Single-Family Residence District
R-2 Two-Family Residence District	R-3 Two- and Three-Family Residence District
R-2A Three-Family Residence District	
R-3 Multiple-Family Residence District	R-4 Multi-Family Residence District
R-4 Special Condominium Residence District	
R-5 Elderly Housing Residence District	
B-1 Restricted Neighborhood Business District	
B-2 Shopping Center Business District	B-1 Neighborhood Business and Mixed-Use District
B-3 General Business District	B-2 Community Business District
B-4 Public Accommodations Business District	B-3 Regional Business District
B-5 Retail Business District	<i>[Recommend consolidation by use and bulk conditions as opposed to existing zoning district – See Figure 2: Proposed Zoning Map.]</i>
C Commercial District	
M Restricted Light Manufacturing District	M Light Manufacturing District



While the existing R-1 and R-1A Districts would remain virtually the same, the R-2 and R-2A Districts could be combined to create a single district that allows two-family and three-family dwellings as permitted uses with very similar bulk and setback standards. In the new R-3 District, the Village should be cautious in only allowing two-family dwellings to convert to three-family dwellings if the applicant is able to meet the minimum parking requirements for the more intense use. The existing R-3, R-4, and R-5 Districts could be combined into a single multi-family residence district that allows larger multi-family housing development of four, or more, units. The proposed R-4 Multi-Family District would include the Village's existing six-flats, as well as more intense multi-family developments including condominiums, nursing homes, and senior housing, which have a fairly similar built form.

In the business districts, the proposed B-1 Neighborhood Business and Mixed-Use District could serve the uses along Irving Park Road that include less intense commercial uses built to the edge of the sidewalk with little room for on-site parking. The proposed B-2 Community Business District would capture more intense commercial uses that draw customers to the Village's major arterials, such as Cumberland Avenue and Lawrence Avenue, and therefore necessitate larger on-site parking areas. The proposed B-3 Regional Business District includes Norridge's two most active shopping areas, Norridge Commons and the Harlem Irving Plaza, which require large lots that can accommodate the Village's most intense commercial uses. The M District would remain unchanged. Figure 2: Proposed Zoning Map summarizes CMAP's recommendations for updates to the Village's zoning map based on the concepts discussed in this document.





Major Recommendations by Article

The following recommendations provide a summary of the major issues within each Article of the existing Zoning Ordinance. These recommendations follow the structure of the existing Ordinance as shown on the left side of Table 2: Consolidated Articles. Detailed analysis of each Article is included as part of the annotated ordinance.

Article I: Short Title [Existing]

- Article I could be reframed as the title and purpose of the Zoning Ordinance, which would include purpose statements, the adoption and effective date of the Ordinance, and a severability clause.
- At a minimum, CMAP recommends including purpose statements such as promoting public health, safety and general welfare; securing adequate light, air, and open space; and providing safety from fire and other dangers.
- This Article could be consolidated with Article XX (Validity and Repeal of Conflicting Ordinances) and Article XXI (Adoption and Effective Date of the 1962 Ordinance), both of which are appropriate for the first article of the Ordinance.

Article II: Definitions [Existing]

- Article II should be used to define terms, not to regulate them. All of the regulating standards found in the definitions in this Article should be moved to more appropriate sections of the Ordinance.
- This Article should include definitions for all of the uses in the Ordinance in all of the zoning districts. Defining these uses will be made easier if the Village adopts a generic use structure for its permitted and special uses, rather than a specific use structure.
- Outdated terms that are no longer common to development practices (such as “Court” and “Drive-In”), as well as very common terms that can be interpreted in accordance with normal dictionary usage (such as “Business” and “Commercial”) can be removed from the Ordinance for greater ease of use.

Article III: Classification of Districts, Zoning Maps, Boundaries of Districts, Prohibitions, and Exceptions [Existing]

- If the Village decides to consolidate some of the zoning districts as discussed previously, Article III should reflect this new zoning structure.
- Section 4 of the Ordinance could be updated so that the prohibitions and exceptions in Article III are used to provide revised regulations for the overall use of land and buildings in the Village.



Articles IV, IV-A, V, V-A, VI, VI-A, VI-B: Residential Zoning Districts [Existing]

- CMAP recommends consolidating the seven Articles of residential zoning districts into a single Article that includes all of the use and bulk standards for the residential zoning districts.
- A consolidated Article for residential zoning should include purpose statements for each zoning district, a table of permitted and special uses, a table of bulk requirements, and references to other Articles of the Ordinance, such as parking and loading, signs, accessory uses and site development standards, and landscaping and screening.
- The table of permitted and special uses should be revised to include townhomes, a residential land use that already exists in the Village, but is not regulated in the Ordinance.
- The bulk and setback requirements for the residential zoning districts should be updated so that zoning standards mirror existing conditions on the ground in regard to lot area, lot width, lot coverage, green area minimums, and yard minimums. CMAP has provided preliminary recommendations for these requirements based on GIS analysis, which is summarized in the annotated ordinance.

Articles VII, VIII, IX, X, X-A, X-A-1, X-B: Business Zoning Districts [Existing]

- We recommend consolidating the seven Articles of business zoning districts into a single Article that includes all of the use and bulk standards for the business zoning districts.
- A consolidated Article for business zoning should include purpose statements for each zoning district, a table of permitted and special uses, a table of bulk requirements, and references to other Articles of the Ordinance, such as parking and loading, signs, accessory uses, and site development standards, and landscaping and screening.
- The table of uses should be revised to reflect the desired uses in the various business districts and should be further refined to differentiate less intense permitted uses from more intense uses that may need to be special uses in specific districts.
- The bulk and setback requirements for the commercial zoning districts should be updated so that zoning standards mirror existing conditions on the ground in regard to lot area, lot width, and yard minimums. CMAP has provided preliminary recommendations for these requirements based on GIS analysis, which is summarized in the annotated ordinance.
- In addition, the Article could include design guidelines to provide basic parameters for the design of facades, windows, roofs, and permitted/prohibited building materials.

Article XI: Restricted Light Manufacturing District [Existing]

- Article XI should mirror the structure of the consolidated articles for the residential and business zoning districts with an updated purpose statement, a table of permitted and special uses, a table of bulk requirements, and references to other Articles of the Ordinance, such as parking and loading, signs, accessory uses and site development standards, and landscaping and screening.



- The performance standards in Section 9 of Article XI apply to all of the zoning districts in the Village, and should be moved to a separate Article of the Ordinance that discusses site development standards. CMAP recommends locating this content in the following Article ZZ: Accessory Use and Site Development Standards.

Article XI-A: Planned Unit Development [Existing]

- Overall, the Village's planned unit development (PUD) standards are quite strong. The landscaping and screening standards of Article XI-A are so robust that they could serve as the foundation of a separate article of the Ordinance that provides landscaping and screening provisions for the non-single-family residential zoning districts in the Village. CMAP recommends locating this content in Article YY: Landscaping and Screening, below.
- Currently, PUDs are permitted only in the B-5 and M Districts as part of the potential redevelopment of the area northwest of the intersection of Montrose Avenue and Harlem Avenue as a Town Center, per the Village's Comprehensive Plan. The Village should consider allowing PUDs to be used in a greater number of zoning districts, expanding the use of such applications to all commercial, manufacturing, and multi-family residential districts.
- We recommend the inclusion of zoning text and zoning map amendments to show users that the area northwest of the intersection of Montrose Avenue and Harlem Avenue is a PUD overlay district. Neither this Zoning Recommendations Summary nor the annotated ordinance make specific zoning recommendations for this area considering that the Village prefers to redevelop the Town Center through the PUD process.
- Section 6.9 of Article XI-A should require that developers provide the Village amenities in return for exemptions from the Zoning Ordinance as part of the PUD process. As suggested by the Comprehensive Plan, these amenities should include design guidelines that focus on compact neighborhoods with mixed-use development and transit-oriented development that features a pedestrian-oriented environment.

Article ZZ: Accessory Use and Site Development Standards [NEW]

- We recommend including Article ZZ to consolidate the Village's regulations regarding common accessory structures, like garages, fences, and satellite dishes, as well as modern accessory structures, such as solar panels, wind turbines, and wireless communication towers.
- Article ZZ also includes regulations regarding the permitted projections and locations of accessory structures and specific architectural features of principal structures.
- The performance standards of Article XI should be moved to Article ZZ so that users are aware that these standards apply to all zoning districts within the Village.



Article XII: Parking Areas, Parking Lots and Loading [Existing]

- CMAP has created a table of required off-street parking that reflects our recommended minimum parking standards for the uses allowed in the Village's various zoning districts. The recommended minimum parking requirements were determined through an understanding of existing conditions, discussion with Village staff, and knowledge of regional trends in parking management.
- In areas of the Village where it is difficult to meet the minimum parking requirements, CMAP encourages the Village to maintain its exemption of the first 1,000 square feet of the gross floor area of a business and to allow on-street parking to count toward off-street parking requirements.
- As a means of implementing the Village's active transportation objectives, Article XII includes requirements for the design, location, and amount of bicycle parking spaces.

Article YY: Landscaping and Screening [NEW]

- As discussed above, the Ordinance's existing PUD standards include landscaping and screening standards that could form the foundation of a separate landscaping and screening Article that would apply to all non-single-family residential zoning districts.
- We recommend that the Village consult the landscape ordinances of nearby municipalities to discuss what standards might be appropriate for Norridge's various zoning districts. Possible local examples include Park Ridge (Section 13: Landscaping and Screening), Niles (Section XII: Landscape), and River Grove (Title 6: Zoning, Chapter 14: Landscaping and Screening).
- Article YY should also be used to consolidate the buffer yard requirements found throughout the Ordinance and include recommended provisions for planting shrubs and trees and constructing opaque fencing.

Article XIII: Signs [Existing]

- Article XIII can be greatly improved by including the recommended provisions for prohibited signs, which can have a major impact on the character of the Village's business districts.
- The Ordinance's sign regulations can be bolstered with the recommended temporary sign standards for common short-term signs, such as construction signs, political signs, and real estate signs.
- The Village may want to mirror the proposed consolidation of the Ordinance's zoning districts, with consolidated sign standards based on the predominant uses in the zoning district. For example, the Village could modify the Ordinance's existing standards for signs based on whether the sign is located in a single-family, two-/three-family, multi-family, business, or manufacturing district.



Article XIV: Nonconforming Use and Public Use [Existing]

- Article XIV should include recommended language encouraging repairs and maintenance to nonconforming uses as long as this maintenance does not increase the nonconformity.
- The Article should also be updated to include revised language regarding nonconforming uses that are damaged or destroyed beyond 50 percent of replacement value, including how replacement value should be determined.
- In an effort to accommodate investment and additions to existing single-family and two-family homes, Article XIV should include the recommended language regarding the extension of nonconforming side walls as long as this extension does not create additional nonconformities.

Article XV: Administration [Existing]

- The Village should review Article XV to include administrative provisions detailing the role of the Village Board, the newly created Plan Commission, the Zoning Board of Appeals, and the Building Commissioner in regard to zoning applications.
- Article XV does not include procedures for any of the zoning applications discussed in the Ordinance, such as variations, special uses, and zoning amendments. CMAP recommends creating a procedure section for each application that discusses the role of Village staff and identifies the recommending body and the deciding body for such applications.
- The Article does not have provisions for filing zoning applications or for the conduct of public hearings. We recommend providing provisions for these administrative procedures to formalize the process and provide clear direction to applicants.
- Article XV should also include the recommended provisions regarding expanded findings of fact for variations and the application process for site plan review, which will allow the Village to better manage the physical layout of buildings and structures on a zoning lot.

Article XVI: Permits and Article XVII: Violation, Penalty, Enforcement [Existing]

- Considering that the costs for Records of Certificates and zoning violations may change periodically, Articles XVI and XVII could state that such items shall be subject to a fee determined by the Village. This fee structure should be systemized within the Village, but it does not have to be codified as part of the Zoning Ordinance.

Article XVIII: Reserved and Article XIX: Miscellaneous Provisions [Existing]

- It is unnecessary for the updated Ordinance to contain reserved Articles that do not contain zoning provisions.
- We discourage the inclusion of a Miscellaneous Provisions Article as part of the updated Ordinance. We recommend moving specific standards elsewhere in the Ordinance while removing those that are outdated and no longer appropriate.



***Article XX: Validity and Repeal of Conflicting Ordinances and Article XXI:
Adoption and Effective Date [Existing]***

- Articles XX and XXI should be consolidated as part of Article I (Short Title) because the provisions regarding validity and the date of adoption are appropriate for the beginning of the Ordinance.
- The Village should review Section 2 of Article XX to clarify that the Zoning Ordinance shall control over less restrictive statutes while more restrictive regulations shall control over it.



Next Steps

With the general comments found in this Zoning Recommendations Summary and the specific comments in the annotated ordinance, CMAP is providing the Village of Norridge with a significant amount of zoning information that may be difficult to prioritize. After Village staff and the ZBA absorb and process this information, it will be necessary to begin translating CMAP's recommendations into amendments to the Zoning Ordinance. Rather than processing these zoning amendments individually, the Village should request a series of omnibus amendments as it revises specific portions of the Ordinance. As part of CMAP's partnership with the Village of Norridge, CMAP staff will remain in contact with the Village over the next two years to answer any technical questions that may result from implementation of CMAP's zoning recommendations. Table 4: Ordinance Revision Priorities provides a suggested order for the ZBA to begin working on the existing Ordinance divided into primary and secondary priorities.

Table 4: Ordinance Revision Priorities	
Primary Priority	
Articles IV Through XI: All Residential, Business, and Manufacturing Districts	
Article III Classification of Districts	
Article ZZ: Accessory Use and Site Development [New]	
Article II Definitions	
Article XV Administration	
Secondary Priority	
Article XII Parking	
Article XIII Signs	
Article YY: Landscaping and Screening [New]	
Article I Short Title, Article XX Validity and Repeal, and Article XXI Adoption and Effective Date	
Article XIV Nonconforming Use	
Article XVI Permits and Article XVII: Violation and Penalty	
Article XVIII Reserved and Article XIX Miscellaneous	
Article XI-A Planned Unit Development	

The revision is not likely to be a linear process since the ZBA may have to work on several Articles of the Ordinance simultaneously, but this structure will provide an outline for the ZBA to begin its substantive work. First, the ZBA should consolidate the various residential, commercial, and manufacturing zoning districts from Articles IV through XI of the existing Ordinance and revise the uses and bulk standards for each district. Based on the ZBA's work on the structure of the zoning districts, the ZBA should update Article III (Classification of Districts) and create Article ZZ (Accessory Use and Site Development), the content of which will be dictated by information included in, or removed from, the streamlined Articles for the zoning districts. Next, the ZBA should revise Article II (Definitions) based on the work that it has already completed on this Article and the uses included in the various zoning districts. The ZBA should then begin to revise Article XV (Administration) to revise administrative roles, applications, and procedures, which will codify existing practices for Village officials and provide robust zoning information for users of the Ordinance.



As the Village works on the secondary priorities of the Zoning Ordinance it should focus on Article XII (Parking), Article XIII (Signs), and Article YY (Landscaping and Screening) all of which deal with site development standards other than the principal and accessory structures. Next, the Village can consolidate Article I (Short Title), Article XX (Validity and Repeal) and Article XXI (Adoption and Effective Date) to create an expanded Article that more fully represents the intent, purpose, and application of the Ordinance. The ZBA should then concentrate its efforts on revisions to Article XIV (Nonconforming Use), particularly in regard to nonconforming sidewalks. The ZBA's work on Articles XVI through XIX will include moving provisions into other Articles of the Ordinances and removing information that is no longer necessary. Finally, the ZBA should revise the Article XI-A (Planned Unit Development) to utilize its landscaping standards and to review in what districts a PUD may be allowed.





Chicago Metropolitan
Agency for Planning

233 South Wacker Drive, Suite 800
Chicago, IL 60606

312-454-0400
info@cmap.illinois.gov
www.cmap.illinois.gov

