

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village Council Meeting**  
**7/14/2015**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
A Resolution creating the Architectural Design Review Board Ad Hoc Subcommittee on Historic Preservation. Discussion of the scope and schedule for potential amendments to the Historic Preservation Ordinance and Zoning Ordinance.	David Fieldman Village Manager

**SYNOPSIS**

A Resolution creating the Architectural Design Review Board Ad Hoc Subcommittee on Historic Preservation has been prepared. Discussion of the scope and schedule for potential amendments to the Historic Preservation Ordinance and Zoning Ordinance.

**STRATEGIC PLAN ALIGNMENT**

The 2011-2018 goals include *Exceptional Municipal Services*.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

Action at the discretion of the Village Council.

**BACKGROUND**

At the July 7, 2015 meeting, the Village Council directed staff to prepare a Resolution creating an Architectural Design Review Board Ad Hoc Subcommittee on Historic Preservation and to prepare for a Council discussion of potential amendments to the Historic Preservation Ordinance and the Zoning Ordinance.

Resolution Creating an ADRB Subcommittee

The attached draft resolution would create the ADRB subcommittee. Proposed appointments to the subcommittee are planned to be presented at the July 21, 2015 Village Council meeting under the Mayor's Report.

Based on Council direction, staff prepared the following scope and schedule.

## Amendments to Historic Preservation Ordinance

*Issue* - Since the adoption of the Historic Preservation Ordinance in 2007, only two properties have sought and received landmark status and the Village has received no applications to create an historic district.

*Goal* - Increase the number of properties designated as landmarks and districts under the Historic Preservation Ordinance

### *Discussion Items*

- Process and Thresholds for Creating an Historic District
- Applicability of Certificate of Appropriateness in Historic Districts
- Design Regulations for New and Existing Structures in Historic Districts
- Regulations for the Demolition of Existing Structures in Historic Districts
- Process and Thresholds for Landmarking a Structure
- Applicability of Certificate of Appropriateness for Landmarked Structures
- Design Regulations for Alterations to Landmarked Structures
- Regulations for the Demolition of Landmarked Structures
- Identifying Existing Incentives and Discussing Potential New Incentives for Creating Districts and Landmarking Structures (Federal, State, County & Local Government Incentives; Private & Not For Profit Incentives)
- Assisting Property owners with the Application Process
- Creating Awareness of the Historic Preservation Ordinance
- Comparison of Downers Grove Ordinance and Implementation to Other Municipalities

*Role of the Architectural Design Review Board Ad hoc Subcommittee on Historic Preservation* - The subcommittee would work directly with the ADRB to discuss the topics noted above, solicit and respond to public comments and to make recommendations in support of the goal for Village Council consideration.

### *Deliverables*

- Proposed Amendments to the Historic Preservation Ordinance
- Recommendations for Village and community actions to achieve the goal

### *Schedule*

Start Date: August 1, 2015  
 Completion Date: October 31, 2015  
 Project Duration: 92 days

## Amendments to the Zoning Ordinance

*Issue* - The areas around the perimeter of downtown including but not limited to properties along Maple Avenue, Washington Street, Carpenter Street, Forest Avenue and Rogers Street are subject to zoning regulations that allow for mid-rise style development and land uses that may not be consistent with Council member and resident expectations.

*Goal* - Amend the Zoning Ordinance and/or Zoning Map to more closely align development and land use regulations with Council member and resident expectations.

*Discussion Items*

- Boundaries of the Downtown Business District
- Boundaries of the Downtown Transition District
- Permitted and Special Uses in the DB and DT Districts
- Bulk & Setback Regulations in the DB and DT Districts
- Design Guidelines/Regulations in the DB and DT Districts
- Standards for Special Uses in the DB and DT Districts
- Non-conforming Uses and Structures Regulations
- Consideration of impacts on Downtown SSA and TIF District

*Role of the Plan Commission* - The Plan Commission would discuss the topics noted above, solicit and respond to public comments and to make recommendations in support of the goal for Village Council consideration.

*Deliverables*

- Proposed Amendments to the Zoning Ordinance and Zoning Map

*Schedule*

Start Date: Upon adoption of revisions to Historic Preservation Ordinance

Project Duration: 120-150 days

Given the size and scope of the Zoning Ordinance and Map project, additional resources to assist in the preparation of documents and analysis of issues may be required. The proposed FY16 budget may include proposed funding for professional services in support of this project.

**ATTACHMENT**

Resolution

**A RESOLUTION ESTABLISHING THE DOWNERS GROVE  
ARCHITECTURAL DESIGN REVIEW BOARD  
AD HOC SUBCOMMITTEE ON HISTORIC PRESERVATION**

**WHEREAS**, the Village Council has determined the need to convene an Architectural Design Review Board Ad Hoc Subcommittee on Historic Preservation to work in conjunction with the Architectural Design Review Board (ADRB); and

**WHEREAS**, the Village Council of the Village of Downers Grove has determined that it is in the best interest of the Village and its residents to work cooperatively on any potential amendments to the Historic Preservation Ordinance (hereinafter referred to as "the Ordinance"); and

**NOW, THEREFORE, BE IT RESOLVED BY** the Village Council of the Village of Downers Grove as follows:

**SECTION 1. Architectural Design Review Board Ad Hoc Subcommittee on Historic Preservation, established.**

- (a) The Architectural Design Review Board Ad Hoc Subcommittee (hereinafter referred to as the "Subcommittee") is hereby created. The Subcommittee shall automatically dissolve December 31, 2015 unless otherwise extended by the Village Council.
- (b) The Subcommittee shall consist of \_\_\_\_\_ members. The Mayor shall appoint the members of the Subcommittee, subject to confirmation by the Village Council. All members shall be appointed for the term of the Subcommittee, unless otherwise removed.

**SECTION 2. Conduct of Meetings; records.**

- (a) The Subcommittee shall only meet with the ADRB at the same times and locations as the ADRB. They shall follow any rules concerning the procedure, meeting and operation of the meetings as the ADRB may have adopted.
- (b) All meetings of the Subcommittee shall be open to the public and conform to the Illinois Open Meetings Act.
- (c) The Subcommittee shall keep written records of all of its meetings and proceedings. Copies of all minutes shall be forwarded to the Village Clerk.

**SECTION 3. Powers and Duties.**

The general purpose and duty of the Subcommittee shall be to:

- 1. Make recommendations in order to achieve the goal of increasing the number of properties designated as landmarks and districts under the Ordinance;

2. Create awareness of the Ordinance;
3. Assist property owners with the application process;
4. Solicit and respond to public comments regarding historic preservation;
5. Research other municipalities' ordinances and processes relating to historic preservation;
6. Discuss and consider amendments to the Ordinance including but not limited to: the process and thresholds for landmarking a structure or creating a Historic District; applicability of Certificates of Appropriateness for landmarked structures or in Historic Districts; designing regulations for new and existing structures in Historic Districts and for alterations to landmarked structures; regulations for the demolition of landmarked structures or existing structures in Historic Districts;
7. Hold regular meetings to discuss the above-mentioned items;
8. Deliver any proposed amendments to the Ordinance and any recommendations for Village and community actions to achieve an increase in the number of properties or districts landmarked under the Ordinance to the Village Council no later than October 31, 2015;
9. Perform any additional duties and tasks as the Village Council may from time to time direct.

**SECTION 4. General Provisions.**

- (a) All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.
- (b) This Resolution shall be in full force and effect from and after its passage and publication.

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Mayor

Passed:

Published:

Attest: \_\_\_\_\_

Village Clerk