



## CITY COUNCIL AGENDA ITEM STAFF REPORT

MEETING DATE:	July 24, 2017
TITLE:	Ordinance Amending the Collinsville Municipal Code, Title 17 Zoning (Definitions, Site Plan Review)
DEPARTMENT:	Community Development
PROJECT MANAGER:	David Bookless, Director of Community Development
REQUESTED ACTION:	Approve Ordinance
STRATEGIC PLAN GOAL(S):	Goal #1 <i>Preferred Place to Live</i> , and goal #4 <i>Strong &amp; Diverse Economy</i>
ATTACHMENTS:	Ordinance, Staff Report

### EXECUTIVE SUMMARY:

A city-initiated request to modify definitions and regulations contained in the Collinsville Zoning Ordinance related to the site plan review process.

### BACKGROUND & HISTORY:

The City's Zoning Ordinance (Ord. #3333) was adopted by the City Council on January 27, 2003. A number of amendments have been approved since that time with the most recent being on March 23, 2017. Even the best ordinances become out of date. Periodic revision is essential if the ordinances are to establish and maintain a rational land use pattern. Changes, however, should not be made in an arbitrary manner. Significant updates to the Zoning and Subdivision Ordinances are best undertaken following an update of the Comprehensive Plan. The rationale for this approach is that the Ordinances are the implementation tools of the Plan and should reflect its goals and policies. Nevertheless, clarification of information contained in the Zoning Ordinance may be appropriate at any time.

A major update to the Comprehensive Plan is anticipated to be completed this year, and a significant update of the Zoning Ordinances that may include significant policy or regulatory changes would likely follow. However, the purpose of this request is to provide clarification and consistency in interpretations of the Zoning Ordinance.

### STAFF REVIEW & ANALYSIS:

The Zoning Ordinance recognizes the importance to the public health, safety and welfare, the safe movement of traffic, the retention of value of improvements upon the land, the conservation of natural resources and that site improvements will be constructed to advance those and other public interests. To that end, site plan review is intended to ensure that the character and objectives of a proposed development are presented in adequate detail for the reviewers to evaluate the effect it will have upon the community and the public interest.

The Zoning Ordinance currently contains definitions of site plans, identifies when such plans are required, procedures for their review, required information on such plans, and review criteria. However, there has been some confusion in the development community about the meaning and applicability of terminology relating to the various types of plans required at each step in the review process, which information requirements apply at each step, etc.

At the direction of the Planning Commission, Staff has researched the issue how other communities define and conduct site plan review, analyzed the issues, and is proposing a number of changes to terminology and applicability that are intended to bring clarification and increased efficiency to the site plan review process.

**FINANCIAL IMPACT:**

While not necessarily quantifiable, there is a reasonable expectation that the proposed changes will result in savings to the applicant, as well as the City, relating to procedural clarifications intended to make the process more efficient (e.g. reducing the number of plan resubmittals and Staff reviews).

**ALTERNATIVES:**

Short of a full re-write of the Zoning Ordinance, the other alternative to the proposed modification would be to make no changes to the Zoning Ordinance.

**PROS & CONS:**

Staff, the Planning Commission, and the development community are in agreement that modifications are necessary to improve the process for all involved. The disadvantage to the “no change” alternative is that as those unfamiliar with the process approach the City for Site Plan review there may continue to be confusion as to what is required of the applicant leading to unnecessary delays, multiple plan submittals and reviews, etc.

**CONCLUSION:**

The proposed changes to the Zoning Ordinance being recommended by the Planning Commission should bring clarification and increased efficiency to the site plan review process.

**RECOMMENDATION:**

The Planning Commission unanimously recommends approval of the draft ordinance with the support of the Director of Community Development.