

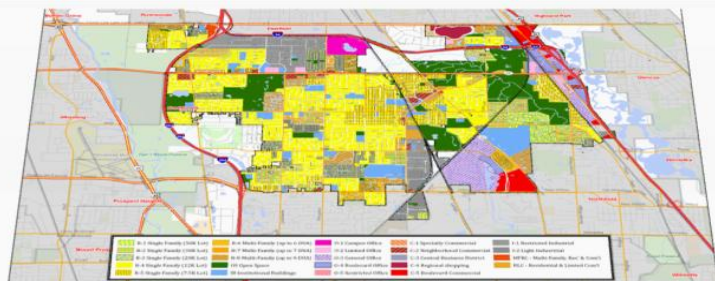
Glossary of Frequently Used Planning Terms

A Comprehensive Plan for the
Village of Northbrook, Illinois

AFFORDABLE HOUSING PLAN



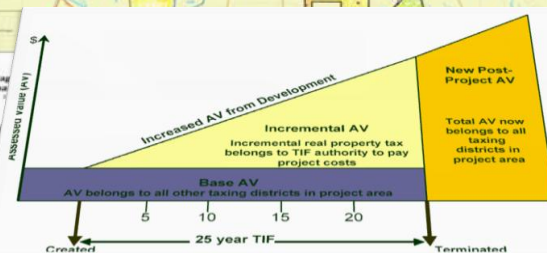
STORMWATER MASTER PLAN



Village of Northbrook
Development & Planning Services
**Village of Northbrook Zoning District Map
January 2010**



**Comprehensive Plan
Water Flow Patterns
2008 Shown**





ACC - The Village's Architectural Control Commission which reviews all development proposals, signs and parking lot modifications in the Village Green Overlay District in the downtown area. The ACC also reviews other large development proposals, particularly planned development requests that are referred to it by the Board and Plan Commission. The ACC also reviews amendments to the Village's building codes, new single family homes (for monotony), and appeals of some administrative decisions.

Accessory Use - An activity or structure incidental or secondary to the principal use on the same site.

Affordable Housing - Low cost housing for sale or rent, often from a housing association, to meet the needs of local people who cannot afford accommodation through the open market.

Average Daily Traffic Volume (ADT): The average number of vehicles passing a specific point during a 24-hour period.

Basement - A portion of a structure located partly underground but having less than half its clear floor to ceiling height over *more than half of its floor area below grade*. (Note: see also "Cellar")

Benchmark - A performance monitoring standard that allows a community to periodically measure the extent to which the goals and policies of its comprehensive plan are met.

Benchmarking - The process by which a community evaluates indicators, data and performance against established benchmarks to identify its progress toward its planning goals.

Berm - An earthen mound that acts as a visual barrier between a lot and adjacent properties, alleys or streets.

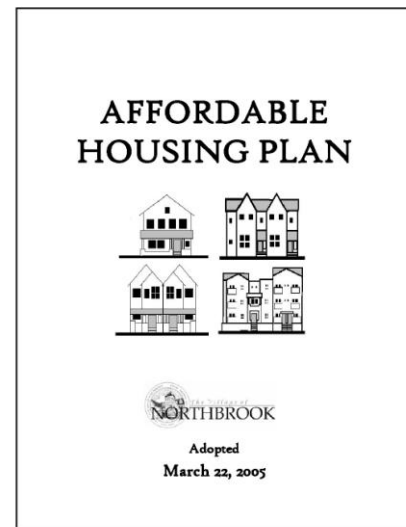
Best Management Practice (BMP) - Stormwater management techniques or land use practices that are determined to be the most effective, practicable means of preventing and/or reducing the amount of pollution generated by nonpoint sources in order to improve water quality.

Bikeway - A corridor designated and/or reserved for bicyclists. A Class I facility is a bike path that is not part of a vehicle roadway. A Class II facility consists of on-street bike lanes. A Class III facility is a roadway that has been designated as a bike route by signage only.

Bollard - A relatively short post used on or along a street or path for decorative, lighting, or traffic control purposes.

Boulevard - A roadway characterized by a landscaped median and planting strip on each side.

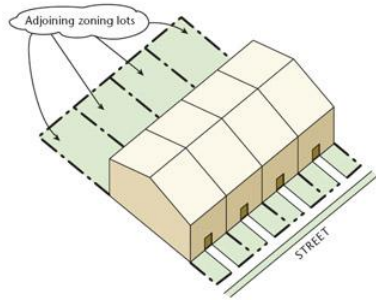
BTF - The Bicycle Task Force guides, supports, and advises the Village of Northbrook on bicycle and pedestrian issues.



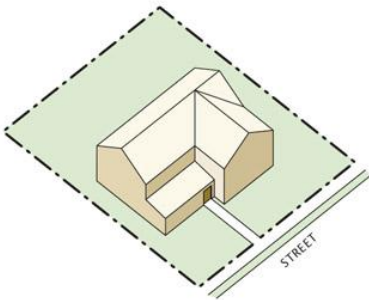
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Buffer - An area of land separating two distinct land uses that acts to soften or mitigate the effects of one land use on the other.

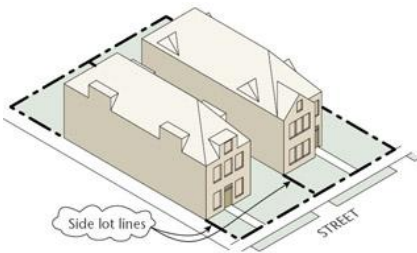
Building - A building is a structure that has one or more floors and a roof, is permanently affixed to the land and is bounded by either open areas or the lot lines of a zoning lot.



An **attached building** abuts two side lot lines and is one of a row of buildings on adjoining zoning lots. The end buildings of a row of attached buildings are considered semi-detached buildings if they each have a side yard.

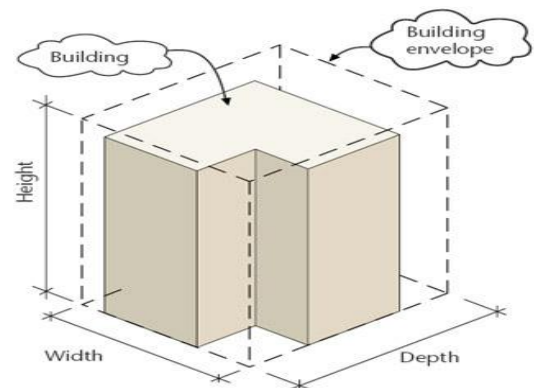


A **detached building** is a freestanding building that does not abut any other building on an adjoining zoning lot and where all sides of the building are surrounded by yards or open areas within the zoning lot.



A **zero lot line building** is a building that abuts one side lot line of a zoning lot and does not abut any other building on an adjoining zoning lot.

Building Envelope - A building envelope is the maximum three-dimensional space on a zoning lot within which a structure can be built, as permitted by applicable height, setback and yard controls.



Bulk Table – Each zoning district in the Northbrook Zoning Code includes a list of dimensional standards that are applied to determine the size and location of structures and parking areas on a property. An example of the bulk table for the Office Districts is shown below.

BULK, SPACE & YARD REQUIREMENTS	Zoning districts				
	O-1	O-2	O-3	O-4	O-5
A. Maximum Height (whichever is less)					
1. Feet	65	35	70	10	2
2. Stories	4	2	5	10	2
B. Minimum Lot Area and Dimensions					
1. Total Lot Area (square feet)					
a. Planned Development	650,000	75,000	250,000	250,000	100,000
b. All Other Uses	650,000	25,000	80,000	100,000	100,000
2. Lot Width (feet)	500	100	200	300	100
3. Lot Depth (feet)	N/A	N/A	N/A	N/A	N/A
C. Minimum Yard and Setback Requirements (feet)					
1. Front and Corner Side (8)					
a. Yard	100	30	50	50	30
b. Setback	150	30	80	80	50
2. Interior Side					
a. Yard	100	5	5	15	10
b. Setback	100	10	50	50	10
3. Rear					
a. Yard	100	5	5	5	30
b. Setback	100	25	30	30	30
D. Maximum Floor Area Ratio					
	0.50	0.50	0.50	0.50	0.35
E. Maximum Lot Coverage (% of lot)					
	N/A	N/A	N/A	N/A	50%

Capital Improvement Plan or Program (CIP) - A document that proposes development, modernization or replacement of physical public projects over several years (typically five years) . It lists an estimated cost and anticipated funding method for each project and provides the financial foundation to implement the Comprehensive Plan and public facilities plans.

Carriage Walk – A public sidewalk that is constructed adjacent to the street curb and does not include a separating grass strip or parkway (See also the definition of “parkway”).

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Cellar - A portion of a structure located partly or wholly underground and having half or more than half its clear floor to ceiling height over half or more than half of its floor area below grade.

Charrette - A charrette is a collaborative design process done in a short time period with substantial citizen involvement. Developers, architects and residents meet with site plans and drawings and discuss what type of design they would like to see in their community.

Cluster Development - Residential development in which the lots are clustered on a portion of a site so that significant environmental/historical/cultural resources may be preserved or recreational amenities provided. While smaller lot sizes are permitted in a cluster subdivision to preserve open space, the overall density cannot exceed that permitted in the zoning district if the site were developed as a conventional subdivision.

CMAP - Chicago Metropolitan Agency for Planning is a regional agency responsible for land use planning and transportation planning for the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry and Will in northeastern Illinois. CMAP was previously known as NIPC, or the Northeastern Illinois Planning Commission

CNSCVB – Chicago’s Northshore Convention & Visitors’ Bureau, of which Northbrook is a member. Convention and visitors bureaus are organizations focusing on tourism marketing and developing conventions, meetings, conferences and visitations to a city, county or region.

Comprehensive Plan - The official public document adopted by a community as the policy guide for decisions about its future development and redevelopment. It consists of a vision for the community, goals, policy statements, standards and programs for guiding the physical, social and economic development of a community. A comprehensive plan usually includes, but is not limited to, a land use plan, transportation plan, and a housing plan.

Comprehensive Plan Amendment - An amendment to the Comprehensive Plan can involve either a change to the text of the plan or a change on the Land Use Map which alters the land use designation of a particular parcel of property. A Comprehensive Plan amendment may be authorized if an applicant can prove the site would better serve the community with another use than the one already designated.

Conditionally Permitted Use - A use that may be located in certain zoning districts provided it meets certain specific standards established in the Zoning Code.

Consistency Requirement - The concept that the Zoning Map and Zoning Code should be consistent with the Comprehensive Plan. This philosophy conforms to established planning theory and practice that official controls, such as the CIP, zoning ordinances and subdivision regulations, are the tools to implement the Comprehensive Plan

County 6b Program - The Cook County 6b program reduces the overall property tax bill for industrial and warehouse buildings over the course of 12 years. Under the 6b program, qualifying properties will be assessed at 16% of market value for the first 10 years, 23% in the 11th year, and 30% in the 12th year. In the year 13, the property is assessed at the normal assessed value of 36% of market value. Real estate is eligible for Class 6b status if it



is used primarily for "industrial purposes" and is either (a) new construction, (b) substantial rehabilitation, or (c) substantial re-occupancy of "abandoned" property.

CPAC – The Village’s Comprehensive Plan Advisory Committee is an appointed group of residents formed by the Board of Trustees to help develop an initial draft of the Village’s new Comprehensive Plan.

Dedication (of Land) -The transfer of property rights from private to public ownership. Land so conveyed to the local government may be used for streets, schools, parks, utilities, etc. The governing body must formally accept the dedication for the transaction to be complete.

Density - Number of housing units per gross acre, determined by dividing the number of dwelling units by the total number of acres in the parcel to be developed, excluding existing public road rights-of-way.

Density Bonus - Granting a developer additional square footage or additional housing units beyond that authorized in the zoning code in exchange for the provision or preservation of an amenity at the same site or at another location.

Design Review - A part of a locality’s development approvals process that permits discretionary design making about the appropriateness of a specific building proposal.

Design Standards - A set of guidelines on the appearance and aesthetics of buildings or improvements that governs construction, alteration, demolition or relocation of a building or improvement, including land improvements.

Easement - Authorization by a property owner for the use by another, and for a specified purpose, of any designated area of his property. The term also refers to such a designated area. Easements may be for public or private purposes.

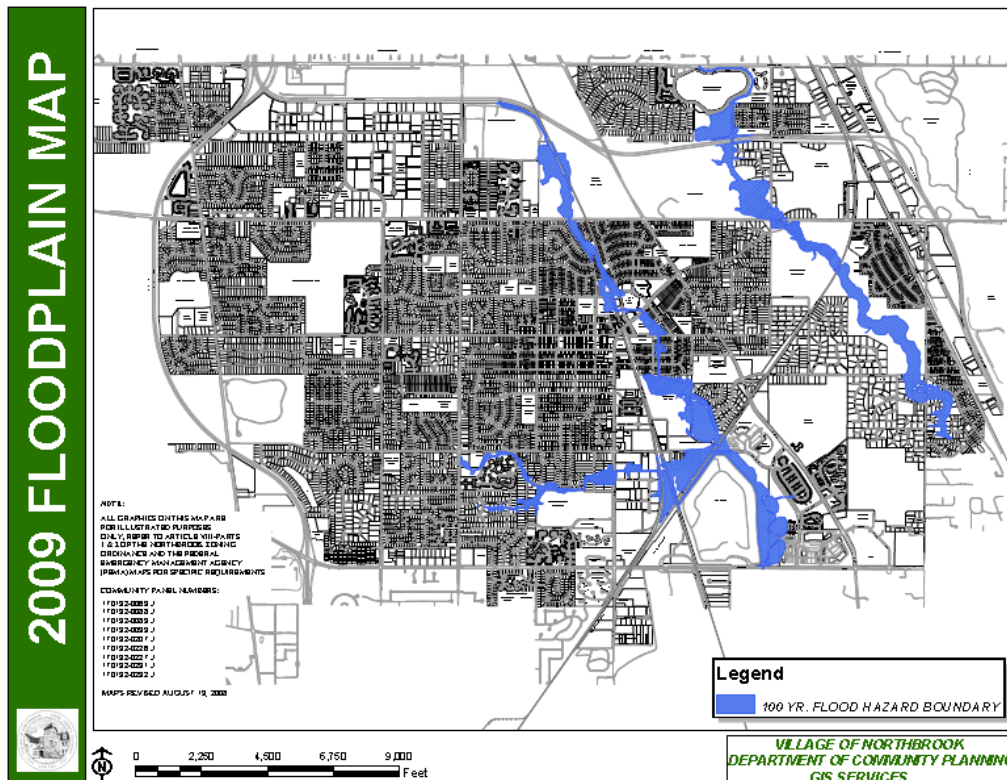
EDC – The Economic Development Committee is a group of residents, business owners and representatives of the Village, local School districts, Park District and Library Board that meet to review issues and policies associated with economic development and taxation.

Eminent Domain - The authority to take private property for a public purpose upon payment of just compensation.

Federal Fair Housing Law: In accordance with the Federal Fair Housing Act Amendments of 1988, this law states it is illegal to discriminate in housing on the basis of race, color, religion, sex, handicap, family status, or national origin.

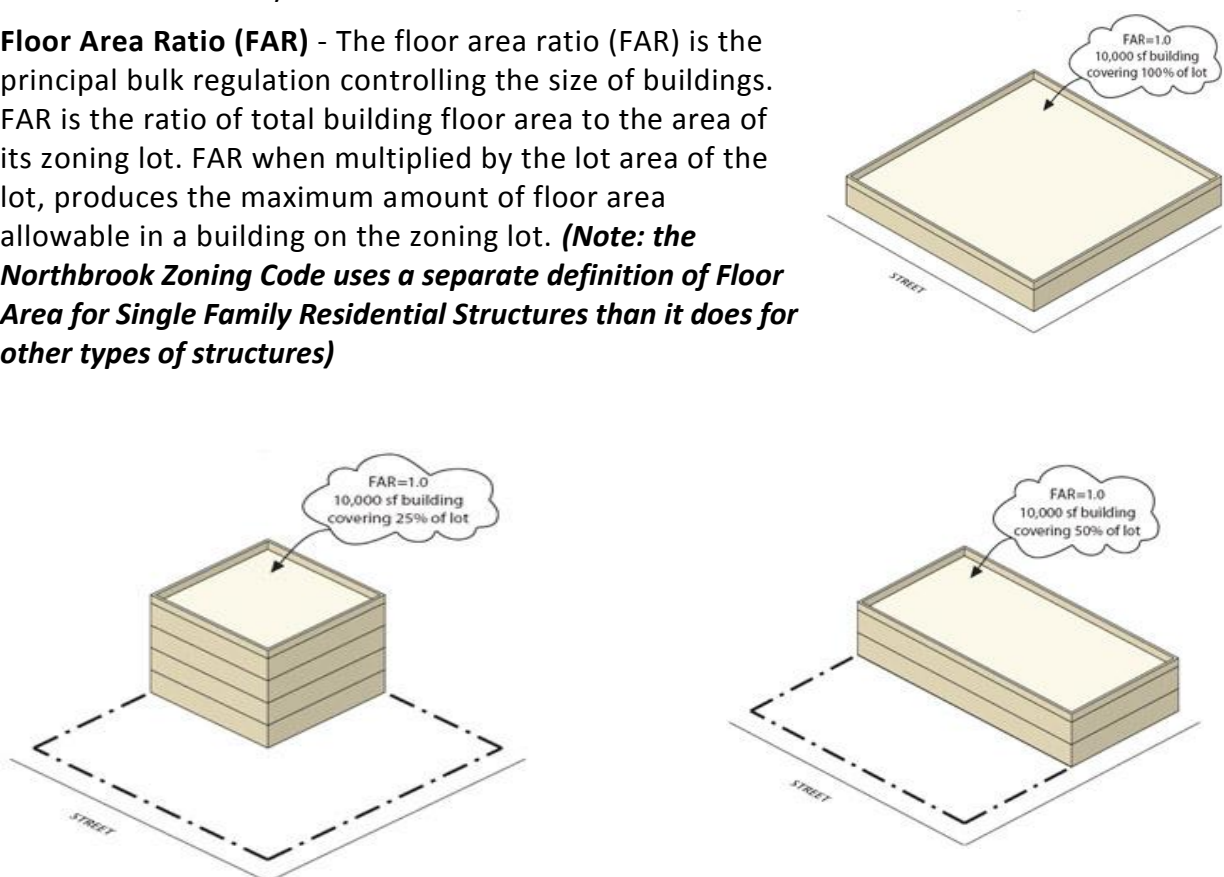
Flood Plain - That land typically adjacent to a body of water or watercourse with ground surface elevations at or below the base flood or the 100-year frequency flood elevation. Floodplains may also include detached Special Flood Hazard Areas (SFHA’s), ponding areas, or areas not adjacent to a body of water or watercourse. The floodplains are those lands within the Village of Northbrook that are subject to inundation by the base flood or one hundred (100) year frequency flood. The flood plains within the Village of Northbrook are generally identified on the maps, plans and studies referenced in Section 8-204 of the Zoning Code.





Floor Area - The floor area of a building is the sum of the gross area of each floor of the building, excluding mechanical space, cellar space, and floor space in open balconies, elevators or stairways.

Floor Area Ratio (FAR) - The floor area ratio (FAR) is the principal bulk regulation controlling the size of buildings. FAR is the ratio of total building floor area to the area of its zoning lot. FAR when multiplied by the lot area of the lot, produces the maximum amount of floor area allowable in a building on the zoning lot. **(Note: the Northbrook Zoning Code uses a separate definition of Floor Area for Single Family Residential Structures than it does for other types of structures)**



Form Based Codes - A method of regulating development to achieve a specific urban form. Form-based codes primarily control physical form, with a lesser focus on land use, through city or county regulations. The regulations and standards in Form-based codes, presented in both diagrams and words, are keyed to a regulating plan that designates the appropriate form and scale (and therefore, character) of development rather than only distinctions in land-use types. This is in contrast to conventional zoning's focus on the segregation of land uses, and the control of development intensity through FAR, dwellings per acre, setbacks, parking ratios, etc. Not to be confused with design guidelines or general statements of policy, Form-based codes are regulatory, not advisory.

Gray Water - Bath, dish or process water with limited suspended solids and not containing human, animal or industrial wastes.

Greenway - A linear path designed specifically for pedestrian and bicycle use.

Functional Classification of Streets – A system for classifying roads in terms of the character of service that individual facilities are providing or are intended to provide, ranging from travel mobility to land access. Roadway system functional classification elements include Freeways or Expressways which are limited access highways, Other Principal (or Major) Arterials, Minor Arterials, Collector Streets, and Local Streets. Principal arterials are designed to accommodate travel; access to adjacent properties is discouraged. Minor arterials are designed to serve both through traffic and local trips. Collector roads and streets link local streets and properties with the arterial network. Local streets provide access to adjacent properties.

Geographic Information System (GIS): A means of producing, analyzing, and storing computerized maps.

ICDC – The Industrial & Commercial Development Commission makes recommendations to Board on matters related to the improvement of economic growth for both existing and new businesses; works to establish appropriate goals and objectives related to sound business practices, increased tax base and employment opportunities.

Impervious Surface - Any land area covered by buildings or paved with a hard surface such that water cannot seep through the surface into the ground.

Infill - Construction of new facilities such as housing and/or commercial centers within existing urban or suburban areas. Infill development may range from development on vacant lots the reuse of underutilized sites, such as older strip malls.

IRB - Industrial revenue bonds (IRBs) provide long term, low interest financing to manufacturing firms for capital projects such as new development, equipment purchases, real estate acquisition and major renovations for businesses involving manufacturing processes. The bonds are issued under the auspices of the Village of Northbrook, and therefore, all interest is exempt from federal income taxes. Interest rates are generally 30-40% less than the prevailing prime lending rates. The Village gives funding priority to applications that demonstrate property improvement, reuse or redevelopment of existing facilities, job creation/retention, business expansion, and property tax generation, or



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attraction of new industries to the Village. There are some application fees, and the transaction process can be more cumbersome than conventional financing. However, for the right borrower IRBs can be very beneficial. Usually it is not cost effective to the borrower to issue less than \$1 million in IRBs at a time.

Land Use Plan - A basic element of a comprehensive plan that designates the present and future location, form, class and extent (size) within a planning jurisdiction for residential, commercial, industrial and institutional (public areas and buildings) use or reuse. The land use plan includes a map and a written description of the different land use areas or districts.

LEED (Leadership in Energy and Environmental Design) - An ecology-oriented building certification program run under the auspices of the U.S. Green Building Council (USGBC). LEED concentrates its efforts on improving performance across five key areas of environmental and human health: energy efficiency, indoor environmental quality, materials selection, sustainable site development and water savings.

Level of Service (LOS) - An estimate of the effectiveness of a roadway to carry traffic, usually under anticipated peak traffic conditions. Level of Service efficiency is generally characterized by the letters A through F, with LOS A describing free flow traffic conditions and LOS F describing jammed or grid lock conditions.

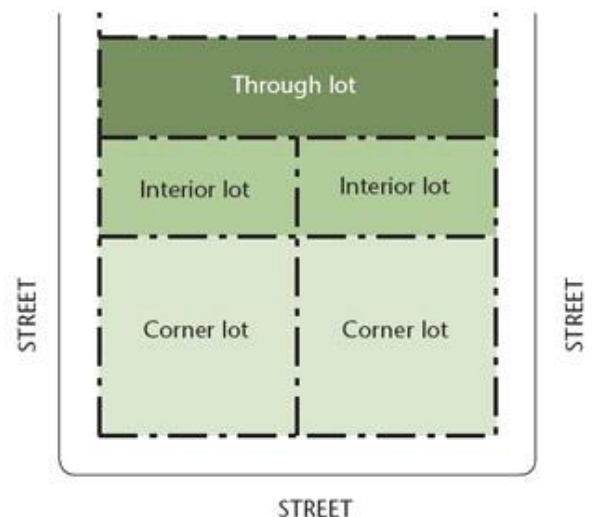
Lot or Zoning Lot - A lot or **zoning lot** is a tract of land comprising a single tax lot or two or more adjacent tax lots within a block. An apartment building on a single zoning lot, for example, may contain separate condominium units, each occupying its own tax lot. Similarly, a building containing a row of townhouses may occupy several separate tax lots within a single zoning lot, or two or more detached homes on one zoning lot may each have its own tax lot.

A **corner lot** is a zoning lot that adjoins the point of intersection of two or more streets; it is also a zoning lot bounded entirely by streets. Portions of such zoning lots within 100 feet of intersecting street lines are subject to rules for corner lots.

An **interior lot** is any zoning lot that is neither a corner lot nor a through lot.

A **through lot** is any zoning lot that connects two generally parallel streets and is not a corner lot.

Mixed Use - A variety of residential, commercial, and office uses typically associated with or along a transit corridor. Mixed-use development specifically calls for higher intensity uses along transit lines.



Monument Sign (sometimes referred to as a ground sign)- A sign which is supported by and integrated with a solid base, as opposed to poles, posts, or other such supports.

Nonconforming Use - A building or use, lawfully existing on the effective date of the Zoning Code, which does not conform to the regulations of the zoning district in which it is located.

Open Space - Land set aside and permanently restricted for conservation, agriculture or recreation

purposes by a municipality, nonprofit conservation organization or land trust, homeowners association, or person. Open Space may include woodlands, wetlands, utility areas, pasture, landscaped yards, gardens or play areas, golf courses, walking and riding trails, and similar areas as appropriate to the site, but shall not include structures such as tennis courts, buildings, swimming pools or other impervious areas.

Overlay Zoning District (Overlay Zone) - A zoning tool used to impose additional regulations or restrictions on uses within a specific overlay district. Types of Overlay Districts include the Flood Hazard Overlay District, and the Village Green Overlay District.

Parkway - That portion of a public right-of-way other than a roadway or a sidewalk, typically used for planting grass or trees and locating street lights and utilities.

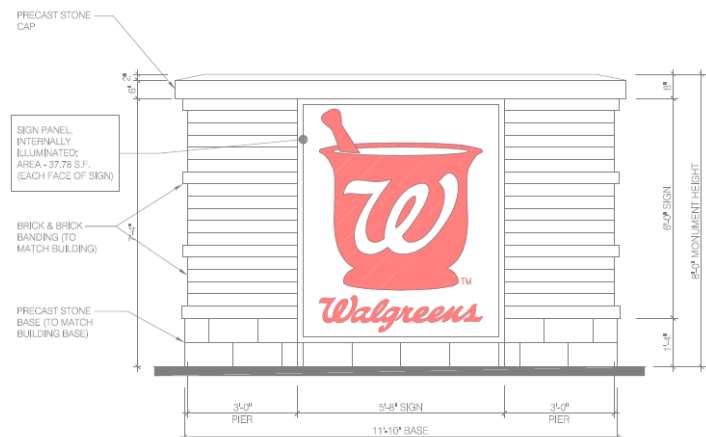
Permitted Use - A use that appears as a permitted use on the "Use List" list of a particular zoning district. Permitted uses are often referred to as "by right" uses because no special review or public hearing is needed to construct or operate the use. For instance a single family home is a permitted use in all single family zoning districts and most retail activities are a permitted use in the commercial zoning districts.

Plat - Detailed drawing that provides the dimensions and locations of structures on a specific parcel of land.

Principal Use - The use of a zoning lot, whether a permitted or specially permitted use, designated by the owner of such lot as the primary or main use of such lot and to which any other use on such lot must be accessory.

Public Meeting - A meeting conducted pursuant to the provisions of the Illinois Open Meetings Act where members of the general public, as opposed to members of the Board or Commission and as opposed to the applicant for relief, have no right (*but may be given the opportunity*) to offer testimony, evidence or opinions.

Public Hearing - A formally announced meeting, open to the public, *the express purpose of which* is to receive written and oral testimony on specific matters.



MONUMENT SIGN ELEVATION

Pylon Sign (often referred to as “pole signs”) - A sign that is mounted on a freestanding pole or other supports so that the bottom edge of the sign face is eight (8) feet or more above grade.

Rezoning – An approved change to the Zoning Map, typically occurring when the zoning code does not permit a desired use at a certain location.

Right-of-way (ROW) - The area over which a legal right of passage exists; land used for public purposes in association with the construction or provision of public facilities, transportation projects, or other infrastructure.



RLUIPA - The Religious Land Use and Institutionalized Persons Act is a United States federal law that limits the zoning restrictions that can be placed on churches and other religious institutions through zoning laws

Screening - Landscaping and/or physical barrier erected to mitigate potential incompatibilities between different types of land uses.

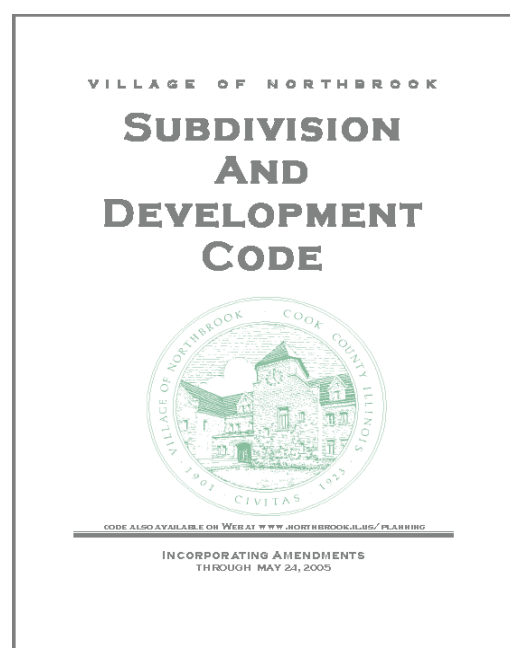
Setback - The required minimum horizontal distance between a property line, or other line, and a **building**. (Note: see also “Yard”)

Special Permit Use - Activities or land uses, which by their nature, can have an undue impact upon or can be incompatible with other land uses and therefore need a site specific review. After review, such uses may be allowed to locate within given designated zoning districts if appropriate and only under special controls, limitations, and regulations.

Streetscape - The composition of elements in a street which create the urban form and includes elements such as building forms and styles, landscaping, street furniture, pavements etc.

Subdivision & Development Code – The Village regulations that set forth the standards by which properties can be subdivided into lots and otherwise developed. Key sections of the Subdivision & Development Code include:

- Subdivision Application Contents & Procedures,
- Guarantee, Inspection & Acceptance of Public Improvements ,
- School, Park & Library Impact Fee Requirements,
- General Subdivision and Development Design and Improvement Standards
- Transportation & Circulation System

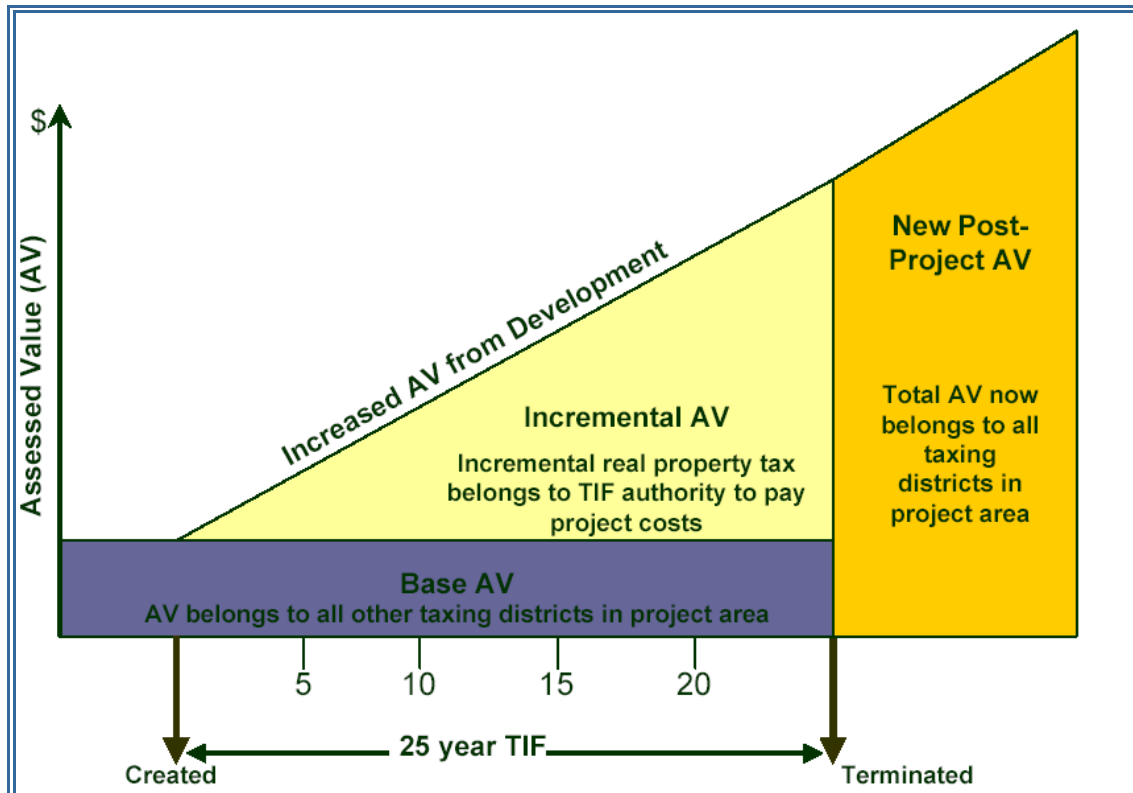


Standards, (including streets and sidewalks),

- Environmental Protection Design & Improvement Standards, and
- Public Utility Design & Improvement Standards

Sustainable Development - Development that maintains or enhances economic opportunity and community well-being while protecting and restoring the natural environment upon which people and economies depend. It is development that meets the needs of the present without compromising the ability of future generations to meet their own needs

Tax Increment Financing (TIF) - A public financing tool whereby revenue bonds are issued to pay for the improvement of, or provision of, new public infrastructure in a defined area necessary to support and encourage its development. The community assumes the debt obligation. The assessed value of property in the defined area is frozen for a specific period for the general revenue purposes of the community, and the additional taxes generated by the increased valuations in the district created by the development are used to amortize the bonding.



Traditional Neighborhood Design - Community design typical of communities built in the first part of the 20th Century and considered to be more "people-oriented" and "human" in scale. Characteristics may include narrow streets oriented to pedestrian and bicycle use, compact development patterns and mixed land uses, and the use of front porches and other features to encourage the interaction of residents.

Traffic Calming - Design techniques used by communities for slowing traffic.

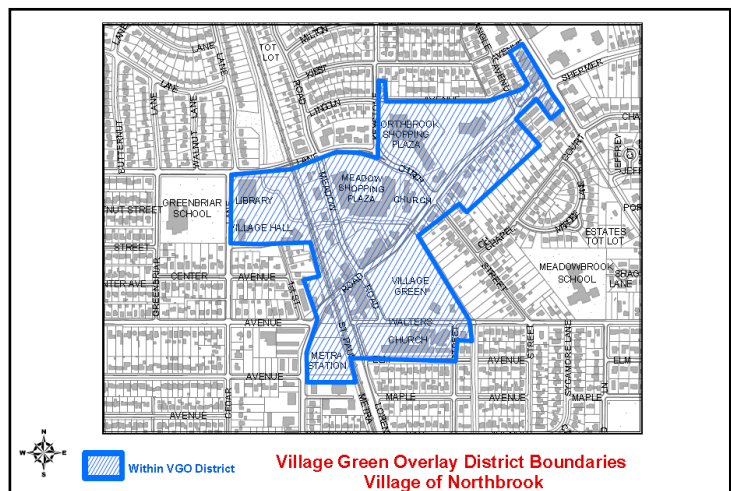
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Transit-Oriented Development (TOD) - A mixed-use community within an average one-fourth mile walking distance of a transit stop and commercial core area. The design, configuration, and mix of uses emphasize a pedestrian-oriented environment and reinforce the use of public transportation.

Vacation - Refers to vacation of street or road as an action taken by the Board of Trustees in order to abolish the public's right of passage over a road or road right of way dedicated by a plat of subdivision. Upon vacation, title to the road right of way transfers by operation of law to the owner(s) of the adjacent properties within the subdivision from whence the road/road right of way originated.

Variation (A.K.A. Variance) - An application to the Zoning Board of Appeals which seeks relief from a specific zoning regulation such as a minimum yard or parking requirement, among others. A variance may only be granted by the Zoning Board of Appeals after a public hearing process and a finding by the ZBA that the application meets the required Standards for a Variation set forth in the Zoning Code. Variations may also be granted by the Board of Trustees in certain instances, particularly those involving the review of a special permit.

VGO District – The Village Green Overlay District is a special zoning district for the downtown area of Northbrook. The VGO district allows the Board of Trustees, rather than the Zoning Board of Appeals, to review and approve variation requests, has special design controls requiring review by the ACC, and in some instances has special parking and development controls.



Yard - The minimum depth designated in the regulations of the Zoning Code establishing minimum front, corner side, side and rear yard requirements for various uses, structures and districts. It typically refers to the minimum distance between a lot line and parking area, whereas a setback refers to the distance between a lot line and a building. (Note: see also "Setback")

ZBA – The Zoning Board of Appeals publicly hears and decides all requests for variation from yard, fence and other requirements of the Zoning Code.

Zoning Code - A document adopted by the Board of Trustees that: (1) establishes district classifications for all land in the Village of Northbrook into residential, commercial, office industrial and other districts; (2) describes in detail the permitted density and uses allowed in each zoning district; and (3) lists the specific regulations that govern each land use.

Zoning Districts – In order to carry out the stated purposes of the Zoning Code and the Comprehensive Plan, the Village of Northbrook is divided into the following zoning districts:

Single Family Residential Districts.

- R-1 Single Family Residential District
- R-2 Single Family Residential District
- R-3 Single Family Residential District
- R-4 Single Family Residential District
- R-5 Single Family Residential District

Multiple Family Residential Districts.

- R-6 Multiple Family Residential District
- R-7 Multiple Family Residential District
- R-8 Multiple Family Residential District

Commercial Districts.

- C-1 Specialty Commercial District
- C-2 Neighborhood Commercial District
- C-3 Central Business District
- C-4 Regional Shopping District
- C-5 Boulevard Commercial District

Office Districts.

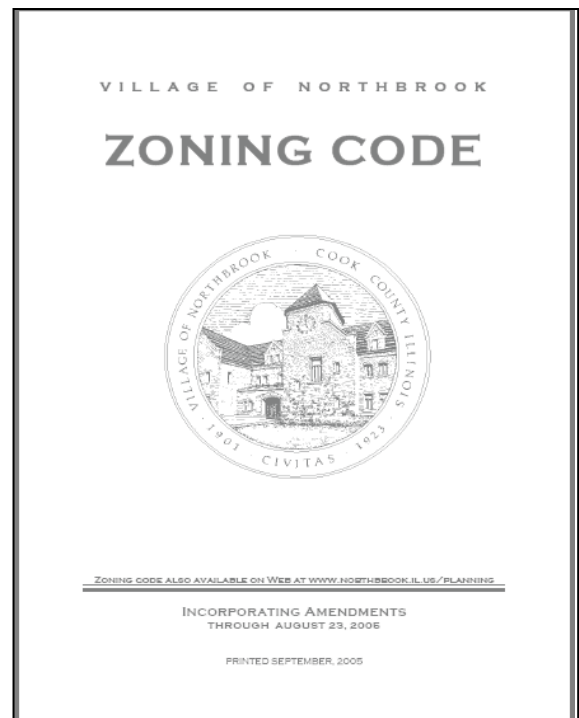
- O-1 - Campus Office District
- O-2 - Limited Office District
- O-3 - General Office District
- O-4 - Boulevard Office District
- O-5 - Restricted Office District

Industrial Districts.

- I-1 - Restricted Industrial District
- I-2 - Light Industrial District

Special Districts.

- FH - Flood Hazard Overlay District
- OS - Open Space District
- IB - Institutional Buildings District
- RO - Redevelopment Overlay District
- TO - Techny Overlay District
- MFRC – Multi-Family Res'l & Com'l District
- RLC - Residential and Limited Com'l District



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Zoning Map – A map of the Village of the Northbrook that graphically depicts which zoning district is applicable to every property in the community.

