

Hospital Master Plan Three-Step Approval Process

1. Amend Article 6 of the Zoning Ordinance to reference “Hospital Master Plan” and to add Article 14 for Hospital Master Plan standards and requirements which **requires hospitals to create a Master Plan**. *(Public Hearing needed to Amend Zoning Ordinance)*
2. Article 14 also discusses Master Plan Creation, **Board Adoption Process**, and Modification Process. *(Village Board Approval)*
3. Amend Article 6 of the Zoning Ordinance by adding Article 6 (“Special Purpose District”), Section 6.3 (“H Hospital Zoning District”), Subsection to **reference that the Master Plan regulations supersede** “Table 6-3: Hospital Dimensional Standards”. *(Public Hearing needed to Amend Zoning Ordinance)*

The following write-up is a proposal to modify the Zoning Ordinance by adding Article 14 (“Zoning Approvals”), Subsection 14.11 (“Hospital Master Plan”) to require hospitals in Oak Park to submit a Master Plan outlining a 5-10-year vision to guide long-term development, manage community impacts, and coordinate land use and construction projects within the H Hospital district's boundaries. The master plan would establish guidelines for zoning, site utilization, and future expansion. A site map with dimensional standards would be helpful.

The Hospital Master Plan would be required to be approved by the Village Board before undertaking any new development proposals on hospital property. As part of the process, the hospital must hold a neighborhood meeting before the Master Plan can be submitted to the Village for review and approval. Any development would need to meet the zoning regulations established and approved within the master plan.

Master Plan update to Zoning Ordinance

I. **Amendments to Article 6:** Article 6 (“Special Purpose Districts”), Section 6.3 (“H Hospital Zoning District”), (D) (“Hospital Master Plan”) of the Zoning Ordinance would be amended by adding a new Section (D)(4), as follows, with additions *underlined and italicized*:

D. General Standards of Applicability

1. Site Development Standards

See Article 9 for additional on-site development standards and requirements, such as exterior lighting, accessory structures and uses, fences and walls, and permitted encroachments.

2. Off-Street Parking and Loading

See Article 10 for off-street parking and loading standards and requirements.

3. Landscape

See Article 11 for landscape, buffering, and screening standards and requirements.

4. Hospital Master Plan

See Article 14 for Hospital Master Plan standards and requirements. On property subject to an approved hospital master plan, dimensional requirements in an approved hospital master plan supersede otherwise applicable dimensional requirements in this Zoning Ordinance.

II. **Amendments to Article 14:** Article 14 (“Zoning Approvals”) would be amended by adding a new Section 14.11 (“Hospital Master Plan”), as follows, with additions underlined and italicized:

14.11 Hospital Master Plan

A. Purpose

In addition to meeting the site development, off-street parking and loading, and landscaping standards and requirements of the Zoning Ordinance, the Village requires the submittal of a hospital master plan that outlines a five- to ten-year vision to guide long-term development, manage community impact, and coordinate land use and construction projects within the H Hospital Zoning District's boundaries prior to the construction of any new buildings or building additions above grade.

B. Initiation

An application for a hospital master plan may be filed by the hospital, or person expressly authorized in writing by the hospital.

C. Authority

The Village Board, after receiving an application for a hospital master plan, will take formal action on requests for hospital master plans.

D. General Requirements

Any construction of a new building or a new addition to an existing building above grade within the H Hospital Zoning District must comply with an approved hospital master plan.

E. Submittal Requirements

Applications for a hospital master plan must be filed with the Zoning Administrator in such form as required by the Village. Hospital master plan applications must include the following:

1. A depiction of the lot area, building heights, lot coverage, setbacks – front, interior, corner and rear of the proposed development. Village staff may require a site map depicting dimensions.

2. **Traffic and Parking Study**

a. A traffic impact study, prepared by a professional engineer qualified in traffic analysis, showing the proposed traffic circulation pattern, including counts, within and in the vicinity of the area of the proposed development, including any pending development projects, and an analysis which does not include any pending development projects may be provided. The location and description of any public and traffic-related public improvements to be installed, including any streets and access easements may also be provided.

b. A parking impact study, prepared by a professional engineer qualified in parking analysis, showing the estimated parking demand based on proposed uses in relation to existing conditions including any pending development projects for the surrounding area including off-site parking spaces may be provided.

F. Procedure

The following procedures are intended to provide for the orderly review of a hospital master plan in a timely and equitable manner.

1. **Pre-Application Hospital Master Plan Conference**

a. A prospective applicant, prior to submitting a formal application for a hospital master plan, may request a pre-application conference with the Village Planner and any other Village staff members designated by the Village Manager. The purpose of the conference is to ensure that the applicant understands the requirements of the Zoning Ordinance relative to the creation of the hospital master plan.

b. During or after the pre-application conference, the applicant may request a meeting with the Village Planner to discuss a request for waiver of any submittal requirement that, in the applicant's judgment, should not apply to the proposed hospital master plan. In order to be considered, all requests for waiver shall be made in writing. Such requests will be reviewed and decided within ten working days of their receipt, where practicable, by the Village Planner.

2. **Mandatory meeting with Neighborhood**

A prospective applicant, prior to submitting a formal application for a hospital master plan, must meet with the immediate neighborhood near the proposed site. The prospective applicant must provide written notice to all taxpayers of record and business owners within 300 feet of the subject property at least 15 calendar days prior to the scheduled meeting. The notice must contain a description of the proposed hospital master plan, meeting place, time, date, and contact information of the applicant, and state the address of the applicant's website at which the proposed hospital master plan may be viewed. The notice must be sent through regular mail by the prospective applicant. The prospective applicant must submit the list of all attendees and the list of taxpayers and business owners who were sent notice of the neighborhood meeting, as well as an affidavit affirming that the prospective applicant sent the notification to the required taxpayers and business owners. Notice of the neighborhood meeting must also be published in an Oak Park newspaper and posted on the site of the proposed development at least 15 calendar days prior to the scheduled meeting.

3. Submittal of Complete Application to Village Board

Upon receipt of a complete application for a hospital master plan, Village staff will forward the application to the Village Board. The Village Board may hold a public hearing on the application or refer the application to the Plan Commission for a public hearing and recommendation.

4. Action by the Plan Commission

a. Upon referral of a complete application for a hospital master plan from the Village Board, the Plan Commission will consider the application at a public hearing. If, in the Plan Commission's judgment, the application for a hospital master plan does not contain sufficient information to enable proper review and consideration, the Plan Commission may request additional information from the applicant, and the public hearing may be continued in accordance with Plan Commission's Rules of Procedures.

b. The Plan Commission must evaluate the application for a hospital master plan based upon the evidence presented at the public hearing, pursuant to the approval standards of Section 14.5. The Plan Commission must recommend either approval, approval with conditions, or denial of the hospital master plan.

c. Within 60 days of the close of the public hearing, the Plan Commission must forward its recommendation to the Village Board, unless an extension is agreed to by the applicant. If the Plan Commission does not forward

its recommendation to the Village Board within the time set forth in this section, the Plan Commission will be deemed to have recommended denial of the application.

5. Action by the Village Board

a. The Village Board must act on the application for a hospital master plan within 60 days of the later of: (i) the Village Board holding a hearing on the application or (ii) the receipt of a recommendation of the Plan Commission. The Village Board may approve the application, approve it with conditions or modifications, deny it, or refer it to the Plan Commission for another public hearing and recommendation.

b. If the Village Board does not act upon an application for a hospital master plan within 60 days of receipt from Village staff, the application is deemed denied unless the Village Board has granted additional consideration time.

c. In considering a hospital master plan, the Village Board may require such evidence and guarantees as it may deem necessary to assure compliance with any stipulated conditions.

G. Effect of Approval or Denial

1. Approval of the hospital master plan by the Village Board authorizes the applicant to proceed with any necessary applications for building permits, certificates of occupancy, and other required permits for development which conforms to the master plan. If an application for a hospital master plan is denied, the hospital may file another proposed hospital master plan with the Village.

2. The Zoning Administrator will review applications for development permits for compliance with the terms of the approved hospital master plan. No permits will be issued for development in the H Hospital District that does not comply with the terms of an approved hospital master plan.

3. Following approval, the Village Planner or designee will revise the Official Zoning Map to reflect the existence and boundaries of an approved hospital master plan. Designation of an approved hospital master plan on the Zoning Map is for administrative and reference purposes only and does not indicate a zoning district

change. The presence or absence of a hospital master plan on the Zoning Map does neither validates nor invalidates an approved hospital master plan.

H. Modifications To Approved Hospital Master Plans

No modification may be made to an approved hospital master plan without approval from the Zoning Administrator, the Plan Commission, or the Village Board, as applicable, in accordance with the following.

1. Administrative Modifications

a. The Zoning Administrator may approve the following modifications to an approved hospital master plan as an administrative modification, provided that the Zoning Administrator determines that the proposed administrative modification is in substantial conformance with the approved hospital master plan:

- i. Modifications required during construction related to final engineering issues.
- ii. Modification of the location of a building or addition to a building on the subject site, provided the modification is: (1) no more than six inches; and (2) does not result in noncompliance with the requirements of this Ordinance or any conditions of the approval of the hospital master plan.
- iii. Modification of the location of walkways, vehicle circulation ways, and parking areas on the subject site of no more than ten feet, provided that the modification does not result in noncompliance with the requirements of this Ordinance or any conditions of the approval of the hospital master plan.
- iv. Modification of the interior of a structure that does not increase the total floor area or building footprint of the structure.
- v. Modification to the design and building materials of structures on the subject site, provided that the modification does not result in noncompliance with the requirements of

this Ordinance or any conditions of the approval of the hospital master plan.

vi. Modification of existing accessory structures or the addition of new accessory structures on the subject site, provided that the modification does not result in noncompliance with the requirements of this Ordinance or any conditions of the approval of the hospital master plan.

vii. Modification to an approved landscape plan that: (1) does not result in a reduction of the total amount of plant material required; and (2) complies with all landscape requirements in this Ordinance.

viii. Alteration of the final grade.

b. No minor or major modification, as defined in this section, may be approved as an administrative modification. No notice is required for consideration and approval of an administrative modification. The Zoning Administrator may determine, in their sole and absolute discretion, that a modification that would otherwise constitute an administrative modification must be processed as a minor or major modification. Any determination by the Zoning Administrator under this section may be appealed by a hospital master plan holder to the Plan Commission.

2. Minor Modifications

a. The Plan Commission may approve the following minor modifications to an approved hospital master plan if the Plan Commission finds that such changes are in substantial conformance with the approved hospital master plan:

i. A change in building height of up to 10%.

ii. An increase or decrease in building coverage up to 10%.

iii. A decrease in open space up to 10%.

iv. A change in the location of walkways, vehicle circulation ways, and parking areas between 10 to 20 feet.

v. A change in the location and arrangement of general land use categories within the development, or a change of up to 10% in the overall final approved land use mix in any phase.

vi. A reduction in the number of parking spaces of 10% or ten spaces, whichever is less.

vii. A change to the landscape plan that results in a reduction of plant material but does not violate the landscape requirements of this Ordinance.

b. Any modification considered a major modification, as defined in this section, cannot be approved as an administrative or minor modification. No public notice is required for consideration of a minor modification. When calculating percentages, all fractions are rounded up to the nearest whole number. The decision of the Plan Commission may be appealed to the Village Board by a hospital master plan holder. Where such modifications include a threshold of change, the Plan Commission may approve incremental modifications to an adopted Master Plan until such modifications in aggregate exceed such threshold. Any modification that exceeds such threshold whether in a single request or in aggregate, such modification is a major modification.

3. Major Modifications

a. Modifications to an approved hospital master plan that are not administrative or minor modifications are major modifications including, without limitation, the following:

i. A request for an extension of time of the approval.

ii. Changes to any conditions imposed as part of approval.

iii. Any development that does not comply with Master Plan.

b. The Village Board may hold a public hearing and approve such major modifications. Alternately, the Village Board may refer the request to the Plan Commission to hold a public hearing and make a recommendation. Upon receipt of the Plan Commission recommendation, the Village Board will make a decision. No major modification to an approved hospital master plan may be implemented except upon the

adoption of an amendatory ordinance by the Village Board, and findings by the Village Board that the modification is in substantial conformance with the approved hospital master plan and the modification:

- i. is necessary for the continued successful implementation of the hospital master plan;
- ii. addresses changes to conditions that have occurred since the hospital master plan was approved; or
- iii. responds to changes in adopted Village land use policies.