



VILLAGE OF RIVERSIDE, ILLINOIS  
PLANNING AND ZONING COMMISSION REGULAR MEETING  
Minutes

I. *Call to Order:* The Regular Meeting of the Village of Riverside Planning and Zoning Commission was held on Wednesday, June 22, 2022. Chairperson Mateo called the Regular Meeting to order at 7:00 p.m.

II. *Roll Call*

Chairperson Mateo  
Commissioner Miller  
Commissioner Marhoul  
Commissioner Pelletier  
Commissioner Henaghan

*Absent:* Commissioner Brom  
Commissioner Mathews

*Also Present:* Assistant Village Manager Ashley Monroe  
Attorney Michael Marrs

III. *Approval of Minutes:*

A. Planning & Zoning Commission Regular Meeting minutes of May 25, 2022

Commissioner Marhoul made a motion to approve the meeting minutes with edits from Chairperson Mateo. Commissioner Miller seconded the motion.

AYES: Commissioners Marhoul, Miller, Pelletier, Henaghan, Mateo

NAYS: None

**Motion passed.**

IV. *Visitors, Petitions, Citizen Requests, and Communications:*

None.

V. *Liaison Report:*

A. Village Board Update

Assistant Manager Monroe said that there was no report.

VI. *Public Hearing and Recommendation:*

Chairperson Mateo moved the New Business item before Public Hearings. After the Site Plan item in New Business concluded, the Commission returned to Public Hearings.

Planning and Zoning Commission  
Regular Meeting  
June 22, 2022

A. PZ22-05 — Text amendments to Zoning Ordinance regarding various transit-oriented development code changes, as well as other changes. Among the potential changes being considered are changes relative to the provisions regarding addition of a new business sub-district type, bulk, height, and use regulations in residential and business districts, accessory structures and uses, parking lot design standards and standards for bicycle and vehicle parking, temporary use requirements, updated graphics and appendix documents, and updated sign regulations.

1. PUBLIC HEARING to consider proposed text amendments which include transit-oriented development code changes, and other changes affecting various changes to the Village of Riverside Zoning Ordinance regulations and sign regulations. Affected sections include, but may not be limited to, Section 10-3 (Zoning Districts), Section 10-4 (Residential Districts), Section 10-5 (Business Districts) Section 10-6 (Use Standards), Section 10-7 (Site Development Standards), Section 10-8 (Off Street Parking), Section 10-9 (Landscaping and Screening), Chapter 12 (Appendices) of the Riverside Zoning Ordinance and Title 4 Chapter 3 (Signs) of the Village Code of the Village of Riverside.

Commissioner Marhoul made a motion to open the public hearing. Commissioner Pelletier seconded the motion.

AYES: Commissioners Marhoul, Miller, Pelletier, Henaghan, Mateo

NAYS: None

**Motion passed.**

Commissioner Marhoul made a motion to accept exhibits of public hearing notice and other items into the record. Commissioner Miller seconded the motion.

AYES: Commissioners Marhoul, Miller, Pelletier, Henaghan, Mateo

NAYS: None

**Motion passed.**

AVM Monroe proceeded to review the draft ordinance with proposed text amendments. Discussion was held related to the order in which code language versus diagrams are interpreted and whether Figure 1 should be clarified as pertaining to side lot line measurement. Figure was kept as presented. Commission recommended using the consultant's most recent revised phrasing of "Purpose" (Section 10-5-1) in place of language proposed in ordinance draft and change will be made in the final version. A question was raised regarding office uses and whether a special use would be required for each new office use. Attorney Marrs said he would need to look into how presented language will interact with the current code on non-conformities. Commissioners discussed language related to "street life" and determined that the last sentence of that section is problematic and should be revised. Therefore, Section 10-5-9, which impacts special uses, will be included in upcoming discussion of the revised use tables, to ensure consistency in a final determination.

Commission agreed to changes to code updates related to façade design standards, bicycle parking, landscape areas, sustainable design for B1 and B2 Districts. Commissioner Henaghan recommended matching language between B1 and B2 related to bike parking. Commissioners agreed to minor

Planning and Zoning Commission  
Regular Meeting  
June 22, 2022

revisions to clarify facades. Chair Mateo noted that “Purpose and Intent”, Section 10-5-7-A, did not make it into the ordinance draft but Commissioners agreed to incorporate the language into the final recommended ordinance. AVM Monroe reviewed the proposed building standards for the B2 Zoning District. Commissioner Henaghan raised the point that the maximum allowed height for PUD or Special Use could be problematic. The Commission decided for clarity, to revise the language to allow height of five stories or 60 feet, only apply to Planned Unit Development and remove “Special Use” and, to add language related to how building height is measured. The Commissioners made changes to setbacks and standards related to allowances for outdoor dining but agreed that the standards set are defined enough to allow administrative approval of additional setback. Chair Mateo noted that A-D have been moved to 10-5-5-D and Commissioners agreed to move the standards out of the encroachment table. Commission removed Section 10-7-3-A-7 from consideration to ensure consistency in next meeting discussion of changes related to the addition of a B1TOD District. Commission agreed on minor changes to graphics in Section 10-7-3.

Commission discussed proposed language for fences and screening (10-7-3-F). They agreed to revise the language for clarity to create a new subsection specific to fences and walls in business districts which breaks out the three classifications of fencing, including screening from adjacent properties, adjacent to railroads and general fencing allowances. Commission approved proposed language related to membrane structures and canopies (10-7-3-N). Commission discussion related to outdoor storage, seating, displays, and planter boxes, led to replacement of, “subject to village approval” and “appropriate review” with phrasing such as, “administrative approval as to location, design, and compliance with other standards” in the table and footnotes of 10-7-4. Commission agreed for Section 10-8-11 to make minor revisions to the definition of smaller delivery trucks defined as, “single unit or larger”. Commission agreed to keep Section 10-9-6 but change “shall” to “encourage”. Sentiment from several Commissioners remained, in discontent with the Village Engineering response to whether parking lot lanes can be narrowed. They hope to revisit the lane width at a later date, with respect to slowing traffic flow by reducing lane width.

Chairperson Mateo asked if any public comment had been received by staff. There was none received. Commissioner Henaghan made a motion to close Public Hearing and Marhoul seconded the motion.

AYES: Commissioners Marhoul, Miller, Pelletier, Henaghan, Mateo

NAYS: None

**Motion passed.**

Chairperson Mateo reviewed the standards for a text amendment. Commissioners were in general agreement that the presented text amendments as amended during the meeting, and various aspects removed of 10-5-4 and 10-7-3, addressed the standards.

Commissioner Marhoul made a motion to recommend the proposed amendments with subsections from 10-5-9 and 10-7-3 removed from the proposed recommendations, and Commissioner Pelletier seconded the motion.

AYES: Commissioners Marhoul, Miller, Pelletier, Henaghan, Mateo

NAYS: None

**Motion passed.**

B. PZ22-06 — Text amendments to Zoning Ordinance regarding various changes to the Village’s accessory structure regulations. Among the potential changes being considered are changes concerning maximum deck height, which is currently four feet (4’) from the established grade, and eliminating the maximum allowable height or making clarifying changes regarding decks and deck height.

1. PUBLIC HEARING to consider proposed text amendments which include changes affecting various sections of the Riverside Zoning Ordinance pertaining to deck height, including, but not limited to, Section 10-7-3(D) (Accessory Structures and Uses) of the Village Code of the Village of Riverside.  
Petitioner: Village of Riverside

Commissioner Marhoul made a motion to open the public hearing. Commissioner Miller seconded the motion.

AYES: Commissioners Marhoul, Miller, Pelletier, Henaghan, Mateo

NAYS: None

**Motion passed.**

Commissioner Marhoul made a motion to accept exhibits of public hearing notice and other items into the record. Commissioner Miller seconded the motion.

AYES: Commissioners Marhoul, Miller, Pelletier, Henaghan, Mateo

NAYS: None

**Motion passed.**

AVM Monroe explained that the Village received two requests for variations to deck height in the last year. The two variations were granted, and additional residences have been identified as non-conforming. Research has determined that other comparable communities do not regulate deck height but rely on building construction to ensure safety. Commissioner Pelletier suggested a revision of the language proposed to read, “decks shall be no higher than the elevation of the first floor of the principal building.” Commissioners agreed to this change.

Chairperson Mateo asked if any public comment had been received by staff. There was none received. Commissioner Henaghan made a motion to close Public Hearing and Marhoul seconded the motion.

AYES: Commissioners Marhoul, Miller, Pelletier, Henaghan, Mateo

NAYS: None

**Motion passed.**

Commissioner Marhoul made a motion to recommend the proposed amendments as revised, and Commissioner Pelletier seconded the motion.

Planning and Zoning Commission  
Regular Meeting  
June 22, 2022

AYES: Commissioners Marhoul, Miller, Pelletier, Henaghan, Mateo

NAYS: None

**Motion passed.**

VII. *New Business:*

A. Site Plan Review for 3300 S. Harlem – Sherwin Williams store.

Assistant Village Manager Monroe explained that although the property did not need zoning relief in a preliminary review, the Village Code requires a site plan review for all new development in the B1 Zoning District and provided an overview of the site plan. She noted that the Village Board did approve a preliminary site plan as part of the redevelopment agreement with MEV Riverside LLC, and that all building, engineering, and other required reviews have been completed and approved. Attorney Marrs affirmed staff's presentation. Mr. Kevin Vernick representing the developer was present. Staff responded to questions about landscaping. Mr. Vernick responded to a question about two-way traffic in and out of the site, improvement of pavement, and keeping and repairing the existing fence along the north side. Mr. Vernick explained that slab on grade is required by the company and therefore the building had to be demolished instead of repurposed. The bio-retention area was addressed and questions resolved about its features. A question was raised related to installation of bicycle parking, which is being left to the developer, since the current code does not require bicycle parking. It was noted that all lighting standards would be met, but the Village may request modification of a light shield at the rear northwest corner to further mitigate light on adjacent properties.

The Commission reviewed site plan standards. They generally agreed that site was compatible with other uses, parking, access, traffic flow, and connectivity were appropriate. The design of improvements were harmonious and that the site was generally compatible with village codes and plans. It was noted that the changes to parking configuration as well as addition to vegetation and stormwater control were beneficial improvements.

Commissioner Marhoul made a motion to approve the site plan as presented. Commissioner Pelletier seconded the motion.

AYES: Commissioners Miller, Pelletier, Henaghan, Marhoul, Mateo

NAYS: None.

**Motion passed.**

VIII. *Old Business:*

Further discussion on Transit-Oriented Development Zoning Code Updates including but not limited to electric vehicle parking, electric vehicle charging stations.

Commissioners agreed to defer this topic until the upcoming meeting.

IX. *Information:* Next Meeting is July 27, 2022.

X. *Adjournment:* Motion to adjourn by Marhoul, second by Miller. Motion carried, 5-0. Meeting adjourned at 9:57 p.m.