

**PROJECT KICKOFF MEETING**

Thu, August 6, 2020, 5:00 pm

Virtual Zoom Meeting

Public comments received by email or in writing by the Community Development Director prior to 5:00 pm on the day of the meeting were welcome on any topic. Public comments or testimony were also allowed during the electronic meeting using the Zoom Meeting ID and Access Code that was posted on the Village's website at least 2 hours before the meeting. The meeting was conducted electronically via Zoom due to the ongoing public health emergency relating to the COVID-19 pandemic, and based on the authority provided by Executive Order 2020-07, issued by Governor Pritzker on March 16, 2020, as most recently extended by Executive Order 2020-33, dated April 30, 2020, and Executive Order 2020-32, issued by Governor Pritzker on April 30, 2020, limiting public gatherings and suspending the Open Meetings Act physical presence requirement. On July 24, 2020, Governor Pritzker entered the latest in a string of emergency declarations related to the pandemic.

MEETING MINUTES

1: Call to Order: The Regular Meeting of the Village of Riverside TOD Supportive Zoning Code Update Steering Committee was held on Thursday, August 6, 2020, electronically via Zoom. Consultant Project Manager Todd Vanadilok called the Regular Meeting to order at 5:00 p.m.

2: Roll Call:

Present: Jill Mateo
Jeff Cermak
Jennifer Henaghan

Also Present: Community Development Director Sonya Abt

Also on the Meeting: Management Analyst Will Bouman
Planning Consultant Todd Vanadilok, Egret & Ox Planning
Planning Consultant Konstantine Savoy, Savoy Consulting Group
Local Planning Manager Michael Horsting, RTA
Senior Planner Alex Devlin, RTA

3: Introductions:
Each meeting attendee provided a brief introduction. Trustee Doug Pollock was absent from the meeting but will be serving on the Steering Committee. RTA representatives Horsting and Devlin provided an overview of the Community Planning program, which is providing the grant funding and technical assistance for this project. Committee Member Henaghan nominated Committee Member Mateo to serve as Chairperson. The nomination was accepted by the Steering Committee.

4: Project Overview

Consultant Vanadilok provided an overview of the project, including the following elements:

A. **Project Objectives:** There are two primary project objectives:

- The first is to promote walkability and transit-oriented development in the Riverside Central Business District. The Village's 2013 CBD Plan plays a key role in defining guiding principles for the CBD. It also contains a framework plan and strategy recommendations. The CBD Plan and other relevant plans and studies will help guide potential Zoning Code amendments.
- The second objective is to prepare the Harlem Avenue Corridor for rapid transit service, which is known as Pace's Pulse network. While the Metra Station is the defining transit facility in the CBD, enhanced express bus service along Harlem Avenue is among Pace's near-term priority corridor projects.

- B. **Project Study Area:** The study area defined by the RTA is generally bounded by 26th Street on the north, Harlem Avenue on the east, Ogden Avenue on the south, and Golf Road on the west.
- C. **Project Timeline:** The project timeline generally covers a 12 month timeframe with an estimated end date in June 2021. With the unpredictable nature of the pandemic, we will work closely with Village and RTA staff to ensure the project stay on track and make proper adjustments as necessary.
- D. **Roles and Responsibilities:** Roles and responsibilities for project participants include:
- Village (Client): Provide community insights and feedback; review draft documents; ensure zoning amendments align with Village expectations
 - RTA (Grant Provide): Provide technical assistance; provide project oversight
 - Consultant: Lead zoning code review; draft code amendments; engage the community; present draft deliverables for review and comment
- E. **Outreach:** Appropriate outreach will be coordinated at various stages of the project, including a Virtual Public Workshop in early fall, updates to the Village Board, and three meetings with the Steering Committee. Just like this meeting, most outreach efforts will likely be done virtually, whether through Zoom or other methods. The consultant will follow state and local direction regarding when it may be safe to conduct in-person meetings and outreach activities. In particular, the Virtual Public Workshop may utilize a combination of virtual platforms, possibly even spread across multiple days to allow a longer window for people to participate.
- F. **Project Website:** The project website (<https://riversidezoning.com>) will enable community members to stay updated on project progress, learn about outreach opportunities, and review draft documents. Consultant Vanadilok gave a brief tour of the project website on screen to show the different components. Steering Committee documents, including the agenda and these slides, will be uploaded to the website.
- G. **Data Needs:** Consultant Vanadilok gave a quick overview of the data needs for the project, including: the Village Zoning Code; relevant plans and studies; transit planning guidelines; and GIS mapping data. Committee members were asked to provide any other data or information that may be of relevance to the project.

5: Discussion:

Consultant Vanadilok facilitated a group discussion to allow Steering Committee members to share their thoughts on key zoning issues that this project should address. As noted earlier with the Project Objectives, this project will have particular focus on development in the Central Business District, transit and pedestrian access, and preparation of Harlem Avenue for enhanced express bus service.

Below are preliminary zoning issues identified in the project's original RFP:

- Inconsistencies in use lists for B1 & B2 including higher density residential types
- No parking requirements for changes in intensity of use
- No outdoor storage regulations
- Fence regulations do not address non-residential districts
- Limited lighting standards for commercial districts
- Sign code for B1 Districts not consistent with zoning
- No bulk regulations for drive-through canopies or free-standing canopies
- Performance standards for commercial/non-residential uses
- Restrictions on percentage of professional office uses on the ground floor
- Property maintenance standards for storefront windows

Below are preliminary zoning issues identified via initial discussion with Village staff:

- Density, height, and bulk regulations to support development
- Parking, alleys, and loading in business districts
- Bulk regulations for non-residential uses in residential districts (e.g., schools, churches, etc.)
- Performance standards for commercial/non-residential uses and accessory uses in business districts
- Townhouses and multi-family housing
- Accessory dwelling units (ADUs)
- Restrictions on % of professional offices on ground floor
- Property maintenance standards for storefront windows
- Outdoor storage regulations

Steering Committee feedback included the following:

- Performance standards for commercial/non-residential uses related to encroachments of accessory uses (e.g., canopies, drive throughs, outdoor displays, etc.) in commercial areas
- As the community manages the impacts of the COVID-19 pandemic, it will be important to evaluate how vacancies may be filled
- Use lists will be updated to reflect modern development and support the types of uses that may be acceptable in business districts, particularly in relation to properties impacted by the pandemic
- As a destination, how will the CBD advance redevelopment to support tourism and enhance its attraction
- Harlem Avenue is primarily a commercial corridor with a different character from the CBD
- Consideration of how corridors are supporting greater mixed use, as opposed to a collection of single uses
- Corridors are supporting more than commercial: for example, Oak Lawn includes medical uses on its corridors
- Site design guidelines will be important

6: Public Comment

No members of the general public were present.

7: Next Steps

Next steps in the project include:

- Review existing Zoning Code
- Review relevant plans and studies
- Organize and host Virtual Public Workshop

8: Adjourn

Meeting adjourned at 5:53 pm.