



STEERING COMMITTEE MEETING #5

Mon, October 18, 2021, 3:00 pm

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 and consistent with the Governor's most recent emergency declaration, various Executive Orders entered by the Governor, and the recent amendments made to the Open Meetings Act in Public Act 101-640.

MEETING MINUTES

Virtual Zoom Meeting

1. **Call to Order:** The Regular Meeting of the Village of Riverside TOD Supportive Zoning Code Update Steering Committee was held on Monday, October 18, 2021, electronically via Zoom. Chairperson Mateo called the Regular Meeting to order at 3:00 pm.

2. **Roll Call:**

Present: Chairperson Jill Mateo
Committee Member Jeff Cermak
Committee Member Jennifer Henaghan
Committee Member Doug Pollock

Also Present: Assistant Village Manager Ashley Monroe
Village Planner Francisco Jimenez

Also on the Meeting: Planning Consultant Todd Vanadilok, Egret & Ox Planning
Project Manager Michael Horsting, RTA

1. **Approval of Meeting Minutes:** TOD Supportive Zoning Code Update Steering Committee Regular Meeting minutes of January 25, 2021. Committee Member Henaghan made a motion to approve the minutes. Chairperson Pollock seconded the motion.

AYES: Henaghan, Pollock, Mateo.

NAYS: None.

Motion passed.



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2. **Discussion:** This discussion was a continuation of the original discussion from the previous meeting held on September 16, 2021. Consultant Vanadilok led the Steering Committee through a discussion of the draft Zoning Code amendments that impact the Central Business District and Harlem Avenue Corridor, particularly with respect to improving walkability and supporting transit. The draft Zoning Code amendments were summarized in a pair of summary memos, dated May 25, 2021, covering draft amendments for the Zoning Code and Sign Code.

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Discussion at the previous meeting covered:

- Signs
- Revised set of zoning districts
- Transit-supportive standards
- Building heights, bulk standards, and encroachments
- Permitted and special uses

Discussion at today's meeting covered:

- Ground floor uses
- Parking
- Miscellaneous

As summarized below, the proposed amendments are listed first, followed by committee comments regarding the draft changes. A complete summary of the draft code amendments and redline code edits are provided on the May 25th [Zoning Code Summary Memo](#) and [Sign Code Summary Memo](#).

Discussion: Ground floor uses**PROPOSED AMENDMENTS**

- Proposed new subsection to aid in the limitation of office uses on the ground floor

COMMENTS

- List offices as just "office" and not differentiated as "professional offices"
- Add "Allow dwellings at the ground floor as a special use;" Village has existing properties with residential at ground floor
- Double check if current Zoning Code has a % cap on ground floor office



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- Clarify what constitutes an office (check definitions); helps to indicate what office types are suitable at the ground floor (dentist, doctor, vet, etc. that have higher turnover of clientele, as opposed to a “desk job” office environment like coworking spaces; also differences between an accountant with mostly business clients vs. an HR Block that generates foot traffic with walk-in clients)
- Difficult to limit the amount of ground floor uses, although reserving ground floor primarily for retail is preferable for foot traffic and sales
- Having a % cap on ground floor office, as opposed to the proposed special use approach, generates additional administrative paperwork and creates an unequal footing on property owners for having to provide office to meet the % cap vs. going through the special use permitting process on a case-by-case basis
- Has this proposed approach been implemented in other communities to evaluate its effectiveness?
- This approach seems less restrictive as a traditional % cap on ground floor office

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Discussion: Parking**PROPOSED AMENDMENTS**

- Reduced parking requirements within walkable proximity to transit facilities
- Proposed new standards for loading zones
- Added language regarding bicycle parking

COMMENTS

- Use a different term than “elderly housing” (e.g., older adults, age-restricted, senior); check definitions, including assisted living, congregate care, group homes, etc.
- Check for ambiguous or conflicting language in Section 10-8-10 Off-Street Loading Spaces; e.g., loading spaces in areas that aren’t practical, like Chew Chew, or uses that may not necessarily need a loading zone; some buildings handle loading through the front, side, or rear entrances with Amazon/UPS/FedEx-sized trucks double-parking on the street rather than utilizing a designated loading zone
- Make bike parking required (not optional at Village discretion) for all new developments
- Consider more specific about types of bike racks, particularly the locking mechanism (perhaps use of example images; potential guidance from Active Transportation Alliance on bike parking design)
- Brookfield bike parking code had to be revised due to a developer swapping bike parking for car parking (Emily Egan is new director and was involved with their recent code revision)

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- How would the Village measure a “safe and appropriate” parking space for a moped or scooter? Check best practices for appropriate dimensions for a space
- Consider adding language about electric vehicle charging stations; greatest expense is connecting to electric source; charging station typically shared by two parking spaces

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Discussion: Miscellaneous**PROPOSED AMENDMENTS**

- Added language regarding rear façades, buffer yards, and building heights facing the railroad
- Clarified standards for temporary uses
- Provided additional bulk requirements for temporary structures
- Expanded fence standards to cover business districts
- Provided more detailed lighting standards

COMMENTS

- Strike repeated wording (“residential districts”) regarding permitted fence and wall materials

3. **Public Comment:** No members of the general public were present and no written comments were submitted.

4. **Next Steps:** Next steps in the project include:

- Review draft Zoning Code amendments w/ Village Board
- Revise the proposed Zoning Code amendments based on comments from the Steering Committee, Village Board, Village staff, and transit agencies
- Review final Zoning Code amendments w/ Village and RTA staff
- Review final Zoning Code amendments w/ Steering Committee
- Review and adopt final Zoning Code amendments w/ Village officials (Planning and Zoning Commission w/ Public Hearing, Preservation Commission, Village Board)

5. **Adjourn:** Chairperson Mateo asked for a motion and second to adjourn the Regular Meeting. Committee Member Pollock made a motion to adjourn. Committee Member Henaghan seconded.

AYES: Cermak, Henaghan, Pollock, Mateo.

NAYES: None.

Motion passed.

Meeting adjourned at 4:04 pm.



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