



VILLAGE OF RIVERSIDE, ILLINOIS
PLANNING AND ZONING COMMISSION
REGULAR MEETING
Wednesday, February 24, 2021 at 7:00 PM
This meeting will be 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, the Village President has determined that an in-person meeting is not practical or prudent at this time, and this meeting will be conducted electronically. Public comments are welcome on any topic when received by email or in writing by the Community Development Director prior to 4:00 p.m. on the day of the meeting. Emailed comments may be sent to Director Sonya Abt at sabt@riverside.il.us. Written comments may be submitted to the attention of the Director at 27 Riverside Road, Riverside, Illinois. Public comments may also be made live during the meeting by persons participating via Zoom.

For those wishing to view the meeting or make public comments via Zoom, a Zoom link will be made available via the Village's website at <https://www.riverside.il.us/165/Planning-Zoning-Commission> no later than 4 p.m. on February 24, 2021.

AGENDA

- I. Call to Order
- II. Roll Call

Chairperson
Jill Mateo

Commission Members

Jennifer Henaghan	Joel Marhoul
Sean May	John Mathews
Jacqueline Miller	Theresa Pelletier

- III. Approval of Minutes:
 - A. Planning & Zoning Commission Regular Meeting minutes of December 21, 2020
- IV. Visitors, Petitions, Citizen Requests, and Communications:
- V. Liaison Report:
 - A. Village Board Update

- VI. Old Business:
 - A. Remand from Village Board – Further Discussion and Recommendations on allowing habitable space in and above detached garages and coach houses
- VII. New Business:
- VIII. Information:
- IX. Adjournment:

Public comments received by email or in writing by the Community Development Director prior to 4:00 p.m. on the day of the meeting were welcome on any topic. Public comments were also allowed during the electronic meeting using the Zoom Meeting ID and Access Code that was posted on the Village's website prior to the meeting. 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, this meeting was conducted electronically via Zoom



**VILLAGE OF RIVERSIDE
PLANNING AND ZONING COMMISSION REGULAR MEETING AND PUBLIC HEARING
Minutes**

I. Call to Order: The Regular Meeting of the Village of Riverside Planning and Zoning Commission was held on Monday, December 21, 2020, electronically via Zoom. Chairperson Mateo called the Regular Meeting to order at 7:00 p.m.

II. Roll Call:

Present:	Chairperson Mateo Commissioner Henaghan Commissioner May Commissioner Miller Commissioner Marhoul
Absent:	Commissioner Pelletier Commissioner Mathews
Also Present:	Community Development Director Abt Management Analyst Bouman Village Attorney Marris Public Works Director Tabb Ed Urban, Consultant

III. Approval of Minutes:

A. Planning & Zoning Commission Regular Meeting and Public Hearing minutes of November 23, 2020
Commissioner **Miller made a motion** to approve the minutes. Commissioner **May seconded** the motion.
AYES: Henaghan, , Miller, May, Marhoul, Mateo.
NAYS: None.
Motion passed.

IV. Visitors, Petitions, Citizen Requests and Communications:

None.

V. *Liaison Report:*

A. Village Board Update

Trustee Pollock was not present. Director Abt stated that the garage and driveway text amendment had been approved by the Village Board.

VI. *Public Hearings and Recommendations:*

A. PZ20-07 – 3860 Columbus Blvd. – Special Use Permit – government/public service use to allow installation of a radio antenna and 100 ft. tall support structure (tower) at the Riverside Public Works Facility

1. PUBLIC HEARING to consider an application from the Village of Riverside for a special use for government/public service use to allow the installation of a radio antenna and 100 ft. tall support structure (tower) at the Riverside Public Works Facility in the R1-A Zoning District. Petitioner: Village of Riverside

Chairperson Mateo opened the public hearing and entered the public notice into the record as Exhibit A.

Chairperson Mateo swore in the petitioners.

Director Tabb explained that the Village is seeking to upgrade its water meter system to a fixed point system. He noted that the current meters are at their end of life and the Village has begun planning for their replacement. The new fixed point system requires an antenna that can read the entire Village at one time. The Public Works Facility can provide that location with a 100 ft. tower.

Director Abt explained that the subject property is located in the R1-A Zoning District where government and public service uses are a special use.

Director Abt explained that the Village is proposing the installation of a radio antenna and 100 ft. tall support structure at the existing Public Works facility. The proposed tower (support structure) would be located near the southwest corner of the site between two existing accessory structures. She also explained that the Public Works Facility is generally surrounded by tree lines and Forest Preserve property which will help screen the tower from adjacent and nearby residential properties. The adjacent Des Plaines River to the east also provides separation from residences minimizing the visual impact of the tower. Director Abt also noted that there is not sufficient capacity for additional antennas on the existing tower at the Village Offices; therefore Staff had to look at alternate locations for the antennas.

Director Abt explained that the proposed tower would be 100 ft. tall with a three legged, equilateral triangle shape that has a 3 ft. face and a minimal profile. It is a steel structure that can be left plain or painted white to blend with the skyline further minimizing visibility. She also noted that a demonstration utilizing a fire truck ladder that was approximately the same width and height as the proposed

tower was held on Sunday, December 20th in the afternoon for the Commissioners as well as those had received a public notice to see what the proposed structure would look like. *Director Abt shared pictures of the demonstration taken by the Public Works Department.*

Director Abt added that the addition of this public service use would not have any traffic or accessibility impact on the site or the area. The tower was not placed where it would interfere with the existing parking or site circulation.

The Commissioners stated that the demonstration was very helpful. The Commission also had several questions about the tower including whether the height could be extended, if it would be able to support additional antennas, if it could be used by telecommunication companies and the size of the antenna itself.

Director Tabb noted that the antenna itself was about 4 ft. tall. Mr. Ed Urban of Urban Technologies, the Village's consultant for this project, stated that the tower could be extended in increments to a certain point limited by the foundation needed for wind loads at that height. He also noted that telecomm equipment is quite heavy and the proposed tower would not be able to support such antennas. The Village Attorney also noted that since this is located on public property, not public right-of-way, that it was treated differently for 5G installations, giving the Village the ability to deny a 5G installation on that tower.

Chairperson Mateo also asked about the propagation study and whether it studied the impact of the tree canopy. Director Tabb stated that it had looked at coordinate data as well as LIDAR data so the tree canopy was a consideration. He also noted a repeater could be utilized if necessary. Chairperson Mateo also asked about any lights on the tower, noting that the Des Plaines River Corridor was an important bird area for migratory birds and that static lights can have a negative impact. Mr. Urban stated that typically blinking lights are not required for towers under 190 ft. however that is something that will be looked at as part of the NEPA review. Chairperson Mateo stated that if a light is needed she would recommend it be a blinking light. Chairperson Mateo asked Director Tabb to explain more how the antenna would benefit residents. Director Tabb explained how it would reduce Staff time necessary for doing water reads, but also that it would provide residents more up-to-date information regarding their consumption and the ability to alert them if an abnormal usage is detected. This would save residents money in the long run and in the event of a leak.

Commissioner Marhoul stated that the demonstration helped them visualize the impact. Commissioner Miller noted that it blends with the trees and the skyline and would have a very minimal impact, with the greatest being on the immediate neighbors. The Commissioners were in agreement that the tower blends with the background and they did not find the proposed tower to be an unreasonable impact on the neighborhood.

Chairperson Mateo opened the hearing to the public for questions and or comments.

Director Abt and Analyst Bouman noted they had not received any written or emailed comments.

Mihai Jugureanu, 195 Southcote

Mr. Jugureanu asked about the size of the antenna and the material.

Director Tabb noted that it was a 4 ft. tall steel antenna.

Mr. Jugureanu suggested that it be a stainless steel antenna so that there would be less rusting and less maintenance necessary on the antenna.

No one else in the audience wished to comment.

Chairperson Mateo asked for a motion to continue or close the public comment portion of the hearing. Commissioner **Marhoul made a motion** to close the public hearing. Commissioner **Henaghan seconded**. Voice vote. All in favor.

2. DISCUSSION, MOTION AND RECOMMENDATION by the Planning and Zoning Commission to the Village Board regarding the request for expansion of the existing special use and several variations set forth in VI.A.1 above.

The Commissioners discussed the standards for special use and agreed that the public works facility is an existing government use and the proposed antenna and tower will not increase the intensity of this use. They also agreed that since the proposed antenna and tower will be located between existing accessory structures on the public works site which is fenced and the surrounding land uses are generally non-residential and the area is adjacent to forest preserve property the tower will not hinder or discourage the appropriate development and use of adjacent land and buildings.

Commissioner **May made a motion** to recommend approval of the proposed special use for government/public service to allow the installation of a radio antenna as associated 100-ft. support structure (tower) which is located at 3860 Columbus Blvd. Commissioner **Marhoul seconded**.

AYES: Henaghan, Miller, May, Marhoul, Mateo.

NAYS: None.

Motion passed.

VII. *Old Business:*
None.

VIII. *New Business:*
None.

IX. *Information:*

X. ***Adjournment:***

Chairperson Mateo asked for a motion and second to adjourn the Regular Meeting and Public Hearing. Commissioner **Marhoul made a motion** to adjourn. Commissioner **May seconded.**

AYES: Henaghan, Marhoul, Miller, May, Mateo.

NAYES: None.

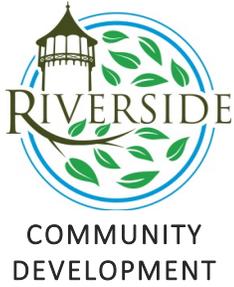
Motion passed.

The meeting adjourned at 8:03 p.m.

Respectfully submitted:

Community Development Director, Sonya Abt

Date Approved



MEMORANDUM—COMMUNITY DEVELOPMENT DEPARTMENT

To: Chairperson Mateo & Members of the Planning and Zoning Commission
From: Sonya Abt, AICP, Community Development Director
CC: Jessica Frances, Village Manager, Michael Marrs, Village Attorney
Re: Use of Accessory Structures – Village Board Remand
Date: February 19, 2021

Background

At the September 3, 2020 Village Board meeting, the Trustees discussed the potential for allowing home offices above detached garages. Trustee Jisa initiated the discussion noting that the COVID-19 pandemic had changed the way people work and he believed the shift to working from home would be permanent.

In their discussion, the Trustees did express some concerns about enforcement, visitors, home occupations and renting the space to others, or illegally converting them into dwelling units. The Board believed the issue was worthy of further exploration and referred the matter to the Planning and Zoning Commission for further review including review of the home occupation regulations to address any potential negative impacts.

The current regulations for detached garages do not permit living space above the parking area of a garage, except for storage. This is with the exception of historic landmark coach houses which are permitted to have an accessory dwelling unit. The garage regulations also regulate maximum wall height in addition to overall peak height. This was specifically put in place to limit the ability of creating livable space above the garage.

The Planning and Zoning Commission discussed the matter at their September and November meetings. After some discussion the consensus of the Commission was that they did not see a compelling reason to change the Zoning Code to allow for habitable office areas above garages since other options were available and they were not in favor of increasing the allowable height of accessory buildings in the residential districts. They also noted that if there is a unique situation, the variance process is always available for residents to pursue.

Staff presented the Commission's recommendation to the Village Board at their January 21, 2021 meeting. The Village Board remanded the issue back to the Planning and Zoning Commission for further discussion, specifically on the issues of plumbing in accessory structures, allowing accessory office uses to the ground floor or above the parking area in detached accessory structures so long as bulk standards were met, and size limits of accessory structures.

Discussion

The Village Board agreed that they did not believe it was unreasonable to allow home office uses in a detached garage and asked that the Planning and Zoning Commission discuss this further. The Trustees did not necessarily see the need to amend the bulk standards but rather suggested that restrictions be incorporated to prevent the conversion of the space into a dwelling unit. The Board also received a complaint about the 800 sq.ft. limitation on accessory buildings and is asking the Commission to consider increasing the



MEMORANDUM—COMMUNITY DEVELOPMENT DEPARTMENT

maximum area of accessory buildings.

For an office use to be allowed above the vehicle parking spaces, Section 10-7-3(A)3 will need to be amended to allow habitable or living space. Landmarked Coach Houses are allowed to be used for residential purposes and may be occupied as accessory dwelling units. It further states that “kitchen and bathroom facilities are permitted in those accessory structures”. Section 10-7-3(A)3 could be amended to regulate “residential and storage uses” and allow for a living space above the parking area, however only permit a kitchen or a bathroom to limit the plumbing to the accessory structure and minimize illegal conversion into an accessory dwelling unit.

Maximum Accessory Building Areas are very common. Staff has surveyed comparable communities for their maximum size.

Riverside	12% of lot area not to exceed 800 sq.ft.
Hinsdale	10% of lot area
Western Springs	10% of lot area
LaGrange	484-660 sq.ft. (depending on lot size)
LaGrange Park	50% of required yard
Brookfield	10% of lot area or 440-660 sq.ft. whichever is less

The Village is more generous than some allowing 12%, however that is tempered by the 800 sq.ft. maximum. Compared to those communities with a specific square footage maximum, 800 sq.ft. is generous.

Typical Garage Sizes

2-car	18 ft. X 20 ft.	360 sq.ft.
	20 ft. X 22 ft.	440 sq.ft.
3-car	20 ft. X 28 ft.	560 sq.ft.
	22 ft. X 30 ft.	660 sq.ft.
4-car	22 ft. X 36 ft.	792 sq.ft.
	20 ft. X 40 ft.	800 sq.ft.

The Village could switch strictly to a percentage maximum which would allow larger lots larger accessory structures. For reference below are the minimum lot sizes and what 12% of each lot size would be:

5,000 sq.ft. Lot 12% = 600 sq.ft.
7,000 sq.ft. Lot 12% = 840 sq.ft.
10,500 sq.ft. Lot 12% = 1,260 sq.ft.

The Village could also establish maximum areas based on lot size.

EXAMPLE:

Lots <7,000 sq.ft. maximum 440 sq.ft.
Lots 7,000 – 10,500 sq.ft. maximum 660 sq.ft.
Lots > 10,500 sq.ft. maximum 840 sq.ft.

In either of these scenarios, the structure would still be limited by building coverage and impervious surface



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EXISTING ZONING CODE REGULATIONS FOR GARAGES

10-7-3: ACCESSORY STRUCTURES AND USES:

(A) Accessory Structures: Accessory structures, including a detached garage, shed, gazebo, playhouse, animal house, garden house, and private greenhouse, are subject to the following:

1. Permit Required: No accessory structure shall be constructed prior to construction of the principal building to which it is accessory. No accessory structure shall be erected or replaced within the Village without first obtaining a building permit.

2. Location: Accessory structures shall be located on the same lot as the principal building to which it serves.

3. Storage: The area above the vehicle parking spaces in a detached residential garage may be utilized for storage, but not living space.

4. Coach Houses: Coach house accessory structures that have been designated historic landmarks may be used for residential purposes and may be occupied as accessory dwelling units as set forth in title 11, chapter 1 of the Municipal Code. Kitchen and bathroom facilities are permitted in those accessory structures that have been designated as landmarks. The one-story limitation contained in these provisions shall not prevent the reconstruction of an existing accessory two-story coach house which has been substantially damaged or destroyed by fire or other casualty, provided that such coach house was originally constructed on the property in question before 1937, was constructed and maintained until so damaged or destroyed in the same design and architectural style as that of the principal residence, and its reconstruction as a two-story building is necessary in order to restore it to the same design and architectural style as that of the principal residence.

5. Historical Significance: Any accessory structures deemed to be historically significant by the Preservation Commission and noted as such in title 11, chapter 1, appendix D of the Municipal Code shall be permitted to encroach into any required yard.

6. Accessory Structures In Residential Districts:

(a) Detached accessory structures shall be limited to one (1) story.

(b) The maximum height of any detached accessory structure shall be sixteen feet (16') as measured to the peak of the roof, except in the R1-AA and R1-A Districts, where a detached garage not to exceed eighteen feet (18') in height, as measured to the peak of the roof, may be permitted to enable the roof pitch of the garage to match the roof pitch of an existing home. The maximum height of the side wall shall not exceed twelve feet (12') in height as measured in accordance with the definition for "side wall height".

(c) Detached accessory structures shall be prohibited in street yards. Detached accessory structures shall only be permitted in rear yards, with the exception that where there is inadequate room for a detached garage to be constructed in a rear yard, such garage may be permitted in a side yard.

(d) Accessory structures, including detached garages, shall be located a minimum of three feet (3') from any adjoining side or rear lot line and as measured to the foundation of the accessory structure. Accessory structures shall be located a minimum of ten feet (10') from the principal building on a lot.

(e) The combined maximum ground floor area of all detached accessory structures shall be a maximum of twelve percent (12%) of the lot area, to a maximum size of eight hundred (800) square feet. The combined square footage of all structures, including the principal building, on the lot shall be in conformance with any maximum permitted building coverage and impervious surface requirements for the zoning district, as defined by this zoning ordinance.



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Recommendation

Provide Staff and the Village Board feedback on allowing office areas above detached garages with limitations on kitchens and bathrooms, allowing accessory office uses in detached garages and changing the maximum area allowed for accessory buildings. Provide the Village Board with potential text amendment language.

Attachments:

- [Link to January 21, 2021 Village Board Meeting](#)