

This meeting was conducted by Zoom based on 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 meeting was streamed live via Zoom. Public comments received by email or in writing by the Village Clerk prior to 5:00 p.m. on the day of the meeting were welcome on any topic. Public comments were also allowed live during the Zoom Meeting.



VILLAGE OF RIVERSIDE
PLANNING AND ZONING COMMISSION SPECIAL MEETING
Minutes

I. *Call to Order:* The Special Meeting of the Village of Riverside Planning and Zoning Commission was held on Wednesday, January 5, 2022. Chairperson Mateo called the Special Meeting to order at 7:30 p.m. This meeting took place electronically, via Zoom.

II. *Roll Call:* *Present:* Chairperson Mateo
 Commissioner Brom
 Commissioner Miller
 Commissioner Mathews
 Commissioner Marhoul
 Commissioner Pelletier

Absent: Commissioner Henaghan

Also Present: Village Planner Francisco Jimenez
 Assistant Village Manager Ashley Monroe
 Attorney Michael Marris

III. *Approval of Minutes:*

A. Planning & Zoning Commission Regular Meeting and Public Hearing minutes of December 20, 2021

Commissioner Marhoul made a motion to approve the Minutes. Commissioner Brom seconded the motion.

AYES: Commissioners Marhoul, Miller, Brom, Pelletier, Mathews, Mateo.

ABSENT: Commissioner Heneghan

NAYS: None

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

V. *Liaison Report:*

A. Village Board Update

VI. *Public Hearing and Recommendation*

- A. PZ21-04 – 2710 S. Harlem Ave. – Special Use and Variations – to consider an application from Applicant 2720 Harlem LLC/Milad Nourahmadi for a Special Use Permit to allow a parking lot as a primary use at 2710 S. Harlem Avenue in the B1-C Zoning. Certain variations, including variations related to buffer yards, landscaping and design, are also sought. This special meeting was a continuation from the December 20, 2021 regular meeting. Village Planner Jimenez opened the public hearing by calling roll and Chairperson Mateo states that no testimony was given at the December 20, 2021 meeting. All applicable notices were sent via mail or published in the Riverside Brookfield Landmark and will be entered as exhibits.

Attorney Marris gives background information regarding the process to inform the Planning and Zoning Commission and the members of the public that were not at the first meeting. The Village purchased the property at 2710 S. Harlem and demolished the previous business that was there and has been vacant since then. The petitioner is planning to purchase the aforementioned property to convert it into a parking lot for shared use by the strip mall that is directly south and the property to the north. To use the property as a parking lot, the petitioner is required to obtain a special use permit and a variance for standards that are being proposed. Attorney Marris reminds everyone that even though the agenda has two distinct items, that it would be beneficial for the Commission to look at the site plan through both the special use and variance perspective. Both staff and the petitioner will give a brief overview and point out how things have changed and what feedback was taken into account. Attorney Marris makes the final point that the Planning and Zoning Commission will give final approval for the site plan review and recommend the special use permit to the Village Board.

Chairperson Mateo swears in the petitioner. Asst. Village Manager Monroe shows the site plan that was submitted as part of the application process. She quickly orients the public and the Commission to what is being shown on the site plan. Village Planner Jimenez informs the public and Commission that two variances are being sought by the petitioner. One is a drive aisle that is being proposed as 23' and the ordinance requires that a two way drive aisle be 24'. Landscaping buffers are required by the ordinance to be 10' and be located on the property that fronts any streets. The site plan is proposing landscaping buffers of 8' 10". Asst. Village Manager Monroe, at the request of Chairperson Mateo, points out the required ADA spaces on the site plan and states the village engineer informed staff that this was required. Some parking spots were also reoriented to provide better aisle access and to avoid cars from backing into said aisle and to allow better traffic flow. Asst. Village Manager Monroe also explains the landscape buffer requirements and the variance that the petitioner is seeking. She also clarifies that the lot to the north at 2704 S. Harlem will not have access to the

proposed parking at 2710 S. Harlem.

Commissioner Brom asks for clarification regarding ADA spots that are required for 2710 S. Harlem. Asst. Village Manager Monroe states that the number of parking spots is what triggers the number of ADA spots, the spaces will typically be located closer to the entrance of the building.

The petitioner explains to the Commission that there was more landscaping added to the site plan that was not included in previous plans. He informs the Commission that the purpose of purchasing this property is to expand the number of parking spots. Any plans to combine the properties would minimize the number of spots. The petitioner explains that many of the concerns from the previous meeting have been addressed and have improved the proposed project. Chairperson Mateo turns to the Commission for input or concerns on their end. Commissioner Marhoul believes that the current proposed site plan is an improvement from the previous meetings site plan proposal. There is no objection from Commissioner Marhoul with the submitted site plan and agrees that this is the best version of the project. Commissioner Brom asks the petitioner to clarify where the designated parking spots for the dispensary will be located and whether they will be marked.

Commissioner Miller asks staff for clarification about whether the petitioner is still seeking a variation for the required buffer yard between residential and commercial districts. Staff informs Commissioner Miller that the petitioner is not seeking a variation for a buffer between districts. Staff determined that the alley width is being split in half between the residential district and the commercial district. The presence of the alley creates the buffer between districts and would not create the necessity of the variance. Chairperson Mateo also reminds the Commission that only two variances and a special use permit are being sought. Commissioner Pelletier and Mathews both agree with Commissioner Marhoul that the site plan was improved from the previous meeting.

The Commissioners indicated they had no further comments or questions. No members of the public indicated a desire to speak.

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

AYES: Commissioners Marhoul, Miller, Brom, Pelletier, Mathews, Mateo.

ABSENT: Commissioner Heneghan

- B. DISCUSSION, MOTION AND RECOMMENDATION by the Planning and Zoning Commission to the Village Board regarding the request for a special use set forth in 6.A.1 above.

Chairperson Mateo states that the Commission can continue the discussion for the variances and the special use permit. Commissioner Marhoul states that he is ready to make motions on the basis that a lot was discussed at the previous meeting. Chairperson Mateo asks the Commission if there is a motion to recommend approval of the special use permit. Commissioner Marhoul makes a motion to approve.

Commissioner Pelletier seconds the motion. Chairperson Mateo goes over the standards for a Special Use permit and the Commission members found the standards to have been met.

Commissioner Marhoul made a motion to recommend approval of the Special Use Permit for a parking lot as a principal use at the 2710 S. Harlem property, located in the B1-C Commercial Zoning District. Commissioner Pelletier seconded the motion.

AYES: Commissioners Marhoul, Miller, Brom, Pelletier, Mathews, Mateo.

ABSENT: Commissioner Heneghan

Chairperson Mateo opens the discussion regarding the two variations that the petitioner is seeking. She informs the Commission that the variations can be taken together or as two distinct pieces. They are looked at together and Chairperson Mateo asks if there is a motion to recommend the variations. Commissioner Marhoul makes a motion to recommend both variations sought by petitioner, with Commissioner Pelletier seconding the motion. The Planning and Zoning Commission believe that all the standards have been met for this petition and for the variances.

Commissioner Marhoul made a motion to recommend approval to the Board of a 14" variation from Section 10-9-5 (Perimeter Parking Lot Landscaping) of the Zoning Ordinance, which requires a parking lot landscape area of at least 10' in width along the portion of a parking lot fronting a public street, and a 1' variation from Section 10-8-4 (Design of Off Street Parking Spaces) of the Zoning Ordinance, which requires a two way drive aisle of at least 24' in width. Commissioner Pelletier seconded the motion.

AYES: Commissioners Marhoul, Miller, Brom, Pelletier, Mathews, Mateo.

ABSENT: Commissioner Heneghan

VII. Old Business:

- A. Continued Site Plan Review – 2710 and 2720 S. Harlem Avenue – To consider site plan proposals for a commercial parking lot located in the B1 District – C Zoning District at 2710 S. Harlem Avenue, and changes to an existing parking lot at 2720 S. Harlem Avenue.

Commissioner Marhoul believes that the site plan review was thoroughly discussed at the previous December meeting. The petitioner addressed all concerns with the site plan and implemented the desired changes. Chairperson Mateo states that the proposal can be viewed as one piece or as two different parcels. Commissioner Marhoul believes it is the best idea to view this in its entirety.

Commissioner Marhoul made a motion to approve the site plan for the two properties – 2710 S. Harlem and 2720 S. Harlem. Commissioner Mathews seconded the motion.

AYES: Commissioners Marhoul, Miller, Brom, Pelletier, Mathews, Mateo.

ABSENT: Commissioner Heneghan

VIII. New Business:

IX. Information:

X. Adjournment

Commissioner Marhoul made a motion to adjourn. Commissioner Brom seconded.

AYES: Commissioners Marhoul, Miller, Brom, Mateo, Pelletier, Mathews.

NAYES: None.

ABSENT: Heneghan

Chairperson Mateo declared the meeting adjourned at 8:31 p.m.

Respectfully submitted:

Village Planner, Francisco Jimenez

Date Approved