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, August 23, 2023. Chairperson Henaghan called the Regular Meeting to order at 7:00 p.m.

II. *Roll Call*

Commissioner Pelletier
Commissioner Marhoul
Commissioner Miller
Commissioner Layng
Commissioner Brom
Chairperson Henaghan

Absent: Commissioner Mathews

Also Present: Village Planner Cyran

III. *Approval of Minutes:*
A. Planning & Zoning Commission Regular Meeting minutes of July 26, 2023.

Commissioner Miller made a motion to approve the meeting minutes. Commissioner Marhoul seconded the motion.

AYES: Commissioners Pelletier, Marhoul, Miller, Layng, and Brom, and Chairperson Henaghan.
NAYS: None.
Motion passed.

IV. *Visitors, Petitions, Citizen Requests, and Communications:*
None.

V. *Liaison Report:*
A. Village Board Update
None.

VI. New Business:

A. Discussion Regarding Temporary Sign Standards

Planner Cyran reviewed the information in the agenda packet. The Village Board asked the Commission for their input on temporary signs for businesses and whether they can be additional flexibility in the code.

Commissioner Layng said the feather flags are similar to sandwich board signs, in terms of an ask, for signs in front of a business. Commissioner Pelletier asked what the Village was trying to prevent by not allowing movable signs, and noted there is a delineation between passively and actively (or motorized) moving signs. Commissioner Marhoul noted it may have been the same principal behind prohibiting LED moving signs.

Commissioner Miller said there are two issues: movable signs and signs for short-term or temporary or pop-up businesses. Commissioner Brom said she would want potential standards for movable signs to include a prohibition on worn or shredded signs. Commissioner Marhoul reviewed the portion of the memo regarding a potential hanging sign for Gears 2 You, and Planner Cyran clarified the material used for such a sign would need to be solid, such as sign board or wood.

Commissioner Miller noted there are many options for signs in the code, but the code may need to be expanded to include standards for a temporary or short-term business. She also noted that the feather flag signs appear to be stable and wondered if a solid sign could serve the same purpose or whether that would be a pylon sign. Planner Cyran noted the attachment to the ground is the difference between a monument sign and a temporary sign. She also noted there are provisions in the code for temporary signs to identify a new business, and businesses could also use temporary windows signs.

Commissioner Layng noted that the feather flags are relatively light and, like sandwich boards, can be taken inside at night. Chairperson Henaghan stated that she doesn't have an issue with Gears 2 You's signs, particularly if they're brought inside when the business isn't open, but we should consider other potentially less attractive signs when considering allowing these types of signs. Commissioner Brom agreed.

Planner Cyran asked if there was a consensus on the number of signs that would be allowed. She also suggested that a flag on a pole mounted to the side of a building may be another option to consider. Commissioner Layng asked if it could be based on store area with a total limit. Planner Cyran noted the number could be based on the number of streets the business has frontage on or the size of the storefront.

Commissioner Marhoul mentioned that some of the structures on Quincy and there are many businesses that are served by the same doorway. He suggested 2 signs per business and in total area no more than 4 by 6 feet, which matches the standards for sandwich board dimensions. This would allow 2 signs that are 2 feet by 6 feet in size each, 24 square feet total. Allowing 2 signs

total would allow 1 sign on either side of the door.

Commissioner Brom asked if the current code has any limitations on the number of signs a business can have. Planner Cyran reviewed the standards in Section 4-3-13 of the Municipal Code. Commissioner Brom asked if the Commission was considering allowing additional signs. Planner Cyran clarified the Board wanted the Commission's input on whether additional types of temporary signs should be allowed, with feather flags like those used as Gears 2 You as a possible example.

Commissioner Pelletier said allowing 2 temporary signs per business frontage is reasonable. She said 24 square feet may not be sufficient for two signs. The Gears 2 You feather flags appear to be larger than their sandwich board but appear to be reasonable in size. Planner Cyran noted a website that sells custom feather flags offers one that is 68 inches tall – not including the stand – by 21 inches wide, which is a little over 11 square feet in size. Commissioner Pelletier asked Peter Janunas, owner of Gears 2 You, what size his flags are. Mr. Janunas reported they are 10 feet tall but they are not square.

Commissioner Marhoul noted he used 24 square feet as a starting point for discussion, but the size can be adjusted to accommodate what a business owner can reasonable order. He said he is not interested in requiring someone to order a custom sign. He said that the two Gears 2 You flags in the photos seem reasonably sized. He noted the fact that the signs have to be brought inside at night will likely limit their size due to having to maneuver then indoors.

Commissioner Miller asked to clarify whether the Commission is considering these types of feather signs only for temporary businesses, which would then be defined by some period of time, or whether these could be allowed at any business. Commissioner Layng stated they were considering temporary signage for all businesses. Commissioner Miller said rights-of-way and public sidewalks should also be considered. She noted there is a lot of room at this location, so the signs can be out of the way of a sidewalk, but putting signs like these on a Burlington or Harlem sidewalk they could impede pedestrians.

Commissioner Pelletier said they could require that they preserve an ADA accessible path, which would limit them to some extent on public sidewalks. Commissioner Marhoul said that is non-negotiable; they have to abide by ADA code. Commissioner Miller asked if that applies to public sidewalks, and Commissioners Marhoul and Pelletier confirmed it does. Commissioner Miller said 4 feet may not be sufficient for movement.

Planner Cyran noted the code currently states, for sandwich boards, that the sign shall not interfere with any pedestrian area or block necessary sight lines for pedestrians or vehicles. Under no circumstances shall the sign reduce the open portion of public and private sidewalks to less than 5 feet clear of all obstructions. She suggested that, for areas of the Village without 5 feet of sidewalk clearance, a flagpole mounted to the building could be an alternative to a freestanding feather flag.

Commissioner Brom asked if the code limits the total number of temporary signs. Planner Cyran stated that sandwich boards are limited to 1 per business and window signs are based on the size of the windows. Commissioner Brom asked if a business could have 1 sandwich board and 2 feather flags. Planner Cyran noted that the code currently allows businesses to have a sandwich board and temporary window signs at the same time, as well as permanent signs.

Commissioner Miller asked what the definition of temporary should be. She asked if it should be seasonal, a number of days, or based on a business's hours of operation. Commissioner Layng suggested temporary signs should be taken in at night or when the business is closed. Commissioner Pelletier said what makes the sign temporary is that it can be moved to the interior. Commissioner Marhoul agreed.

Chairperson Henaghan asked if it would be possible to know the exact dimension of the signs at Gears 2 You and use those at a starting point. Commissioner Miller asked Mr. Janunas why he chose the feather flag signs as opposed to a different type of sign. Mr. Janunas said the feather flags can be taken in at night. A flagpole wouldn't be an option because he can't drill into the train depot building. Also, the flags have the words "service" and "rentals". He said his agreement with the Village for that space states they have to offer rentals and there was no other way to advertise that. He will position the bikes for rent outside, but people think the bikes are for sale.

Planner Cyran clarified the Preservation Commission has approved the installation of signs on historic landmark buildings, including the train depot, as long as the installation involved drilling into the mortar, not into the stone or brick.

Planner Cyran asked if there is consensus on allowing feather flags and/or a flag that's attached to a building. Commissioner Marhoul said he would prefer the feather flags because they are temporary and can be brought in at night. Chairperson Henaghan said they serve different needs for different locations. Feather flags would be more appropriate for locations where there is more sidewalk space, and a flag may be more practical if there isn't sufficient sidewalk space. Mixing and matching those could be acceptable. Commissioner Millers said that for a flag on a building, a 4 by 6 flag would be too large.

Planner Cyran asked if there is consensus on the following points:

- Temporary signs shall not reduce the open portion of the public sidewalk to less than 5 feet of clearance. Businesses that have that clearance could use feather flags and businesses that don't could use a flag in a bracket on the wall.
- 1 or 2 feather flags should be permitted and/or 1 or 2 wall-mounted flags should be permitted.
- The total square footage permitted for 2 feather flags is 24 square feet or whatever a reasonable size is, using the Gears 2 You feather flags as an example.
- Anything attached a historic landmark building would require approval from the Preservation Commission, but feather flags would not require approval.
- Such temporary signs would be allowed during business hours and taken in at night.

Commissioner Brom stated there should be a provision that they cannot obstruct vision, interfere with a line of sight, or be a nuisance. Commissioner Marhoul said he would add that the flags have to be well-maintained. Commissioner Miller noted the base should be stable enough to keep the flag from tipping over.

Planner Cyran asked if the maximum height should be 10 feet for a feather flag. Commissioner Miller said the total height should be 10 feet with the base. She also noted there shouldn't be anything attached to the flag, such as streamers.

Commissioner Brom asked how many signs should be allowed. Commissioner Marhoul suggested up to 2 signs with a reasonable total size. Chairperson Henaghan suggested 2 flags, in addition to a sandwich board.

Commissioner Pelletier asked if they should limit the total number of signs in a linear area. For example, Quincy Street has a lot of businesses in one building. If each business has 2 signs, it might be crowded. Commissioner Marhoul suggested 2 signs per doorway, and buildings with multiple businesses will have to determine who displays the 2 signs. Chairperson Henaghan and Commissioner Brom agreed with 2 signs per entrance.

The Commission concluded the discussion on temporary sign standards.

IX. Old Business:

A. Discussion Regarding Front Porches and Decks in Groveland/Lincoln/Kimbark Area

Planner Cyran reviewed the information in the agenda packet. She noted that staff received feedback from Mr. Cirillo, the owner of 95 Groveland Avenue, after the agenda packet was published. She reviewed an email from Mr. Cirillo and noted that he did not want to build stairs on the side of the porch. He didn't think the stairs would look good and he wasn't sure if there was enough room on the property to build the stairs to code. Mr. Cirillo further stated that he did not initially plan to have a roof over his porch, so he would need to find a way to incorporate a roof into his design if he wants to have a porch. Mr. Cirillo stated that if he can't build a porch with stairs in front, he would instead consider building a front stoop and stairs. Planner Cyran noted that, per the zoning code, Mr. Cirillo could build stairs and a landing that meet the standards in the building code to access his front door.

Regarding Mr. Cirillo's comment that he wasn't sure if there was enough room on the property to build the stairs to code, staff measured the minimum requirements for a landing and stairs on the plat of survey. The Village's plans examiner did not yet confirm that staff's calculations were accurate, but there appears to be sufficient room to build stairs to code on the side of the porch.

Commissioner Marhoul stated that, regardless of staff's calculations, the homeowner is asserting that a porch would need to extend the entire width of the house, which is not true; it is a design decision. Planner Cyran said the Commission could consider whether stairs can encroach at all within the 12-foot street setback area.

Commissioner Layng asked if stairs are required for a front porch. Planner Cyran stated that she didn't know the building code well enough to state what the building code requirements are, but the zoning code does not require stairs on a porch.

Commissioner Miller stated she fully supports the text changes. She said the table clearly shows that, of the 27 properties in this category, 18 of them have the opportunity to have a porch. The example on Burlington shows that the properties that could only have a 4-foot porch now, which is untenable, would be able to add a 6-foot porch while only encroaching 2 feet into the 20-foot street setback. If the current owner of 95 Groveland Ave can't find a way to make it work, that is unfortunate. Nonetheless she supports the text amendment. Commissioner Marhoul and Commissioner Henaghan agreed.

Commissioner Brom suggested the measurement of the encroachment needs to specify that any portion of the porch or of any associated stairs cannot be within 12 feet of the street lot line. The current language only speaks to the elements of the porch, but doesn't include the stairs. Commissioner Miller suggested using the term "of any point" of the porch or associated stairs. Commissioner Miller also suggested using the term "steps and stoop" instead of stairs.

The Commission agreed the text amendment is ready to be presented to the Village Board.

IX. *Information:*
Planner Cyran noted there will be a special meeting on Friday, September 15, 2023 at 7:00 PM to consider a variation at 2710 S Harlem Ave.

X. *Adjournment:* Motion to adjourn by Commissioner Marhoul, seconded by Commissioner Layng.
AYES: Commissioners Pelletier, Marhoul, Miller, Layng, and Brom, and Chairperson Henaghan.
NAYS: None
Motion passed.

Meeting adjourned at 7:58 p.m.