

Residents and visitors are welcome to all meetings of the Planning and Zoning Commission. Public comments are welcome on any topic related to the business of the Public Body at Regular and Special Meetings. Individuals who wish to comment must be recognized by the Chairperson and then speak at the podium, beginning by identifying themselves by name and address.

Any individual with a disability requiring a reasonable accommodation to participate in the meeting should contact Village Clerk Emily Stenzel at least five working days in advance of the next scheduled meeting at 708-447-2700 ext. 254.



Village of Riverside, Illinois
Planning and Zoning Commission Regular Meeting
Wednesday, January 28, 2026 at 6:30 PM
Riverside Township Hall, Room 4, 27 Riverside Rd, Riverside, IL 60546

Agenda

- I. Call to Order
- II. Roll Call

Chairperson

Jennifer Henaghan

Commission Members

Melinda Brom	Jonathan Kirk
Kelli Clarkson	John Mathews
Matthew Graham	Jacqueline Miller

- III. Approval of Minutes
 - A. Planning and Zoning Commission Regular Meeting minutes of November 17, 2025
- IV. Visitors, Petitions, Citizen Requests, and Communications
- V. Liaison Report
- VI. Old Business
- VII. New Business
 - A. Discussion: Excluding Decks from Building Coverage
- VIII. Information
- IX. Adjournment



Village of Riverside, Illinois Planning and Zoning Commission Regular Meeting Minutes

I. Call to Order:

A Regular Meeting of the Village of Riverside Planning and Zoning Commission was held on Wednesday, November 17, 2025. Commissioner Clarkson called the meeting to order at 6:30 p.m.

II. Roll Call

Commissioner Brom
Commissioner Graham
Commissioner Kirk
Commissioner Mathews
Commissioner Miller

Absent: Chairperson Henaghan
Commissioner Brom

Also Present: Community Development Director Cyran

Commissioner Mathews made a motion to appoint Commissioner Clarkson as temporary Chairperson of the meeting. Commissioner Kirk seconded the motion.

AYES: Commissioners Graham, Kirk, Mathews, Miller and Clarkson.

NAYS: None.

ABSTAIN: None.

Motion passed, 5-0-0.

III. Approval of Minutes:

A. Planning and Zoning Commission Regular Meeting minutes of October 22, 2025.

Commissioner Kirk made a motion to approve the meeting minutes. Commissioner Mathews seconded the motion.

AYES: Commissioners Graham, Kirk, Mathews, Miller and Clarkson.

NAYS: None.

ABSTAIN: None.

Motion passed, 5-0-0.

Planning and Zoning Commission
Regular Meeting Minutes
November 17, 2025

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

None.

V. *Liaison Report:*

Director Cyran said the Trustees reviewed the vacation rental request and the Commission's feedback. The majority of the Trustees expressed support for allowing vacation rentals in the residential districts in limited situations, specifically in residential dwelling units other than single-family homes in which the owners' primary residence is a different unit in the building.

VI. *Old Business:*

Director Cyran reviewed the information in the staff memo.

Commissioner Graham asked why coach houses weren't included in the definition of vacation rentals because it would seem to be a logical extension of the use. Director Cyran noted the Commission received two letters that morning from the owners of the Avery Coonley House in support of allowing vacation rentals in owner-occupied single-family homes. She asked if the Commission could consider the letters later in the discussion.

Commissioner Miller noted that the proposed text includes the owner occupying their property during the vacation rental. She noted the text would need to be very precise when defining what "occupying their property" means to ensure the owner is on-premises during the duration of the rental.

Commissioner Miller asked if someone could challenge a separation requirement. Director Cyran said separation standards are legal and the licenses are granted on a first-come, first-served basis.

Commissioner Clarkson asked what the Village's policy is on long-term rentals. Director Cyran said long-term rentals are allowed without special approvals.

Commissioner Kirk asked for clarification on what the Board is requesting of the Commission. Director Cyran said the Board's initial request – if vacation rentals should be allowed in residential zoning districts – was broad. This is more narrowly tailored request – if vacation rentals should be allowed in multi-family buildings where the owner lives in a different unit in the same building and is present during the rental. The other request is, if these types of vacation rentals are allowed, what standards should apply to them?

Commissioner Miller asked if an annual business license would be required for vacation rentals and what the cost of the license would be. Director Cyran confirmed that was correct and said the license would be \$100 and the Village would collect an accommodations tax in addition to that fee.

Director Cyran noted the application deposit for a special use permit is \$2,500 which would be used to pay for the Village's costs associated with the application, including publishing the legal ad, legal expenses, and staff time. (29:34)

Planning and Zoning Commission
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VII. *Information:*

Director Cyran said the next meeting is scheduled for Monday, December 15.

VIII. *Adjournment:*

Motion to adjourn by Commissioner Mathews and seconded by Commissioner Kirk.

AYES: Commissioners Graham, Kirk, Mathews, Miller and Clarkson.

NAYS: None

Motion passed, 5-0-0.

Meeting adjourned at 7:47 PM.

Approved on _____.

DRAFT



Discussion: Excluding Decks from Building Coverage

Meeting Date: January 28, 2026

To: Chairperson Henaghan and Members of the Planning and Zoning Commission

From: Anne Cyran, Community Development Director

Zoning Text or Map Amendment

Zoning Application

Discussion

Information

Other

2026 Planning and Zoning Commission Work Plan

- Consider excluding decks from building coverage limits.

Previous Board/Commission Activity

- The Board and Commission have not discussed this topic recently.

Executive Summary

Staff recommends the Planning and Zoning Commission consider whether the Zoning Code should be amended to exclude decks or a certain square footage of decks from the measurement of a lot's building coverage.

In recent years, two residents found they could not build a deck on their property per their original plans because the existing building coverage on their property met or exceeded the maximum coverage allowed. Decks over twelve inches tall are calculated as part of building coverage. Since the proposed decks were more than twelve inches tall, a variation would have been required to build the decks because adding them to the property would have made the property exceed the maximum coverage allowed.

The residents did not apply for variations, possibly because they determined the request would not meet the first criterion used for reviewing requests for variations: "Because of a particular physical or other unusual condition of the specific property involved, a particular hardship or practical difficulty to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out."

One resident did not build the proposed deck. The other resident redesigned the deck to be eleven inches tall so it would not be calculated as part of building coverage.



Building Coverage

The Zoning Code specifies the amount of building coverage allowed on lots in each zoning district. Nearly all residential lots in the Village are allowed to have up to 30% building coverage.

Zoning District	Maximum Allowed Building Coverage
R1-AA	30% of lot area
R1-A	30% of lot area
R2	30% of lot area
R3 – Interior Lot	30% of lot area
R3 – Corner Lot	35% of lot area
R4 – Interior Lot	30% of lot area
R4 – Corner Lot	35% of lot area

Building coverage is defined as the maximum area of a lot that may be occupied by the principal building and accessory structures, as well as any above grade structures, including porches, decks, swimming pools, stoops and other structures that are over twelve inches in height. In other words, building coverage includes any building or structure – including decks – taller than twelve inches. Decks that are less than twelve inches high are not included in the calculation of building coverage.

Building coverage only includes the footprint of a building or structure, not the gross floor area. For example, a 50-foot by 50-foot single-story building would have the same building coverage as a 50-foot by 50-foot two-story building.

Allowed Locations, Setbacks, Heights, and Average Size

Decks are prohibited in street yards, which is the area between the foundation of the house or building and the parkway. Decks are also prohibited in side setbacks, which are the areas on the sides of lots where development is limited or prohibited. Side setbacks are 5 feet wide or 10% of the lot width, whichever is greater. Examples of a street yard and side setbacks are on a survey in Attachment A.

Other deck standards require that decks be set back at least 3 feet from rear lot lines and not exceed the home’s first-floor elevation. This allows for decks that can be accessed directly from the back door.

Staff surveyed building permits issued for decks in 2024 and 2025. The average deck was 236 square feet which is approximately 16 feet by 15 feet.



Properties with Nonconforming Building Coverage

Properties that have more building coverage than allowed by the Zoning Code are considered non-conforming. Nonconforming buildings and structures – including decks – can be maintained as they are and repaired until they reach the end of their useful life. However, the owner cannot add building coverage to the lot without receiving a variation from building coverage limits.

Staff does not have an inventory of properties with nonconforming building coverage. However, most properties that have nonconforming coverage are in the R2 and R3 Districts, which are smaller than lots in other residential districts, or they are in the R1-A District, but they are smaller than average lots.

The first-floor elevations of many of the homes in these areas are higher than one foot, which means a deck built at the height of the first floor would count toward building coverage.

Example of a Property with Limited Building Coverage

A survey of a lot on East Burlington Street is included as Attachment B. This property is in the R1-A District, but at 5,000 square feet, which is smaller than the minimum required lot size for the R1-A District (7,000 square feet). The maximum allowed building coverage is allowed on this property 1,500 square feet, and the property has 1,464 square feet of building coverage, leaving 36 square feet of remaining building coverage. Since the first-floor elevation of the house is approximately 3 feet tall, if the owner wanted to add a deck to the property, they would have three options:

1. Build a deck at the level of the first floor that is up to 36 square feet in size.
2. Build a deck less than 12 inches tall of any size.
3. Apply for a variation to build a deck at the level of the first floor that is larger than 36 square feet.

Options to Amend the Zoning Code

If the Planning and Zoning Commission would like to amend the Zoning Code, staff suggests two options:

1. Exempt Decks from Building Coverage

Some communities, such as Hinsdale and La Grange, exclude decks from building coverage measurements. This amendment would allow a deck of any square footage to be built if it meets the location, setback, and height requirements in the Zoning Code. The Zoning Code states that decks cannot be in street yards or side setbacks, and they cannot be taller than the first-floor elevation of the house.



2. Exempt Some Portion of Decks from Building Coverage

Some communities exclude a certain square footage of a deck from building coverage measurements. For example, a 225 square foot deck exemption would mean a 250-square-foot deck would be calculated as 25 square feet of building coverage. This amendment would allow all properties to have an average size deck (225 square feet) without the deck counting toward building coverage and without having to obtain a variation.

Next Steps

If the Commission recommends amending the Zoning Code, staff will present the Commission's recommendation to the Village Board at an upcoming meeting. If the Village Board supports the amendment, staff will present the proposed amendment to the Commission during a public hearing.

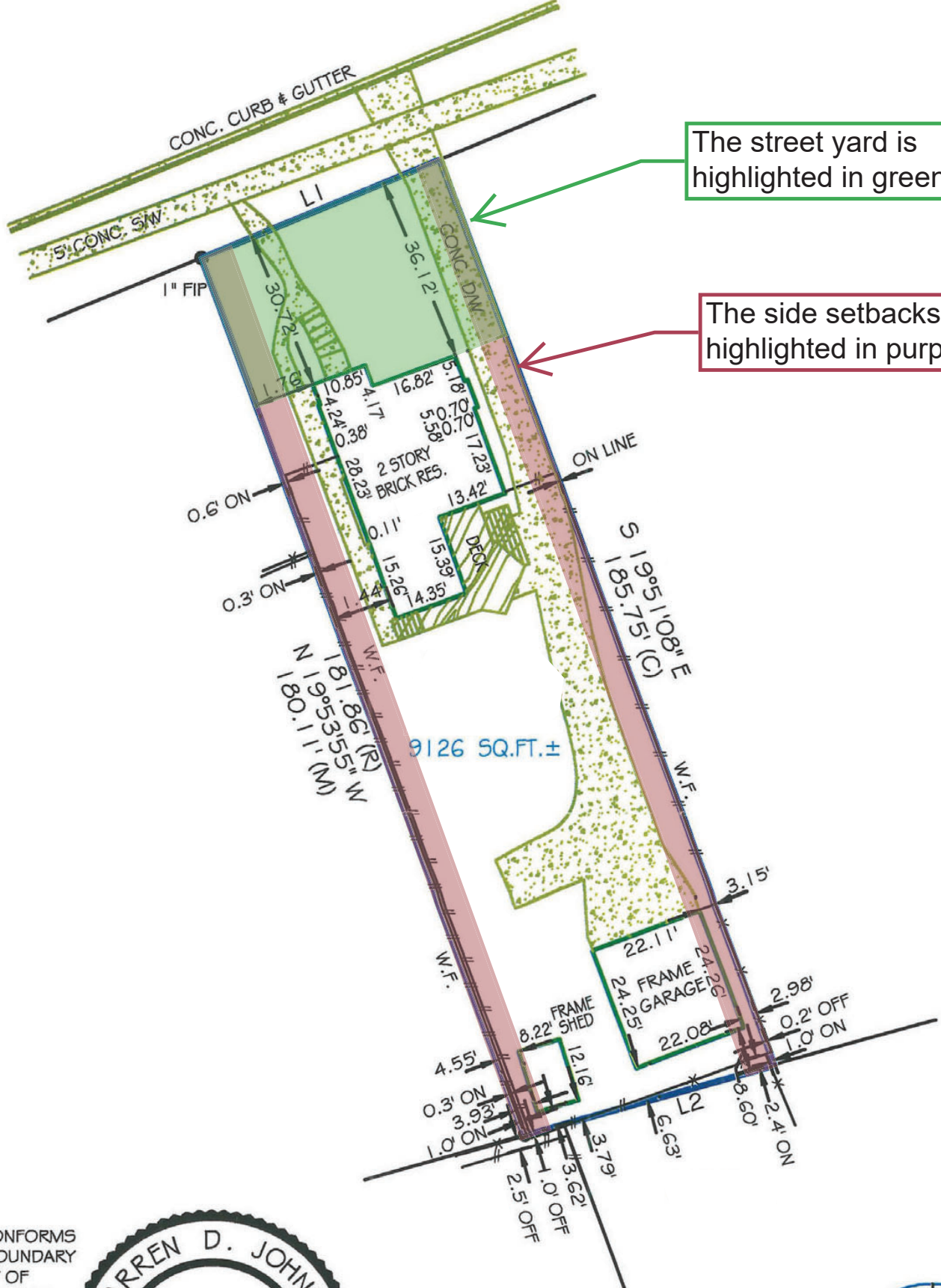
ACTION PROPOSED

Action Requested: Approval Discussion Information

Discuss whether the Zoning Code should be amended to exclude decks or a portion of decks from the measurement of a lot's building coverage and provide a recommendation.

ATTACHMENTS

- A. Survey with the Street Yard and Side Setbacks Highlighted
- B. Survey of a 5,000 Square Foot Lot in the R1-A District on East Burlington Street



The street yard is highlighted in green.

The side setbacks are highlighted in purple.

CONFORMS
BOUNDARY
OF
60187.



2971



GRAPHIC SCALE (In Feet)
1 inch = 40' ft.



