

Village of Forest Park Memorandum

TO: Planning and Zoning Commission

FROM: Steve Glinke, Director of Building, Planning and Zoning

SUBJECT: **PZC 2024-03** *Amending Chapter 3: Residential and Chapter 8: Off-Street Parking in Title 9 of the 'Forest Park Zoning Ordinance as part of a series of updates.*
Petitioner: Village of Forest Park

DATE OF REPORT: 05 April 2024
DATE OF PZC MEETING: 18 April 2024

BACKGROUND: The Village of Forest Park is undertaking amendments to the Zoning Code to modernize and update certain regulations. While individual amendments have been made over time, the Code has not been comprehensively reviewed in many decades. The updates serve three general purposes: 1) to align certain regulations with contemporary practices, 2) to align regulations with “on the ground” reality to reduce the number of nonconforming properties, and 3) to reduce unnecessary review processes.

In July of 2023, the Village began working with planning consultants to form a plan around updating the decades-old zoning code. By August, sections that were deemed most crucial to update were selected and split into groups and batches.

Village staff have outlined a process and prioritized amendments for PZC review. The PZC will review proposed amendments in batches and in a two-step process—a study session followed by a public hearing. While both types of meetings are public meetings, a public hearing has statutory requirements (like typical PZC meetings).

Study Session: The study session will be a workshop where the proposed amendments will be reviewed in an informal setting to answer questions, understand impacts, and refine the drafts. It is possible to have more than one study session per batch to create a draft that is ready for a public hearing.

Public hearing: A formal public hearing is required to review the final draft, receive public comment, and take formal action.

Schedule		
BATCH	STUDY SESSION	HEARING
1: Residential Districts and Off-Street Parking and Loading	Feb 20 th March 18 th	April 15 th
2: Amendments, Non-conformities, Special Districts	May 20 th	June 17 th
3: Administration and Enforcement, Accessory Uses, Exceptions	July 15 th	Aug. 19 th

Batch 1 was brought to the PZC on February 20th and March 18th. This gave commissioners a chance to provide commentary with the Village’s best interest in mind. From these two study sessions, minor edits to Chapter 3, Residential dimensional table and Chapter 8 Off-Street Parking required spaces table were made. The following chapters have been reformatted and updated as reflected below.

Amend 9-3 to include the following sections:

CHAPTER 3 RESIDENTIAL DISTRICTS

9-3-1: District Purposes

9-3-2: Use Regulations

9-3-3: Conditional Use Regulations

9-3-4 Dimensional Regulations

9-3-5: Additional Regulations

Amend 9-3 to add Section 9-3-1 'District Purposes' as follows:

9-3-1: DISTRICT PURPOSES:

R-1 Low Density Residential. The Low-Density Residential district is intended to preserve the character of low-density residential neighborhoods, including single- and two-family dwellings.

R-2 Medium Density Residential. The Medium Density Residential district is intended to accommodate a wider mix of uses compatible with medium density residential neighborhoods.

R-3 High Density Residential. The High-Density Residential district is intended to accommodate high-density residential uses, including mixed use buildings with commercial or institutional uses in addition to multi-family residential uses.

Amend 9-3 to add Section 9-3-2 'Use Regulations' as follows:

9-3-2 USE REGULATIONS:

In the R-1, R-2, or R-3 District, no building or land shall be used and no building shall be hereafter erected, converted, enlarged or structurally altered unless otherwise provided in this title, except for one or more of the uses deemed permitted in **Table 9-3-2a**.

Amend 9-3 to add Table 9-3-2a 'Permitted Use Table' as follows:

Table 9-3-2a. Permitted Use Table: Residential Districts

“P” = Permitted Use
 “-” = Prohibited Use
 “C” = Conditional Use (see conditional use regulations in 9-3A-3)

Use	R-1	R-2	R-3
Residential Uses			
Single-family dwelling	P	P	-
Two-family dwelling (Ord. O-13-98, 4-27-1998; amd. 2004 Code)	P	P	-
Rowhouses/Townhouses	-	P	P
Multi-family dwelling	-	-	P
Accessory dwelling unit (ADU)	P	P	P
Commercial Uses			
Business or commercial school.	-	-	C
Home occupations, as defined in section <u>9-1-5</u> of this title.	P	P	P
Professional office in residence of practicing professional person.	-	C	C
Group daycare homes, as defined in section <u>9-1-5</u> of this title.	C	C	C
General retail	-	C	P
Institutional Uses			
Cemetery	P	P	P
Church	P	P	P
College or university	-	C	C
Fraternities, sororities and dormitories.	-	C	C
Nursing home	-	-	C
Publicly owned parks and playgrounds	P	P	P
Governmental and public utility buildings and facilities when necessary for serving the surrounding territory,	C	C	C

provided that no public business offices and no repair or storage facilities are maintained thereon.			
Accessory and Temporary Uses			
Temporary buildings and uses for construction purposes for a period not to exceed one year. (Ord. O-13-98, 4-27-1998; amd. 2004 Code)	P	P	P
Accessory buildings and uses not involving the conduct of a business and including one private garage, but if such accessory building is not attached to the main building	P	P	P

Amend 9-3 to add Section 9-3-3 'Conditional Use Approval' as follows:

9-3-3 CONDITIONAL USE APPROVAL:

All uses deemed Conditional in Table 9-3-2a require approval from the Planning and Zoning Commission and the Village Council. Application for conditional uses is to be made to the Planning and Zoning Commission and after public notice and hearing on the petition according to law, the Planning and Zoning Commission shall refer the petition with such recommendation as it may make to the Village Council for its action, all in accordance with the procedures specified in chapter 10 of this title.

Amend 9-3 to add Section 9-3-4 'Dimensional Regulations' as follows:

9-3-4 DIMENSIONAL REGULATIONS:

Amend 9-3 to add Table 9-3-4a 'Dimensional Regulations – Primary Buildings' as follows:

Table 9-3-4a. DIMENSIONAL REGULATIONS – Primary Buildings			
	R-1	R-2	R-3
BULK			
Minimum building height	None	None	30ft
Maximum building height	35 ft	45 ft	60ft
Maximum impervious coverage	50%	60%	80%
Minimum front setback	20 feet or 15%, whichever is lesser	20 feet or 15%, whichever is lesser	[none]
Minimum interior side setback	10%	10%	[none]

Minimum rear setback	25 ft	25 ft	[none]
INTENSITY			
Minimum lot area per dwelling unit	3,000 sq.ft.	1,500 sq.ft.	1000 sq. ft.
LOT AREA			
Minimum lot width	25ft	25ft	25ft

Amend 9-3 to add Table 9-3-4b ‘Dimensional Regulations – Accessory Buildings’ as follows:

Table 9-3-4b. DIMENSIONAL REGULATIONS – Accessory Buildings			
	R-1	R-2	R-3
BULK			
Maximum building height	25’	25’	25’
Minimum front setback	60 ft	60 ft	60 ft
Minimum interior side setback	3 ft	3 ft	3 ft
Minimum rear setback	3 ft	3 ft	3 ft

Amend 9-3 to add Section 9-3-5 ‘Additional Regulations’ as follows:

9-3-5: ADDITIONAL REGULATIONS:

- a. Through lots shall have the required front yard on both streets.
- b. Corner lots shall have an exterior side yard on each street side of the lot, except that the exterior side yard on the side street shall not have a depth of less than ten feet (10'). No accessory building shall project beyond the front yard or exterior side yard line on either street.
- c. No fence shall hereafter be built or erected between the front lot setback line of the building or buildings and the front lot line except natural fences of hedges, trees and shrubbery .

Amend 9-8 to include the following sections 9-8-2A, 9-8-4:

CHAPTER 8 OFF STREET PARKING AND LOADING

9-8-1: Off Street Parking

9-8-2: Parking Space Requirements

9-8-2B: Additional Requirements

9-8-3: Off Street Loading

9-8-4: Bicycle Parking Requirements

Amend 9-8-1 to include the following section A ‘General Requirements’ and B ‘Procedural Requirements’:

9-8-1: OFF STREET PARKING:

A. General Requirements: (section reformatted)

1. **Parking space:** For the purpose of this title, a required parking space shall consist of an area in the form of a rectangle measuring not less than nine feet (9') in width by nineteen feet (19') in depth, and such additional space as shall be necessary for maneuvering and access area. Each such space, covered or uncovered, shall be accessible from streets, alleys or private driveways or aisles leading to streets and driveways. In any residential district, no required off street parking space, except that area required for access to such parking space, shall occupy any portion of a front yard or a side yard.
2. **Location:** In all districts at the time of erection, conversion or enlargement of any main building or structure, automobile off street parking spaces shall be provided as follows:
 - For residential buildings, off street parking shall be provided on the lot or in a building thereon.
 - For all commercial buildings and all buildings combining commercial and residential uses, off street parking shall be provided on the lot or in a building on the lot, or on a lot or in a building on a lot within two hundred fifty feet (250') thereof.
3. **Access:** All off street parking spaces shall have adequate access and egress and all off street parking spaces and maneuvering and access areas shall be surfaced with a dustproof or hard surface meeting the standard specifications of the village.
4. **Floor area definition:** For the purpose of this Chapter and determining the required number of parking spaces, "floor area" shall mean the gross floor area and the open land area required for service to the public as customers, patrons, clients or patients, including areas occupied by fixtures and equipment used for

display or sale of merchandise. It shall not include areas used as restrooms, or areas or parts of areas used principally for nonpublic purposes, such as storage, automobile parking, incidental repairs, processing or packaging of merchandise, show windows or for offices incidental to the management or maintenance of stores or buildings.

5. **Employee definition:** For the purposes of this Chapter and determining the required number of parking spaces, the number of employees shall be defined by the maximum number of persons to be employed for any given work period.
6. **Construction:** Every parcel of land hereafter used as a parking space or a loading space shall have an all-weather surface. All public off street parking spaces shall be illuminated, and all lights used to illuminate said parking spaces shall be so arranged as to reflect the light away from adjoining lots in residential districts. No signs other than those necessary for orderly parking control are to be erected or displayed in any public parking area.
 - The standard specifications for the construction of certain municipally owned parking lots, including the lots located at 7418 Randolph and 415 Beloit in the village, and such other locations as may be designated from time to time by the corporate authorities, are hereby declared to be satisfied by the installation of a gravel parking surface, provided that such gravel parking surface shall be replaced with a surface meeting the standard specifications of the village, as provided in this subsection B3, at such time as the corporate authorities authorize the expenditure of funds for the construction of such standard parking surface.
7. **Commercial parking:** The parking of more than one commercial vehicle, or the parking of a commercial vehicle of more than one ton capacity, on any lot in any residential district shall be considered a commercial use and is hereby prohibited in residential districts.

B. Procedural Requirements:

1. For the purpose of providing off street parking spaces as required in accordance with this title, plans must be submitted to and approved by the director of public health and safety before issuance of a building permit. The plans shall show how the required off street parking spaces shall be arranged and shall indicate sufficient space for turning maneuvers, as well as adequate ingress and egress to the parking area.
2. Before issuance of a building permit, the director of public health and safety shall obtain the approval of the Planning and Zoning Commission for all such plans requiring six (6) or more off-street parking spaces.
3. Whenever a building permit has been granted and the plans so approved for off street parking, the subsequent use of such property shall be deemed to be conditional upon the unqualified continuance and availability of the parking provisions contained in such plans. Any use of such property in violation hereof shall be deemed a violation of this title. Should the owner or occupant of any building to whom a building permit has been granted containing off street parking requirements so change the use to which such building is put as to increase off street parking as required under this title, it shall be unlawful and a violation of this title to begin or maintain such altered use until such time as the increased off street parking provisions of this chapter are complied with.

Amend 9-8-2 to include the following:

9-8-2: PARKING SPACE REQUIREMENTS:

Automobile parking spaces shall be provided according to the following schedule and shall be subject to the following conditions in any district in which any of the following uses shall be established, except the DBD downtown business district, for which such standards are set forth in section 9-4C-6 of this title: (Ord. O-23-06, 4-10-2006)

Amend the Table 9-8-2A ‘Required Vehicle Parking Spaces by Use’ as follows:

Table 9-8-2A. Required Vehicle Parking Spaces by Use	
Use	Minimum required off street parking spaces
Residential Uses	
Single-family dwelling	2 spaces
Two-family dwelling	2 spaces
Row dwelling / townhouse	2 spaces per 1 dwelling unit
Multi-family dwelling	1.25 spaces per 1 dwelling unit
Commercial Uses	
Financial institutions	1 per 500 sq.ft. of floor area
Personal services	1 per on-site operator
Medical cannabis dispensary	1 per 500 sq. ft. of floor area
Medical or health-related practice	2 per prescriber/practitioner
Motels and tourist homes	1 per guest room
Restaurants, bars, taverns, nightclubs and all other similar dining and/or drinking establishments	1 per 1000 sq. ft. of floor area
Retail uses	1 per 500 sq.ft. of floor area
Institutional and Assembly	
Religious Institutions	[none]
Places of public assembly including private clubs, lodges, and fraternal buildings not providing overnight accommodations; assembly halls, auditoriums, skating rinks, dance halls, bowling alleys, theaters, stadiums, gymnasiums, amusement parks, funeral homes, community centers, libraries	1 off street parking space for each 4 seats provided for patron use OR 1 off street parking space for each 50 square feet of floor area used as public assembly but not containing fixed seats, whichever is more applicable

Schools, including elementary, junior high schools, high schools and all other similar institutions of learning	1 per 3 employees
Industrial Uses	
Manufacturing and industrial uses	1 per 2 employees

Amend the Chapter 9-8 to include section 9-8-2B ‘Additional Requirements’ as follows:

9-8-2B: ADDITIONAL REQUIREMENTS:

A. DBD, B1 and B2 off-street parking: Uses located in the downtown business district (DBD), the community shopping (B1) and the neighborhood shopping district (B2) are subject to reduced parking minimums due to higher density zoning.

B. Handicap Spaces: all off-street parking must include designated handicap parking spaces in accordance State of Illinois Vehicle Code and the Americans With Disabilities Act.

Amend the Section 9-8-3 ‘Off-Street Loading’ to include the following:

9-8-3: OFF STREET LOADING:

- A. General Requirements: (titles have been added, general reformatting)
 1. **Off-street loading space:** For the purpose of this title, an off street loading space shall mean an on the property space for the standing, loading and unloading of vehicles to avoid undue interference with the public use of streets, alleys and sidewalks. Such space shall be not less than twelve feet in width and thirty feet in length (12' x 30'), exclusive of access aisles and loading space; and such loading space shall have a minimum overhead clearance of fourteen feet (14').
 2. **Location:** The off street loading facilities required shall in all cases, be on the same lot or parcel of land as the structure they are intended to serve. In no case shall the required off street loading space be part of the area used to satisfy the off street parking requirements of this title.
 3. **Access:** Within any commercial or light manufacturing district, all vehicular entrances and exits on public streets, alleys and highways shall be designed and constructed in a manner to best facilitate the flow of traffic to and from the premises and such entrances and exits shall be subject to the approval of the traffic or highway authority having jurisdiction over the street or highway on which they are located
 4. **Construction:** All area provided in accordance with the off street requirements shall be surfaced with a bituminous or other all weather dust free surface.

Amend the Chapter 9-8 to include section 9-8-4 ‘Bicycle Parking Requirements’ as follows:

9-8-4: BICYCLE PARKING REQUIREMENTS

- A. General Requirements:
 - 1. **Long-term bicycle parking definition:** For the purpose of this Chapter, a long-term bicycle parking space shall be defined as a facility to store and secure a bicycle for a time period longer than 24 hours.
 - 2. **Short-term bicycle parking definition:** For the purpose of this Chapter, a short-term bicycle parking space shall be defined as a facility used to store and secure a bicycle for a time period lasting less than 24 hours.
 - 3. Location:
 - i. Long-term bicycle parking shall be located on the same lot or parcel of land as the structure they are intended to serve and within a structure or protected shelter.
 - ii. Short-term bicycle parking shall be located within at least 100 feet of the building entrance of the use it intends to serve.
 - 4. Access:
 - i. Long-term bicycle parking shall be located as close as is reasonable to the main entrance of the building it intends to serve. If not located on the ground floor, sufficient elevator access shall be provided for access.
- B. Required Bicycle Parking Spaces:

Amend the Chapter 9-8 to include Table 9-8-4A ‘Required Short-term Bicycle Parking Spaces by Zoning District’ as follows:

Table 9-8-4A. Required Short-Term Bicycle Parking Spaces by Zoning District	
District	Minimum bicycle parking spaces
B-1 Neighborhood Shopping District	2 plus 1 for every 25,000 sq. ft. of floor area
B-2 Community Shopping District	2 plus 1 for every 10,000 sq. ft. of floor area
DBD	2 plus 1 for every 10,000 sq. ft. of floor area
I-1	1 for every 5 employees
I-2	1 for every 5 employees

Amend the Chapter 9-8 to include Table 9-8-4B ‘Required Long-term Bicycle Parking Spaces by Use’ as follows:

Table 9-8-4B. Required Long-Term Bicycle Parking Spaces by Use	
Use	Minimum bicycle parking spaces
Multi-family residential or rowhomes (with 4 units or more)	1 for every 4 dwelling units

Should the Planning and Zoning Commission wish to recommend approval of this text amendment, a sample motion is provided herein:

Based on the information included in the staff memo and testimony provided, I move that the Planning and Zoning Commission recommend to the Village Council approval of the following text amendments:

- 1. Amendments to Title 9, Chapter 3 “Residential Districts”***
- 2. Amendments to Title 9, Chapter 8, “Off-Street Parking and Loading”***