

Due to the COVID-19 public health emergency, and based on the authority provided by Executive Order 2020-07 issued on March 16, 2020, by Governor JB Pritzker, the Regular Meeting of the Village of Riverside Board of Trustees was conducted electronically. Live audio of the meeting was streamed on the Riverside TV website and Public Comment was received by the Village Clerk via email.



VILLAGE OF RIVERSIDE  
BOARD OF TRUSTEES REGULAR MEETING  
Thursday, March 19, 2020  
7:00 PM

Minutes

*I. Call to Order:* The Regular Meeting of the Village of Riverside Board of Trustees was held telephonically, on Thursday, March 19, 2020. President Sells called the meeting to order at 7:00 p.m.

*II. Roll Call:*

Present:	President Sells Trustee Peters Trustee Gallegos Trustee Jisa Trustee Hannon Trustee Evans Trustee Pollock
----------	---

Absent: None

Also Present: Village Manager Frances  
Village Attorney Marrs  
Village Clerk Haley

Also participating by phone: Police Chief Weitzel, Fire Chief Buckley, Public Works Superintendent Tabb, Community Development Director Abt, Finance Director Johns, District 96 Superintendent Ryan-Toye, Ryan Kelley and Steve Wright of DLA Architects, Traffic Engineer Sara Disney Hauf-Sam of Schwartz, Jason Green of WT Engineering and Ramesh Nair of Vistara Construction.

*III. Pledge of Allegiance – The Board did not recite the Pledge of Allegiance.*

***IV. Presentations / Public Comment***

- A. Public Comment – There was no general public comment.

***V. Reports of Village Officers***

- A. Village President’s Report

President Sells stated that he has been greatly encouraged by the love and support residents are showing one another. He thanked Village Manager Frances for her leadership during the COVID-19 crisis. He also thanked Fire Chief Buckley for being ahead of the curve in terms of preparation and readiness. He stated that the village is following the protocols needed to keep everyone safe. He stated that Riverside’s first responders need the community’s cooperation. He noted that there is a dedicated COVID-19 page on the village website and he urged residents to familiarize themselves with the page where they will find information that will help them stay healthy and safe.

President Sells stated that the greatest defense against the virus is accurate information. He urged residents to help stop rumors and rely solely on trusted experts with scientific knowledge. He noted that businesses are taking a hit and he asked residents to support local businesses if possible. Sells also asked that residents look after one another, especially seniors and others who may need support and assistance. He thanked everyone for their consideration and stated that these cooperative efforts are what makes Riverside such a wonderful community.

- B. Village Manager’s Report

Manager Frances stated that the village is posting updates on the COVID-19 page of the village website daily. She encouraged residents to read the update from Finance Director John for details on transacting village business during the office closure. Frances urged residents to be proactive in managing their health and to practice social distancing. She noted that the Parks & Recreation Department has been posting activities for families on their Facebook page and will continue to post ideas for recreation and enrichment at home throughout this public health emergency.

***VI. Approval of Consent Agenda***

*Village Manager Frances read the Consent Agenda aloud.*

- A. Approve Voucher List of Bills March 19, 2020
- B. Approve Village Board of Trustees Regular Meeting Minutes March 5, 2020
- C. Review and file Economic Development Commission Meeting Minutes January 9, 2020 and February 13, 2020
- D. Review and file Community Development, Fire and Police Department February 2020 Monthly Reports
- E. A Resolution Authorizing issuance of Commission Cards for Brookfield Zoo and Auxiliary Police Officers

- F. An Ordinance Amending the Village Code of the Village of Riverside, Illinois, relative to vehicle licenses
- G. An Ordinance Amending Title 3 (Business Regulations), Chapter 28 (Municipal Cannabis Retailer’s Occupation Tax) of the Village Code of the Village of Riverside relative to the Municipal Cannabis Retailers’ Occupation Tax
- H. A Resolution Authorizing the Sale or Disposal of Personal Property owned by the Village of Riverside
- I. A Resolution waiving competitive bidding and authorizing the Village Manager to execute an agreement in the amount of \$267,841.99 with R.N.O.W., Inc., for the purchase of a 2020 Schwarze regenerative air street sweeper
- J. A Resolution authorizing the Village manager to waive competitive bidding and execute a sales agreement with Westfield Ford, LaGrange, Illinois, for the purchase of a 2020 Ford SUV Police Package vehicle not to exceed \$37,716

President Sells asked if any of the Trustees needed an item removed from the Consent Agenda for discussion. Hearing no requests, he called for a motion and second to approve the Consent Agenda.

Trustee **Gallegos made a motion** to approve the Consent Agenda. Trustee **Pollock seconded** the motion.

**AYES:** Trustees Peters, Gallegos, Jisa, Hannon, Evans and Pollock.

**NAYS:** None.

**Motion passed.**

***VII. Reports of Departments, Commissions and Trustee Liaisons***

Trustee Jisa stated that the Parks & Recreation Department is closed to the public and classes have been cancelled; however, Staff is working on future programming.

Trustee Evans stated that Riverside residents have started receiving invitations and reminders to respond to the 2020 Census online. Many residents on the south side of the village have indicated that they have received their invitation and some on the north side have received it as well. Residents may respond to the Census even if they have not yet received an invitation at their address. Evans stated that the village has reached out to residents to keep them informed on the importance of the 2020 Census via social media, at group meetings, with banners, through community partnerships, a letter to editor and with videos featuring Central School children and RBHS Principal Dr. Hector Freytas. Trustee Evans thanked everyone who helped make the videos possible, especially the Schiemann family, RBHS Principal Freytas and Riverside TV. She reminded everyone of the importance of responding to the 2020 Census and reiterated that responses are confidential.

President Sells thanked Trustee Evans and Clerk Haley for their efforts on the 2020 Census. He also thanked the Schiemann family for their time and urged everyone to watch the “ridiculously cute” video which can be found on the 2020 Census page of the village website and on Riverside TV’s YouTube and Facebook pages.

***VIII. Ordinances and Resolution***

- A. An Ordinance amending Title 1 (Administrative), Chapter 7 (Village President) of the Village Code of the Village of Riverside in regard to the Village President’s Authority to Declare a State of Emergency Pursuant to 65 ILCS 5/11-1-6

Village Attorney Marrs noted that the proposed ordinance does not declare a State of Emergency in Riverside, it simply codifies state law and procedures locally. In the event that the Board is unable to convene due to an emergency, the Village President would be authorized to make decisions and expenditures deemed necessary. If declared, a State of Emergency would terminate at the adjournment of the next regularly scheduled Village Board meeting.

Trustee **Gallegos** **made a motion** to approve the Ordinance. Trustee **Evans** **seconded** the motion.

President Sells stated that he has no plans to declare an emergency at this time. The purpose of the Ordinance is primarily to allow the village to expend funds and meet financial obligations during an emergency.

Trustee Hannon commended Staff for bringing this Ordinance to the Board. He inquired about Section 2E which calls for an emergency declaration to terminate at the adjournment of the next regular board meeting and asked why the declaration would not terminate at the start of the next meeting. Attorney Marrs explained that the Ordinance was written to comply with state law and this what the state law specifies.

**AYES:** Trustees Peters, Gallegos, Jisa, Hannon, Evans and Pollock.

**NAYS:** None.

**Motion passed.**

In consideration of the COVID-19 public health emergency which prevents the Board from meeting in person and prevents the general public from attending said meeting, President Sells recommended that the Board table discussion of Agenda Items VIII.B. & VIII.C. to a date certain of June 4, 2020.

- B. An Ordinance amending various sections of the Village of Riverside Zoning Ordinance relative to gravel driveways
- C. An Ordinance approving variations to allow an existing shared gravel driveway to be maintained and remain at 124 & 128 Barrypoint Road – Jindal & Schlessner

Trustee **Gallegos** **made a motion** to table VIII.B. & VIII.C. to a date certain of June 4, 2020. Trustee **Pollock** **seconded** the motion.

**AYES:** Trustees Peters, Gallegos, Jisa, Hannon, Evans and Pollock.

**NAYS:** None.

**Motion passed.**

- D. An Ordinance approving an expansion of an existing Special Use Permit and Several Variations

to allow for a 2-Story Classroom Addition to the existing school Ames Elementary) and related parking lot and playground improvements at 86 Southcote, 92 Repton, and 443 Loudon Roads, Riverside – Riverside School District 96

Community Development Director Abt stated that Riverside School District 96 (D96) is proposing a 2-story classroom addition on the north side of the existing building as well as associated parking lot and playground improvements to Ames Elementary at 86 Southcote Road and the adjacent property they recently acquired (92 Repton and 443 Loudon). The property is located in the R1-A Zoning District where schools are a special use. The proposed addition and associated parking lot and playground improvements also require several variations from the Zoning Code. Director Abt noted that the Planning and Zoning Commission conducted a public hearing on March 11, 2020, on the application for an expansion of an existing special use and variations and recommended approval, on a vote of 4-0, of the proposed Expansion of the Existing Special Use with conditions. The PZC also recommended approval of the variations from Section 10-4-5, Table 3 (Residential Districts Bulk Requirements), which establishes the required maximum building coverage and maximum impervious surfaces for the R1-A Zoning District on a vote of 4-0 for the variation from maximum building coverage and a vote of 3-1 for the variation from maximum impervious surfaces.

The school has an existing special use; however, D96 is proposing to build an 8,000 sq. ft. addition on the north side of the building. This is considered an increase in the intensity of the existing use and requires Special Use approval. The proposed addition will be located on the north side of the building and built over part of the existing parking lot and part of the 443 Loudon property. The addition is two stories with an approximately 8,000 sq. ft. footprint. The addition will match the existing school utilizing brick and matching the roofline. The height of the addition will be 30 ft., which is about 1½ feet shorter than the height of the existing building. The addition will contain a new multi-purpose lunchroom, new library media center, two 5th grade classrooms, and three early learner classrooms with bathrooms. The project also includes building a new parking lot and new playground areas. The existing parking lot currently serves as both a parking and playground area. The new parking lot will only be for parking. New playground areas are proposed to the east of the school on the former 92 Repton property. The parking lot will contain 43 parking spaces including two (2) handicapped accessible parking spaces. The parking lot will have an opaque cedar fence along the west side and a mix of evergreen and deciduous shrubs along the east side to screen the parking lot from the adjacent residences. The district will provide permeable surfaces in the parking lot as well as the playground area to off-set the increase in hardscape surfaces. The parking lot will also provide some landscaped parking lot islands.

The Petitioners outlined that they provided a grass play area, a permeable woodchip playground area and a permeable concrete hard surface play area in addition to the permeable pavers in the parking lot and for the walking areas around the playground. They also outlined their proposed drainage system highlighting the two gravel infiltration basins that will serve as stormwater storage, and the grading used so the site drains to either these basins or to the sewer system and will not drain to neighboring properties and contribute to their backyard

flooding issues. This reduction in run-off should improve the situation in the area. The Petitioners also noted that with the use of permeable pavers and concrete, they are reducing the existing impervious surface area of the combined site from 64% to 52%.

Director Abt noted that the PZC's recommendation of approval required that the following conditions be met by the petitioner:

- The building must comply with Radio Amplification requirements as noted in the Municipal Code.
- Yield signs must be installed at the intersections of Southcote with Nuttall as recommended by the Village's traffic engineer.
- Engineering plans must be approved by the Village Engineer and MWRD.
- Parkway tree plantings must be approved by the Village Forester.

Attorney Marrs noted that, per state law, because the PZC had recommended approval of the variation from maximum impervious surface coverage by a vote of 3-1, a majority of 4 Trustees would need to vote in favor of that variation in order for it to pass. He also noted that the village president is not allowed to cast a vote on this matter.

President Sells thanked Attorney Marrs for clarifying the requirement and called for a motion and second to approve the Ordinance.

Trustee **Gallegos made a motion** to approve the Ordinance. Trustee **Evans seconded** the motion.

Prior to opening the matter for the Board's discussion, President Sells asked Clerk Haley to read the public comments regarding this matter that were received via email. Clerk Haley read three emails in support of the proposed ordinance from the following residents: Carrie Zalewski, Auste Graham and Matt and Susan Wolfe.

Trustee Jisa asked if the 2 proposed handicapped parking spaces were sufficient. Director Abt stated that the plan provides the minimum required by the state accessibility code. Providing additional handicapped accessible spaces would reduce the number of parking spaces in total and therefore increase the variance needed because the width of an accessible space is twice that of a standard parking space.

Trustee Hannon stated that he watched the PZC meeting videos and commented on a concern regarding the impervious surface requirement expressed by Commissioner Pelletier. He noted that from time to time, the PZC has struggled with the issue of hardship as applied to impervious surface requirements. He was on the PZC when St. Mary's applied for impervious surface variations. He commended D96 for the steps they have taken to address concerns over impervious surface coverage. He does not believe this issue is enough to stop the project from moving forward but suggested that perhaps the current code should be reviewed because it has been difficult for the PZC to make a determination of hardship on more than one occasion.

President Sells asked Attorney Marris to comment. He in turn asked Director Abt for her recollection of the PZC's prior consideration of this issue. Director Abt noted that the PZC has touched on the issue and but did not discuss it in depth. She stated that staff can review the current rates for calculating impervious surface coverage and consider different rates for non-residential structures. Attorney Marris concurred with Trustees Hannon's observation that the PZC has struggled with the issue on more than one occasion and that perhaps the code should be reviewed.

Trustee Pollock recalled that impervious surface coverage has also been a concern with residential variations, even when the petitioner was significantly reducing impervious surface coverage. He recalled a suggestion that perhaps non-conforming properties that takes steps to reduce impervious surface coverage by a certain percentage might be an acceptable outcome; however, he believes the Board ultimately decided that storm water management is too much of an issue to allow a variance on this matter. He asked if the school is providing additional storm water detention. Director Abt stated that the school is providing more storm water detention than what is required by MWRD.

Trustee Pollock stated that he does not object to this variation because the school is providing excess detention underground. He noted that they are meeting and exceeding what the code requires.

Attorney Marris noted that testimony was given regarding the slope of the area causing water to sheet too quickly to percolate. This is why the plan includes underground detention.

Trustee Hannon agreed that the project complies with the intent and spirit of the code; however, he would still like to review the requirements of the code so the PZC does not have to work so hard to find grounds for a variance.

President Sells stated that he shares Commissioner Pelletier's concerns, but D96 has gone to great efforts to comply with the spirit of the law. He concurred that the technical requirement in the current code is dubious. He thinks this project is a good illustration of how a Planned Unit Development might be able to work to achieve an outcome that benefits both the applicant and the community. He commended D96 and the PZC for their good faith and collaborative efforts to achieve a successful outcome.

Trustee Hannon concurred with President Sells and noted that D96 went above and beyond to address storm water concerns in this case.

President Sells agreed that staff will need to make product specific determinations regarding different materials and perhaps the code will need to be amended. He called for a vote on the Ordinance if there were no further comments from the Trustees.

**AYES:** Trustees Peters, Gallegos, Jisa, Hannon, Evans and Pollock.

**NAYS:** None.

**Motion passed.**

President Sells thanked D96 for working so hard with Village Staff and the PZC to move this project forward.

D96 Superintendent Martha Ryan-Toye thanked the Board and the PZC for their support of the project.

- E. An Ordinance Authorizing The Issuance Of Temporary Emergency Liquor Licenses For Sale Of Alcoholic Liquor By Existing Class C And Class E Liquor License Holders For Off-Premises Consumption By Pick-Up And/Or Delivery

Attorney Marris stated that the proposed ordinance is borne out of the current COVID-19 crisis. On March 16, Governor Pritzker issued Executive Order 2020-07, which, among other things, bans public gatherings and on site consumption of food and beverages at restaurants throughout the state through March 30, 2020. This ordinance seeks to help restaurants stay afloat by allowing them to sell alcohol along with food for carry-out and delivery pursuant to certain guidelines established by the local liquor commissioner.

President Sells called for a motion and second to approve the Ordinance. Trustee **Gallegos made a motion** to approve the Ordinance. Trustee **Peters seconded** the motion.

Trustee Pollock asked if there are there regulations for delivery people. Attorney Marris stated that the Village Code already includes regulations for delivery people such as requirements that they be BASSETT trained, over the age of 18, that they obtain a signature upon delivery and that the order must be pre-paid. No cash payment can be taken upon delivery.

Trustee Evans asked if local businesses had expressed an interest in doing this. Manager Frances stated that The Chew Chew requested permission and others are also considering it. Frances said staff will publicize the availability of carry-out and delivery dining options once restaurants advise the Village of their plans.

President Sells stated that he supports allowing all restaurants with a liquor license to offer delivery. He noted that he received an email from LaBarra today advising that they will be closing temporarily due to the current public health crisis.

Attorney Marris stated that there was one additional caveat he wanted to make the Board aware of. He noted that delivery orders must include food. Delivery of alcohol without food is not permitted.

President Sells called for the vote.

**AYES:** Trustees Peters, Gallegos, Jisa, Hannon, Evans and Pollock.

**NAYS:** None.



Motion passed.

*IX. Considerations – None.*

*X. New Business – None.*

*XI. Adjournment*

President Sells urged everyone to stay safe and go to the Village website for COVID-19 updates. He thanked everyone for participating in the meeting telephonically. He noted that there would not be an Executive Session and called for a motion and second to adjourn the meeting. Trustee **Gallegos made a motion** to adjourn. Trustee **Peters seconded** the motion.

**AYES:** Trustees Peters, Gallegos, Jisa, Hannon, Evans and Pollock.

**NAYS:** None.

**Motion passed**

President Sells declared the meeting adjourned at 7:57 p.m.

Respectfully submitted:

---

Village Clerk Haley

---

Date Approved

*XII. Executive Session – None.*