



VILLAGE OF RIVERSIDE  
BOARD OF TRUSTEES REGULAR MEETING  
Thursday, April 7, 2022  
Room 4, Riverside Township Hall, 27 Riverside Road, Riverside, IL 60546  
7:00 p.m.

Minutes

*I. Call to Order:* The Regular Meeting of the Village of Riverside Board of Trustees was held on Thursday, April 7, 2022. President Ballerine called the meeting to order at 7:00 p.m.

*II. Pledge of Allegiance*

*III. Roll Call* Present: President Ballerine  
Trustee Evans  
Trustee Gallegos  
Trustee Claucherty  
Trustee Marsh-Ozga  
Trustee Pollock

Absent: Trustee Hannon

Also Present: Village Manager Frances  
Village Attorney Malina  
Village Clerk Sowl

Also in attendance: Assistant Village Manager Ashley Monroe, Village Planner Francisco Jimenez, Public Works Director Dan Tabb and Parks and Recreation Director Ron Malchiodi

*IV. President's Report*

*(This is an opportunity for the Village President to report on matters of interest or concern to the Village.*

A. Arbor Day Proclamation

President Ballerine recited the proclamation.

**V. *Manager's Report***

*(This is an opportunity for the Village Manager to report on matters of interest or concern to the Village.)*

None.

**VI. *Resident Comments – Non-Agenda Items***

*(This is an opportunity for members of the audience to speak about matters that are not included on this agenda. Residents may speak to matters on the agenda as those items are brought up and they are recognized by the Village President.)*

None.

**VII. *Consent Agenda***

*(Matters on the Consent Agenda will be considered by a single motion and vote, because they have been fully considered by the Board at a previous meeting, or have been determined to be of a routine nature. Any member of the Board of Trustees may request that an item be moved from the Consent Agenda to Pending or New Business for separate consideration.)*

- A. Approve Voucher List of Bills April 7, 2022
- B. Approve Village Board of Trustees Regular Meeting Minutes March 17, 2022
- C. Review and File Community Development January 2022 Monthly Report
- D. Review and File Police and Fire and Community Development February 2022 Monthly Reports
- E. Review and File TOD Zoning Code Update Steering Committee Meeting Minutes September 16, 2021 and October 18, 2021
- F. Review and File Parks and Recreation Board Meeting Minutes January 31, 2022 and February 28, 2022
- G. Review and File Historical Commission Regular Meeting Minutes February 21, 2022
- H. Review and File Riverside TV Commission Regular Meeting Minutes February 14, 2022
- I. A Resolution Appointing a Delegate and an Alternate Representative to the Board of Directors of the Intergovernmental Risk Management Agency (IRMA)
- J. A Resolution Authorizing the Provision of Commission Cards for Auxiliary Police Corps Members and Brookfield Zoo Police Officers
- K. A Resolution Authorizing Revised Emergency Mutual Aid Agreement with the Major Case Assistance Team (MCAT)
- L. A Resolution Authorizing the sale or disposal of personal property owned by the Village of Riverside
- M. Motion to Approve a Special Event Application for the Riverside Junior Woman's Charity Brew Fest to be held at the Riverside Swim Club on April 23, 2022
- N. Motion to Approve a Special Event Application for the Riverside-Brookfield Jr. High Cross Country Meet to be held at Indian Gardens on May 4, 2022
- O. Motion to Approve a Special Event Application for the St. Mary Church Ultimate 80's Party to be held at the St. Mary Parish Center on May 14, 2022

- P. Motion to Approve a Special Event Application for the Riverside Township Lions Club Chicken Dinner to be held at Riverside Presbyterian Church on May 15, 2022
- Q. Motion to Approve a Special Event Application for the Riverside Public Works Department Household Hazards Disposal, Recycling and Shredding Event to be held at the Public Works building on May 21, 2022
- R. Motion to Approve a Grievance Settlement Agreement regarding Christmas Holiday Pay between the Village of Riverside and Illinois Fraternal Order of Police Labor Council/Lodge #39

President Ballerine called for a motion and second to approve the Consent Agenda.

**Trustee Gallegos made a motion** to approve the consent agenda. **Trustee Marsh-Ozga seconded the motion.**

AYES: Trustee Evans, Gallegos, Claucherty, Marsh-Ozga and Pollock

NAYES: None.

**Motion passed.**

**VIII. *Department, Board and Commission Reports***

*(This is an opportunity for Commissioners and Board Members to update the public and the members of the Village Board regarding items of interest or concern to the Village.)*

None.

**IX. *Pending Business***

*(This agenda item includes discussion and/or action on matters previously presented to the Board of Trustees.)*

- A. An Update Regarding Zoning Ordinance Amendments with regards to Accessory Buildings

Village Planner Jimenez stated that in October 2021, the Board of Trustees considered a recommendation from the Planning and Zoning Commission (PZC) to amend sections of the Zoning Ordinance related to accessory buildings and home occupation. At that time, there was Board support to modify and clarify some of the proposed language, and return those modifications to Planning and Zoning for further consideration. The Board accepted Trustee Pollock’s offer to act as the liaison to work with Village Staff on the project. Trustee Pollock and Staff met several times through Fall 2021 and early Spring 2022 to discuss the proposed amendments and recommendations. Updates were shared with the Board in November 2021 and February 2022. Staff proceeded under the premise that the Board would like to consider amendments that would expand residents’ ability to use accessory buildings, with a primary focus on garages, for additional uses beyond storage of vehicles and other household items. In particular, there was consideration of amendments that would be necessary to allow the use of an accessory building as a work-from-home office, a bonus room, hobby shop, and other activities typical of a single-family residential property. The redline draft amendments include the following:

- 1) Recommends changes to definitions of accessory buildings and accessory structures with the intent to clarify differing regulations for Accessory Structures and for Accessory Buildings.
- 2) Expands permitted use of accessory structures; this is the primary consideration for the Board of Trustees and the Planning and Zoning Commission.
- 3) Clarifies but does not change the permitted height of accessory buildings.
- 4) Allows plumbing in accessory buildings.

Jimenez stated that, with the Village Board's permission, staff is prepared to bring these recommendations to the Planning and Zoning Commission for review and subsequent public hearing for adoption of certain text amendments.

Trustee Pollock added that the substantive amendments suggested have to do with the use of accessory buildings, they do not propose changes to bulk use regulations.

Trustee Claucherty asked about the 12% combined maximum ground floor area requirement for detached accessory buildings with a maximum allowed size of 800 square feet per building. Trustee Pollock clarified that the total area of accessory buildings cannot exceed 12% and each individual building cannot exceed 800 square feet.

Trustee Gallegos asked how practical the 18-foot height requirement is considering larger vehicles. President Ballerine stated that it is practical. Gallegos also expressed desire for a 10-foot limit on the second floor as opposed to 7-feet to accommodate taller individuals. Trustee Pollock clarified that would require bulk code regulation changes, stating that his focus was on the use of accessory buildings. There was not consensus from the Board to consider bulk code regulations changes on the current item at this time.

Trustee Claucherty asked for an estimate of the square footage for usable space according to the suggested code changes. Pollock responded a 12-by-12 foot room with 7-foot clearance would be acceptable.

Trustee Marsh-Ozga suggested if Section 10-7-3 be further cleaned up to replace the word "structures" with "buildings." Trustee Pollock stated that Section 10-7-3 should also be renamed, "Accessory Buildings, Structures and Uses."

**Consensus:** Send the proposed code amendments as redlined to the Planning and Zoning Commission for review and subsequent public hearing for adoption.

#### B. Landscaping and Building Contractor Education and Enforcement Efforts

Assistant Village Manager Monroe stated that, at the March 3, 2022 Village Board

meeting, staff provided research regarding the possibility of requiring landscaping and snow removal contractors to register with the Village. Rather than requiring contractors to register, the majority of Village Board members recommended providing educational information to contractors and establishing a plan for enforcement. Staff has prepared draft materials for review by the Village Board. If this is the direction the Board would like to proceed, staff will complete design of materials and begin sharing the information.

President Ballerine asked about moving the approved hours of work for landscapers past 7:00 a.m. Trustee Claucherty added that she has received feedback from residents that 7:00 a.m. is too early, but ultimately concluded that she's ok with it, recognizing that most of landscaping work takes place in the heat of the summer. Trustee Marsh-Ozga also added that she has received resident feedback on the hours and noise of landscape contractors. Marsh-Ozga added it might be a good opportunity to encourage contractors to use electric powered equipment, allowing such equipment to be used earlier in the morning (and prohibiting gas powered equipment). Village Manager Frances added that Public Works currently begins work at 7:00 a.m. and that, while they use some electric powered equipment, a lot of their equipment is gas powered. Discussion continued surrounding the feasibility of pushing the allowable time to later in the morning and encouraging electric powered equipment.

Public Works Director Tabb stated that the Public Works Department has recently began evaluating and adding alternative equipment to replace gas-powered equipment. Tabb added that, at the moment, they have not come across any technology that would be capable of sustaining the amount of work that the department's gas powered mowers currently do. President Ballerine added that contractors are most likely confronted with the same issue in that they are running their equipment for many hours each day. Ballerine also added that a reminder should be added to the communication materials urging contractors to not let their equipment idle when not in use.

Trustee Marsh-Ozga asked staff to add a reminder to the communication materials on when tree trimming is appropriate.

C. A Resolution Revising Policy for Village Sponsorship or Support of Special Events

Finance Director Johns stated that, at their August 19, 2021 meeting, the Village Board discussed the Village's special event application policy and procedure. The Board directed staff to make the following changes to the special event policy:

- The reimbursement for Village services would be changed from the Parks and Recreation Department to the Village of Riverside, decreasing the reimbursement rate from 120% to 100%.
- Special events would remain on the consent agenda for Board approval,

however; an alternate date/inclement weather line would be added on the special event application, preventing applicants from having to come back to the Board for approval for the same event.

Johns added that staff has made several changes to the Village's Special Event application and policy, proposing adjustments to cover Village costs. Among the suggested changes is removal of the daily barricade fee (of \$1 per barricade), the addition of a \$10 application fee (to offset the barricade fee revenue), adjustment of the special fencing/signage installation and trash disposal rate to a \$60 hourly rate and an adjustment of the hourly rate of sworn police personnel to \$85.

President Ballerine called for a motion and second to approve the resolution.

**Trustee Gallegos made a motion to approve the resolution. Trustee Marsh-Ozga seconded the motion.**

AYES: Evans, Gallegos, Claucherty, Marsh-Ozga and Pollock

NAYES: None.

**Motion passed.**

#### D. Discussion Regarding Capital Projects for Green Spaces

Finance Director Johns stated that, at the March 3, 2022, Board Meeting, the Board reached consensus on allocating the State of Illinois Capital Grant Funds for Green Spaces to the annual tree contracts(s) with D Ryan Tree and Landscape Service, LLC. On March 21, 2022, the Parks and Recreation Board discussed the proposed options for the Capital Grant for Green Spaces. Based on that discussion, the Parks and Recreation Board recommended the following projects:

- Athletic Field at Indian Gardens
- Sidewalk and access into Turtle Park and Big Ball Park (Longcommon & Nuttall).

The consensus of the Parks and Recreation Board was that the athletic field would provide increased opportunities for recreation and programming, while the sidewalk would address safety concerns at Turtle and Big Ball Parks. Currently, there are no sidewalks or access to Turtle Park on Longcommon or Shenstone Road, which forces individuals to cross the street without a crosswalk and navigate the curb. There is also no sidewalk or curb cut to provide access into Big Ball Park.

It was also noted that based on feedback received from the Village Board, the Parks & Recreation Department will tidy up and add material to the path at Patriots Park this spring.

Johns stated that staff is looking for Board direction on whether these projects are desirable and if the projects should be completed in 2022 or presented with the 2023 budget.

Trustee Marsh-Ozga stated that she is reluctant to allocate budget funds for the installation of a sidewalk at Turtle and Big Ball Parks at the moment due to proposed replacement of greenspace with hardscape. Marsh-Ozga added that the proposal should receive input and analysis from the Landscape Advisory and Preservation Commissions.

Trustee Evans expressed support of the sidewalk access into Turtle and Big Ball Parks, but echoed Trustee Marsh-Ozga's concerns about the trees at the site as well as obtaining support from commissions prior to allocating budgetary funds for the project.

Village Manager Jessica Frances stated that, according to the Village code, projects in the parks does not require Landscape Advisory and/or Preservation Commission review and approval. However, the Board has asked staff to bring certain items to those commissions in recent history. Frances asked if the Board would like to see changes made to the Village to require the review of these items by the Preservation and Landscape Advisory Commission. Village Attorney Malina stated that the code could be amended so that the Board could waive approvals from certain commissions when necessary (when time is of the essence). There was not consensus amongst the Board member to update the Village Code and change the process. The Board will continue to defer to commissions for certain projects in parks as desired.

**Consensus:** To go forward with the Parks & Recreation Board's recommendation to install an athletic field at Indian Gardens. Also, to go forward with the Turtle and Big Ball Park sidewalk, however, staff must complete a tree survey, provide an updated rendering of the placement of the path, as well as seek feedback from the Landscape Advisory and Preservation Commissions. In the case that the commissions do not support the sidewalk, staff will use the sidewalk quantities to replace other sidewalk squares within the Village.

**X. *New Business***

*(This agenda item includes discussion and/or action on matters not previously presented to the Board of Trustees.)*

- A. A Resolution Authorizing Execution of a License Agreement for non-exclusive use of public property – Train Station occupancy and use – Gears 2 You

Assistant Village Manager Monroe stated that, in early 2022, the Village Manager's Office was approached by individuals with interest in opening a business inside the former kitchen area (locked area on the east side of the station). Village staff reviewed business proposals and provided information to the Village Board. A determination was made to pursue a month-to-month license agreement with Gears 2 You, a local bicycle repair shop.

Monroe added that the opportunity to license the train station's storage area (former kitchen area) to a growing local business with a need for brick and mortar space will also potentially reactivate the downtown location for rail passengers and community members. A license provides the village flexibility in determining the timeframe of occupancy and fees for use of the space, incorporates guidelines and expectations for allowed use of the assigned area, and ensures that the business is a non-exclusive use of the train station, permitting additional village and community events to occur. Despite the license being for a non-exclusive use, with this particular type of use, Gears 2 You will be generally limited to use of the locked kitchen area, and organizations renting the main lobby area will likely not have access to a preparation or storage area as had been permitted in recent years. The stationmaster booth in the center of the lobby will remain unoccupied and may be a useable event storage or preparation space if necessary.

Riverside residents Paul MacNerland and Peter Janunas of Gears 2 You introduced their business and expressed their excitement and desire to become a part of the Riverside community, especially considering the number of cyclists that travel through Riverside.

President Ballerine stated his excitement for Gears 2 You and involvement with the Riverside community and various events.

President Ballerine called for a motion and second to approve the resolution.

**Trustee Gallegos made a motion** to approve the resolution. **Trustee Claucherty seconded the motion.**

AYES: Evans, Gallegos, Claucherty, Marsh-Ozga and Pollock

NAYES: None.

**Motion passed.**

- B. An Ordinance Amending the Village Code of the Village of Riverside, Illinois, relative to Outdoor Cafés

Finance Director Johns stated that the Economic Development Commission recommended at their March 10, 2022, meeting to remove the \$25 annual permit fee for outdoor cafés in an effort to support local Riverside restaurants. The waiving of the outdoor café permit fee will have minimal financial impacts on the Village. Businesses interested in continued operation of outdoor cafes will still need to follow all other permitting requirements.

Trustee Pollock asked staff to look at the outdoor café design standards. Assistant Village Manager Monroe stated that, in previous conversations at Planning and Zoning Commission meetings, outdoor café standards will be analyzed as part of the Transit-Oriented Development Zoning Code update.

**Trustee Gallegos made a motion** to approve the ordinance. **Trustee Marsh-Ozga seconded the motion.**

AYES: Evans, Gallegos, Claucherty, Marsh-Ozga and Pollock

NAYES: None.

**Motion passed.**

C. Discussion Regarding New Parking Lot and Parking Spaces

3320 S Harlem Avenue lot:

Finance Director Johns stated that the parking lot at 3320 S. Harlem Avenue is now available for Village use. If the Village keeps the lot for parking, the Village will need to activate the existing lights and restripe the lot at minimal cost. This lot has the potential for 23 parking spaces, including 19 standard spaces and 2 ADA accessible spaces. Options for use of this lot include:

- Quarterly Commuter/24 Hour Parking
- Hourly Parking
- Business Parking
- Sell the lot
- Amazon Lockers
- Lease spots

President Ballerine asked if it would be possible to have both metered parking and lease certain spots. Village Attorney Malina stated that the parking spaces could be segmented as suggested.

Village Manager Frances asked if the Village could charge different rates for the 3320 S. Harlem Avenue lot versus the Village's other lots. Attorney Malina stated that he would have to check the BNSF agreement for commuter lots, but non-commuter lots have no restrictions.

**Consensus:** Staff will come back and update the Board with how many spots the Village will designate for commuters and businesses, providing feedback on the volume of community interest in those spots. Staff will also provide any feedback related to amending the fee structure for the various spots. The Village will also begin restriping the parking lot so it can be utilized. The lot will also be considered for Amazon lockers.

Parking Lot 8:

Finance Director Johns stated that Parking Lot 8 now has 12 additional spaces available due to the approval of the First American Bank agreement. Options for those additional spots include:

- Quarterly Commuter Parking
- Business Parking
- Long Term Lease
- Amazon Lockers (desirable from Economic Development Commission)

Trustee Evans inquired if the contract for the First American Bank spots had been finalized and if the spots were assigned in the contract. Director Johns stated that the contract was approved, however, staff is still working on clarifying the language regarding the lot signage. Director Johns stated that the spots were not fully assigned yet. Johns noted that the spots along the railroad tracks are most desirable for commuters. Trustee Evans stated her preference that the 5 business bank spots be moved to the back along the tracks. Evans then asked about signage for the lot, to which Village Manager Frances stated would be evaluated and updated once staff has direction on the allocation of spaces.

Trustee Marsh-Ozga stated that the walk over the tracks for business owners is burdensome for businesses on the south side of the tracks. Marsh-Ozga added that it is also burdensome to have a two hour time limit for parking on the south side of the tracks. Marsh-Ozga stated that the Village should consider providing something for those businesses or extend the time limit. Frances asked Marsh-Ozga how far down the street the Village would allow longer parking, keeping the abutting residential properties in mind. Frances added that if some of the spaces in Lot 8 are allocated for businesses (similar to East Burlington), it would be on a first-come first-serve basis.

Trustee Evans suggested that spots 20-25 to be allocated for patron parking. President Ballerine and Trustee Marsh-Ozga suggested that the spaces remain to be for commuters only.

Trustee Evans and Marsh-Ozga suggested that spots 33-37 (bank) be moved back to spots 26-30. Trustee Evans then suggested that spots 31-37 should be converted into business/patron parking.

**Consensus:** Spots 20-25 along tracks will be quarterly commuter spots, spots 26-30 will be the bank's, and spots 31-37 will be metered.

**Consensus:** After conversation on Lot 8, the Board revisited the discussion on the 3320 S Harlem lot and reached a new consensus that there will be a mix of quarterly and metered spots there.

#### *XI. Trustee Reports and Communications*

*(This is an opportunity for Trustees to inform residents of events or items of special interest.)*

Trustee Claucherty recognized Riverside resident Sarah Wood for her performance at

the Illinois State Power Lifting Championships, where she set a state deadlift record.

Trustee Gallegos announced the Lions Club professional clothing drive will take place Tuesday, April 12. Gallegos also recognized the Club's Bill Jansky Distinguished Citizen Award recipient, Ray Navarro. The awards presentation will take place on May 10.

Trustee Marsh-Ozga announced that the Olmsted Society is accepting poetry entries for its Reflections on Riverside Student Poetry Contest. Marsh-Ozga also announced that the River Rats will be having a cleanup in the forest preserve on Saturday, April 16. On Saturday, April 23, the Olmsted Overlook planting will take place. The Riverside Junior Woman's Club will be hosting their Brewfest later that afternoon at the Swim Club. On Tuesday, April 26, the Olmsted Birthday Party will take place at the Train Station. The planting of the Village's Arbor Day Tree will take place at the April 30 Landscape Workday.

Trustee Evans announced that Parks and Recreation Director Malchiodi is working with Riverside Garage to bring back Cruise Nights and the Car Show this year.

*XII. Adjournment*

**Trustee Gallegos made a motion to adjourn. Trustee Marsh-Ozga seconded the motion.**

AYES: Evans, Gallegos, Claucherty, Marsh-Ozga and Pollock.

NAYS: None.

President Ballerine declared the meeting adjourned at 9:31 p.m.

*XIII. Executive Session*

None.