



**VILLAGE OF RIVERSIDE
ECONOMIC DEVELOPMENT COMMISSION REGULAR MEETING
Minutes**

- I. Call to Order: The Regular Meeting of the Riverside Economic Development Commission was held July 14, 2022. *Chairperson Fournier* called the Regular Meeting to order at 7:02 p.m.

- II. **Roll Call:**
 - Present: Chairperson Fournier
Commissioner Doherty
Commissioner Jacksic
Commissioner Forssberg

 - Absent: Commissioner Valenzuela
Commissioner Kahle

 - Also Present: Assistant Village Manager Monroe
Fiscal Assistant Decosola

- III. **Public Comment**
None.

- IV. **Approval of Minutes**
 - A. Economic Development Commission Regular Meeting Minutes of May 18, 2022.
Commissioner Doherty motioned to approve the minutes. Commissioner Jacksic seconded the motion.
AYES: Fournier, Doherty, Jacksic, Wator
NAYS: None .
ABSTAINED: Forssberg.
Motion passed.

 - B. Economic Development Commission Special Meeting Minutes of June 14, 2022.
Commissioner Forssberg motioned to approve the minutes. Commissioner Jacksic seconded the motion.
AYES: Fournier, Doherty, Jacksic, Wator
NAYS: None.
Motion passed.

V. **Chair Report:**

Chairperson Fournier stated that the Village Board asked the Economic Development Commission to look at the creation of a business district within the Village's central business district.

VI. **Liaison Reports:**

A. Village Board Update:

Assistant Village Manager Ashley Monroe introduced herself as the replacement for Finance Director Johns. Assistant Village Manager Monroe stated that RTV updated their filming policy to be more user friendly and that the Village Board approved a sign code amendment to approve murals and art work.

Chairperson Fournier asked why there was an approval to begin with. Assistant Village Manager Monroe stated that there needed to be an Administrative approval for the mural. Chairperson Fournier stated she did not understand the need for the Village to insert themselves into an artistic process for approval. Assistant Village Manager Monroe stated that if there is a request to put something on a historic landmark building then it would have to go through the Preservation Commission. Chairperson Fournier asked if the Arts Center is a historic landmark. Assistant Village Manager Monroe stated that the Arts Center is not a historic landmark, but the Village did want to set parameters for how many surfaces of the building are covered. Chairperson Fournier stated that she thinks this was a misstep in requiring this for businesses because it reduces desire to beautify their spaces and the Village didn't need to insert themselves to the extent that they did for this case. Chairperson Fournier asked if Riverside Foods had to go through this process. Assistant Village Manager Monroe stated that this was done after, so she doesn't know what process Riverside Foods went through. Chairperson Fournier stated this seemed like a very specific rule change for a business which is unfair. Assistant Village Manager Monroe stated that the Village Board approved an outdoor dining license for Cubanito Express, which included enhancements to the side of their building.

Chairperson Fournier asked for a status on the retail activity next to Cubanito Express. Assistant Village Manager Monroe stated that the Village has received a business license application for that space, but they still have additional permitting that needs to be done. Chairperson Fournier asked if the Village knows what kind of business it is. Assistant Village Manager Monroe stated that as soon as they know more, they will update the Commission.

Assistant Village Manager Monroe stated that the Village Board approved the Economic Development assistance application for Cubanito Express' patio. Chairperson Fournier asked if there is a maximum on what they will be reimbursed. Assistant Village Manager Monroe stated that there is no maximum for this type of application. She also stated that

the 7-Eleven changed ownership and received a new liquor license. Assistant Village Manager Monroe stated that the Village purchased 363 Burlington and they are working through next steps. Chairperson Fournier asked what the plan is for this property. Assistant Village Manager Monroe stated that they have been approached by people inquiring about the parking lot space. As for now, it is a waiting game until the Village can share more information. Chairperson Fournier stated that it is extremely discouraging for the Commission to not have any insights or updates on that purchase. She also stated that if the Commission is going to be trusted advisors for the Village on Economic Development, this is a huge part of that. These are decisions and core components of the commission's work here and to not share this information is very disappointing.

Commissioner Forssberg asked if the Village Board can put out an update to the Commission after meetings. Assistant Village Manager Monroe stated that there are certain circumstances where there are limited development and they try to update as soon as they have more information regarding the plans. Chairperson Fournier stated that the Village does not have the best track record of owning property. The property on Harlem is not being marketed properly and the sign is not in line with their brand. Assistant Village Manager Monroe stated that she apologizes that she cannot solve these issues right now, but they will work on it.

Commissioner Kahle asked if there is any update on Sandtrap. Assistant Village Manager Monroe stated that they are working through some permitting processes and getting their final occupancy certificate. Commissioner Water asked why the permitting is taking so long. Assistant Village Manager Monroe stated that they have to get approvals for plans before they can start work. Commissioner Water stated that she didn't know why Sandtrap was taking so long in terms of permitting because it used to be a restaurant before, so it should be mostly cosmetic work. Assistant Village Manager Monroe stated that every project is different and there are various circumstances. Older buildings are not going to be current and they need to be brought up to code before moving forward.

Chairperson Fournier asked about the property next to Catrina Bar. Assistant Village Manager Monroe stated that it is a business working through permitting. Commissioner Water asked what type of business it is. Assistant Village Manager Monroe stated she doesn't know what is typical for sharing with the Commission. Commissioner Water stated that the commission should be aware what types of businesses are applying especially when it is in the downtown area. Assistant Village Manager Monroe stated that she understands, but it is a little different because the meetings are public information. When a business is working through an initial stage of the process and they for whatever reason don't work out, the Village is hesitant to put out any licensing information because they don't have approvals yet. The Village wants to be respectful of the businesses information. Commissioner Water stated that not necessarily stating specific details, but more or less just a category. Commissioner Water asked if Assistant Village Manager Monroe was able

to provide a category for the business going where The Seed used to be. Assistant Village Manager Monroe stated that they are changing a retail space into a restaurant.

Assistant Village Manager asked the commission if they wish to have all vacant properties listed on the website. The Commission agreed that they would like to see that on the website. Commissioner Wator asked what the turnaround time would be for this project. Assistant Village Manager Monroe stated that she needs to consult with Amy Downing and GIS staff for help updating the website. Commissioner Wator suggested that in the mean time they can just post a list of the vacant properties. Assistant Village Manager Monroe asked the Commission if maintaining the vacant property list would be a future goal of the Commission. The Commission stated that this was a previous goal. Assistant Village Manager Monroe stated that she will be out and about more often, interacting with businesses when she has a full staff line up for her department.

Commissioner Wator asked what the deadline for having a budget recommendation is. Chairperson Fournier stated that she thinks it is fair to discuss their options tonight and if needed, they can call a special meeting to have a final recommendation ready for the Board. Commissioner Doherty mentioned they should look into the West Suburban Chamber fee so they can add it to the budget. Commissioner Forsberg asked if they should reach out to Berwyn's chamber too. Chairperson Fournier agreed that they should look into that.

B. Staff Report: None.

C. Chamber of Commerce Update: None.

VII. **Old Business**

A. Activate Train Station:

Chairperson Fournier asked the Commission if they felt like they hit their goal for this category considering that they have a business in the train station and they are planning the Artisan Market. Assistant Village Manager Monroe stated that when the original request came from the board they wanted the Commission to spend 20-25% of their time on these goals. Commissioner Wator stated that maybe the Commission should add a vacancy project onto their goals for the year. Chairperson Fournier stated that the hard part is that it is very hard to get the date and the role that the Village plays in that is huge and the Commission can't really touch that.

B. Increase Sales Tax:

Chairperson Fournier stated that there was a huge windfall for online purchases. Assistant Village Manager Monroe stated that there are higher levels of online sales tax revenues. She also stated that Finance Director Johns mentioned that 51.8% of sales tax received in December through February came from Riverside Brick and Mortar businesses and 48.2% came from online sales. Commissioner Wator stated that there is

currently a 0% tax on groceries, so that will impact the sales tax revenue. She also asked if there was a way that we can find out how much is projected to be at loss. Assistant Village Manager Monroe stated that Finance Director Johns tracks all of these numbers. Commissioner Doherty stated that it seems like there is no update on the Amazon locker project either. Assistant Village Manager Monroe stated that Karin might have an update on the lockers.

C. Increase Overall Awareness of Riverside:

None.

D. Business Parking-South of the Tracks:

Chairperson Fournier stated that every quarter, businesses have to go to the Village Office to get their parking permits. Assistant Village Manager Monroe stated that she does not have an update on how many businesses have received their permits. Chairperson Fournier stated that she sees people parking with their permits and she also sees the patrol checking for the parking permits in the windows.

E. Riverside Artisan Market Update:

Chairperson Fournier stated that the event is live and it can be promoted now. She also asked if anyone from the Village updated the Facebook page. Commissioner Wator asked if any applications have been sent out. Chairperson Fournier stated that we have not received any yet. She also stated that the Landmark should be notified. Chairperson Fournier asked if the Commission wanted to spend money on boosting advertisements. Assistant Village Manager Monroe stated that they can have Amy Downing draft something for a press release. The Commission agreed to start heavily promoting the event in October and to spend around \$1,000 on promoting it. Chairperson Fournier stated that the Commission has a list going of vendors that would like to apply. She also asked if the Village can call the vendors and ask them if they want to apply. Assistant Village Manager Monroe stated that they can try to have staff do it, but it is the Economic Development Commission's event. Commissioner Wator asked when the list should be started. Chairperson Fournier stated that they should have a good list within the next few weeks.

VIII. **New Business**

A. 2023 Economic Development Work Plan and Budget Initiatives:

Chairperson Fournier asked the Commission what type of budget the Commission would like to see. She also stated that Finance Director Johns gave ideas for the budget. Fournier stated that she would like to see municipally owned charging stations. Commissioner Wator stated that she loves this idea and a lot of residents would benefit from it too. Chairperson Fournier stated that the idea of having the screen display information about Riverside while their cars are charging would be nice. Commissioner Jacksic stated that the North Riverside Amazon has them also. Chairperson Fournier stated that this would be awesome to have near the parking lots. Assistant Village Manager Monroe stated that the Village budgeted money for a charging station and they did apply for a grant, they are just

waiting to hear more about it. She also asked if they are looking for a municipally provided charging station or a revenue generating charging station. Commissioner Wator stated that the decision would be based on what the prices and fees would be. Assistant Village Manager Monroe stated that the Planning and Zoning Commission is undergoing changes to the code and anyone is welcome to provide suggestions. Commissioner Forssberg asked if the Brookfield Zoo has approached the Village regarding the charging stations. Chairperson Fournier stated that she would prefer to have the charging station on Riverside's side of the zoo. Assistant Village Manager Monroe asked if this is a potential goal of the Commission and if they should consider it during their budget processes. Commissioner Doherty asked what the max for their budget is. Assistant Village Manager Monroe stated that the Commission needs to state a case and recommend a number to the Board.

B. CBD Business District Survey:

Chairperson Fournier asked how this survey came up. Assistant Village Manager Monroe stated that it came up because there were various requests about opportunities for reinvestment in the businesses in the downtown to make improvements. Commissioner Doherty asked if the Commission is to go to businesses and ask for additional tax and not have a plan with the money. Assistant Village Manager Monroe stated that is a component of it. The money could be put towards streetscapes or individual business uses. Chairperson Fournier asked if that money is untouchable from any other Village budget. Assistant Village Manager Monroe stated that whatever is collected for the business district can only be used in the business district. Commissioner Wator stated that we are tackling inflation right now and the cost of goods are higher. The Commissioners agreed that it is not a great time to ask businesses for more money. Assistant Village Manager Monroe stated that the Commission can make a recommendation to the Board if needed. Assistant Village Manager Monroe stated that if the Commission decided to move forward with this, it would not be in put into motion for at least a few months. This idea came up before the Governor announced the 0% sales tax for the year. Chairperson Fournier stated that she talked to the owners of La Barra and they said that this additional tax would hurt them. Commissioner Wator stated that it sounds counterintuitive when the prices would just be raised. Chairperson Fournier stated she would like to hold off on asking businesses for more money at this time. Commissioner Wator stated that her recommendation is to not go through with the analysis at this time. Commissioner Forssberg stated that the benefits need to be explained more and it is poor timing for this analysis. Assistant Village Manager Monroe stated that if the Commission is in consensus about holding off on this analysis, then there needs to be some type of communicating to the Village Board.

IX. *Informational Items:*

None.

X. *Adjournment*

Chairperson Fournier asked for a motion to adjourn. Commissioner Wator motioned to adjourn. Commissioner Doherty seconded.

AYES: Jacksic, Doherty, Wator, Forssberg.

NAYES: None.

ABSENT: Khale, Valenzuela

Motion passed.

Chair adjourned the meeting at 9:29 p.m.

Respectfully submitted:

Finance Director Johns

Date Approved