



VILLAGE OF RIVERSIDE  
BOARD OF TRUSTEES REGULAR MEETING  
Thursday, November 3, 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, November 3, 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

Absent: Trustee Hannon  
Trustee Pollock

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

*IV. President's Report*

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

A. Presentation of Flag from Representative Chuy Garcia to Riverside Resident Ann Mega

President Ballerine stated his honor in welcoming Representative Jesus "Chuy" Garcia to Riverside to provide a brief legislative update and present a flag to Riverside resident Ann Mega for the distinguished service of her husband.

Representative Garcia provided a brief legislative update, highlighting the CARES Act, American Rescue Plan, Infrastructure Investment and Jobs Act, and other

legislative packages passed by Congress.

Garcia shared the Mega family's story, highlighting veteran and hero Daniel Mega's service in the Army's Ninth Infantry Division in Vietnam. Mega earned 9 medals in total for his service. Garcia also shared Mega's volunteer service in the community.

B. A Motion to Appoint Paul Macnerland to the Economic Development Commission

President Ballerine stated that due to an opening on the Economic Development Commission, resident and Riverside business owner Paul MacNerland has volunteered to become a commissioner.

RESULT:	Approved [4-0]
MOTION:	Gallegos
SECOND:	Marsh-Ozga
AYES:	Trustees Evans, Gallegos, Claucherty, Marsh-Ozga
NAYS:	None

C. A Motion to Appoint Larry Forssberg as Chairperson of the Economic Development Commission

President Ballerine stated that due to the opening of Chairperson of the Economic Development Commission, resident and current commissioner Larry Forssberg has volunteered to assume the role of Chairperson.

RESULT:	Approved [4-0]
MOTION:	Gallegos
SECOND:	Marsh-Ozga
AYES:	Trustees Evans, Gallegos, Claucherty, Marsh-Ozga
NAYS:	None

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

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

Manager Frances provided an update on programming within the Parks and Recreation Department and West Suburban Special Recreation Association (WSSRA). The Parks and Recreation Department will be hosting a Free-Play Pickle ball day at Indian Gardens' courts on Saturday, November 5<sup>th</sup> from 9:00 a.m. to 11:00 a.m. in order to promote pickle ball in Riverside. The Department will have equipment available along with tips from experienced players, in addition to free-play time to play matches with other players! Early Bird Registration for our Basketball Program ends November 4; those signing up by noon on

November 4 will receive a \$10 discount. Participants can register online coaching volunteers can contact Parks & Recreation. The West Suburban Special Recreation Association (WSSRA) will begin offering children’s Yoga at the Riverside Parks and Recreation Department this coming spring, 2023.

**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 November 3, 2022
- B. Review and File Police and Fire September Monthly Reports
- C. Approve Public Hearing Minutes for Proposed 2022 Tax Levy
- D. Approve Public Hearing Minutes for Proposed 2023 Budget
- E. Approve Village Board of Trustees Regular Meeting Minutes October 20, 2022
- F. Review and File Parks and Recreation Board Regular Meeting Minutes August 22, 2022
- G. Review and File Planning and Zoning Commission Regular Meeting Minutes September 28, 2022
- H. A Resolution Authorizing the Village Manager to Waive Competitive Bidding and Enter into an Agreement with Arthur P. O’Hara and Issue a Purchase Order for the not to exceed Amount of \$80,478 for the Village Hall Office Renovations

<b>RESULT:</b>	<b>Approved [4-0]</b>
<b>MOTION:</b>	<b>Gallegos</b>
<b>SECOND:</b>	<b>Marsh-Ozga</b>
<b>AYES:</b>	<b>Trustees Evans, Gallegos, Claucherty, Marsh-Ozga</b>
<b>NAYS:</b>	<b>None</b>

**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.)*

- A. Landscape Advisory Commission 2023 Budget Work Plan  
Chairperson Lambros presented the Commission’s budget, including its activities and projects, for 2023. Projects include publishing a tri-fold publication on best practices for trees, implementation of the native plant incentive and pollinator

focus program, park project awards to recognize volunteers, continuation of the Oak-Tober campaign, creation of a multi-year plan for Swan Pond, and continued marketing of Commission events.

President Ballerine thanked Chairperson Lambros and the Commission for their report and volunteer work in the community.

B. Update Regarding the Registration and Inspection of Rental Properties within the Village of Riverside

Assistant Village Manager Monroe provided an overview of the ordinance enacted in August 2021 requiring registration and inspection of rental properties with three or more rented units. The inspections would evaluate hallways, utility areas, one unit, and the exterior of the property. The ordinance was enacted to protect the health, safety and welfare of residents and to facilitate more effective communication between the Village and rental property owners. Monroe described the program's management and implementation thus far, stating that the initial deadline for properties to register was in late January. Monroe stated that inspections began about 5 months ago due to staffing availability and the process of creating a list of required properties.

Trustee Evans asked how receptive landlords and building owners have been throughout the implementation of the inspection program. Monroe stated that most have been accepting of the program. Information has been posted to the website and mailed to all property owners.

President Ballerine asked if the inspection program can be streamlined in any way to make the process easier for property owners and Village staff. Monroe stated that the only item staff may want to clarify is the how much time should be required before staff can re-inspect a property. Attorney Malina stated that the ordinance could be made clear that staff has the authority to set the timeline as long as proper notice is supplied to property owners and tenants.

***IX. Pending Business***

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

A. Discussion Regarding Text Amendments Related to Temporary Membrane Structures, Temporary Storage Tents, and Temporary Event Tents

Village Planner Cyran provided an overview of Village Board direction from the August 18, 2022 meeting regarding temporary membrane structures/storage tents or canopies in street yards. Staff received input from the Planning and Zoning Commission at their September 28, 2022 meeting. The Commission sought to distinguish temporary storage tents from temporary event tents.

President Ballerine asked to confirm that special event tents would not need to be

approved by the planning and zoning commission, while temporary storage tents would have to be approved through the variation process. Planner Cyran confirmed.

Manager Frances stated the Board tabled an Ordinance Approving a Variation Allowing Use of a Temporary Membrane Structure/Temporary Storage Tent or Canopy in a Street Yard at 116 Barrypoint Road – Riverside Presbyterian Church to this meeting at the August 18, 2022 meeting. Attorney Malina suggested that the Village should enter and continue the request to a date certain.

**Consensus:** The Board continued the variation request to the first regular Board of Trustees meeting in February 2023.

<b>RESULT:</b>	Approved [4-0]
<b>MOTION:</b>	Gallegos
<b>SECOND:</b>	Marsh-Ozga
<b>AYES:</b>	Trustees Evans, Gallegos, Claucherty, Marsh-Ozga
<b>NAYS:</b>	None

- B. Discuss an Ordinance Amending Various Sections of the Village of Riverside Zoning Ordinance Relative to Incorporation of Transit-Oriented Development Best Practices and to Make Certain Other Changes

Assistant Village Manager Monroe provided an overview of the third ordinance draft included as part of the Transit-Oriented Development (TOD) zoning code update as proposed by the Planning and Zoning Commission at their July 27 public hearing. This discussion was continued from the October 20 meeting.

Monroe described the proposed changes included in the ordinance draft through use of a table, which was included as an appendix to the draft ordinance. Discussion on the table began at the October 20 meeting and was continued. Discussion topics included bulk requirements for B1 sub districts, accessory structures and uses, computation of parking requirements, location of off street parking, parking flexibility, and required off street parking spaces. Monroe stated that discussion on the proposed TOD zoning district would continue at the November 17 meeting.

Trustee Gallegos asked if a bank with a drive through in the downtown district sold to a restaurant if they would not be able to utilize the drive through. Monroe stated that the code does not currently include provisions for restaurants with a drive-through facility in the downtown.

Monroe stated that staff is also available for questions regarding the survey of surrounding communities' central business district standards. President Ballerine asked if the existing and certain proposed standards would thwart development,

citing that other communities with vibrant downtowns have less restrictive standards. Monroe stated that any large development would most likely require Planning and Zoning Commission review and that waivers and challenges would be able to be addressed at that point.

The Board requested more information on minimum building height and setback requirements so as not to thwart development in addition to information on the Village of Brookfield's TOD standards relative to parking.

**X. *New Business***

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

None.

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

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

Trustee Marsh-Ozga shared items regarding the first Cross-Community Climate Collaborative (C4) meeting. President Ballerine stated that the C4 was impressed at Riverside's efforts thus far and that the network will be helpful going forward.

**XII. *Adjournment***

<b>RESULT:</b>	Adjourned to Executive Session [4-0] at 8:28 p.m.
<b>MOTION:</b>	Gallegos
<b>SECOND:</b>	Marsh-Ozga
<b>AYES:</b>	Trustees Evans, Gallegos, Claucherty, Marsh-Ozga
<b>NAYES:</b>	None

**XIII. *Executive Session***

A. To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1))