



VILLAGE OF RIVERSIDE
BOARD OF TRUSTEES REGULAR MEETING

Minutes

Due to the ongoing public health emergency, and consistent with the Governor’s most recent emergency declaration, various Executive Orders entered by the Governor, and the recent amendments made to the Open Meetings Act in Public Act 101-640, this meeting was conducted electronically. Public comments were welcome on any topic when received by email or in writing by the Village Clerk prior to 5:00 p.m. on the day of the meeting. Public comment was also permitted during the meeting by persons participating via Zoom. The Zoom link for the meeting was available on the village website

I. Call to Order: The Regular Meeting of the Village of Riverside Board of Trustees was held on Thursday, January 6, 2022. President Ballerine called the Zoom meeting to order at 7:00 p.m.

II. Roll Call:

Present:	President Ballerine Trustee Claucherty Trustee Evans Trustee Gallegos Trustee Hannon Trustee Marsh-Ozga Trustee Pollock
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Absent: None

Also Present: Village Manager Frances
Village Attorney Marris

Also in attendance: Assistant Village Manager Monroe, Village Planner Jimenez, Finance Director Johns, Public Works Director Tabb and Management Analyst Sowl.

Village Attorney Marris noted that due to the ongoing public health emergency, and consistent with the Governor’s most recent emergency declaration, various Executive Orders entered by the Governor, and the recent amendments made to the Open Meetings Act in Public Act 101-640, this meeting was being conducted electronically by

Zoom.

III. *President's Report*

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

A. A Resolution authorizing the appointment of Ethan Sowl as Village Clerk effective January 6, 2022.

Trustee Gallegos made a motion to confirm the appointment. **Trustee Hannon seconded** the motion.

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

NAYS: None.

Motion passed.

President Ballerine swore in Sowl who was in attendance.

President Ballerine highlighted the month of December, stating that it brought smiles, enthusiasm, compassion and tears. Ballerine mentioned the happiness brought on by the return of the Holiday Stroll, recalling a resident's comment that "if there were two things that you don't want to miss in this town, it is the Holiday Stroll and Fourth of July weekend." Ballerine thanked the Riverside Chamber of Commerce and businesses for organizing the return of the event.

Ballerine expressed enthusiasm for Riverside's new and upcoming businesses. Sips & Sweets, owned by Krista Brazel, opened in December of 2021 and serves coffee, treats, and other drinks. Cubanito Express, owned by the brother team of Miguel and Lucio, is scheduled to open on January 19, 2022 at 3222 Harlem Avenue.

Ballerine recognized the compassion of the Riverside residents who turned out to fill a 30-foot trailer with relief goods to aid those affected by storms in southern Illinois and Kentucky. Ballerine specifically thanked Trustee Gallegos and the Riverside Lions Club for spearheading the initiative.

Ballerine commemorated the late Mayor of Westchester, Frank Perry, who passed away on December 22, 2021. Ballerine stated that Perry was a lifelong resident and business owner in the community, expressing his condolences to the Perry family.

IV. *Manager's Report*

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

None.

V. *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.)

Trustee Marsh-Ozga shared an email communication that she received from resident Donald Spatny. Spatny wished to extend his sincerest thanks on behalf of those in his apartment building to the Public Works team, specifically Dan Tabb and Joe Coons, for providing some light shading on a newly installed light that was interfering with the sleep of many tenants inside the building.

VI. *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. Ratify Voucher List of Bills December 16, 2021
- B. Approve Voucher List of Bills January 6, 2022
- C. Approve Village Board of Trustees Regular Meeting Minutes December 2, 2021
- D. Review and File Finance, Fire, Police, and Public Works November 2021 Monthly Reports
- E. Review and File Quarterly Purchase Order Report
- F. An Ordinance to Provide for Nonparticipation by the Village of Riverside in certain assessment relief provided by the property tax code, for historic buildings and for certain residence structures located within the Riverside Landscape Architectural District
- G. A Resolution Authorizing the Sale or Disposal of Personal Property owned by the Village of Riverside

President Ballerine, after reading the titles of the Consent Agenda items aloud, asked if any of the Trustees required an item to be 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 as amended. **Trustee Evans seconded the motion.**

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

NAYS: None.

Motion Passed.

VII. *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. Planning and Zoning Commission – Presentation on Proposed 2022 Work Plan
Chairperson Jill Mateo introduced the work plan’s two components:
 - 1. To continue the work of the Zoning Code Update Steering Committee and consultants and evaluate proposed amendments to the code. Mateo

highlighted some of the more substantive issues that the committee will tackle:

- a. Potential creation of a transit-oriented district in the B-1 area near the Metra station and potential future Pace bus stops.
- b. Address the parking requirements in commercial and multifamily parcels.
- c. Update the B-1 sign ordinance.
- d. Promote active use spaces in commercial districts.
- e. Revise building height and bulk use standards.
- f. Augment pedestrian and bike friendly standards.

Mateo stated that the village's first zoning code was adopted in 1922, one of the first to be adopted in Illinois. The village's most recent zoning code update came in 2005.

2. To make recommendations for standards for calculating impervious surfaces, which are currently nowhere in the village's code. The recommendations will require an examination of different materials and consideration of whether to prorate calculations based on the ability of water to infiltrate those different materials.

President Ballerine asked if the commission could look at adding a requirement to the zoning code that downspouts must be disconnected from the sewer system.

Trustee Marsh-Ozga asked Mateo to consider improvements to the zoning code that would combat climate change, referencing a recent Metropolitan Mayors Council publication. Mateo stated that the commission would discuss these issues when time permits, but would not add it to the work plan.

- B. Landscape Advisory Commission – Chairperson, Lisa Lambros, to present a preview of the Riverside, Illinois – Design for the Ages Video

Chairperson Lisa Lambros introduced the new video created by Riverside TV and the Landscape Advisory Commission, specifically recognizing former Chairperson Cathy Maloney for her work in getting the video project together. Lambros then shared Riverside TV's short promotional video of the larger project. Maloney thanked staff for helping put the video together, stating that it would be a great resource for new Riverside residents. Lambros added that the commission's work plan should be ready for the Board in February.

VIII. Pending Business

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

None.

IX. *New Business*

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

- A. PZ21-04- 2710 S Harlem Ave. – Special Use and Variations – to consider an application from Applicant 2720 Harlem LLC/Milad Nourahmadi for a Special Use Permit allow a parking lot as a primary use at 2710 S. Harlem Avenue in the B1-C Zoning District. Certain Variations related to buffer yards, landscaping and design are also sought.

Assistant Village Manager Ashley Monroe stated that the village was approached by the petitioner late last year about building a parking lot at 2710 S Harlem Avenue. The request to use the parking lot in the B-1C district required a special use permit to allow it as a principal use, meaning it needed to go before the Planning and Zoning Commission for review. Upon review of the site plan, it was discovered that there would be several variations that would be required in order to accommodate the appropriate parking on this particular lot. Monroe stated that the Planning and Zoning Commission held a meeting on December 20th, where the public hearing on the special use and variations was opened. The public hearing was continued without testimony to January 5, 2022. Not hearing any testimony, testimony was continued to the January 5th meeting. Due to additional noticing requirements, however, additional comments were postponed. Monroe stated that at the December 20th meeting, commissioners reviewed a combined site plan provided by the petitioner. The petitioner also owns the lot to the south of the property, 2720 S Harlem Avenue, which currently includes a shopping center in the same business district. Rather than separating the two parking lots, the petitioner had interest in connecting the two lots or allowing for shared parking between one lot and 2710 S Harlem Avenue, which would provide expanded parking opportunities. After making suggested changes put forth by the commission, the petitioner brought the site plan back to the commission meeting on January 5th, where it was approved by a 6-0 vote, pursuant to the Commission’s final authority over site plan approvals.

Village Planner Francisco Jimenez shared the approved site plan on his screen, pointing out the two variance requests. First, the petitioner seeks a two-way drive aisle on the 2710 S Harlem Avenue lot, which lies between the 2704 and 2720 properties. Ordinance dictates that the aisle must be 24 feet in width; however, the plan states it would be 23 feet in width. Second, ordinance dictates there must be 10 feet in width of buffering on a parking lot; the current plan states that the landscaping that fronts Harlem Avenue will be 8 feet 10 inches in width. Jimenez noted that there is an existing curb cut there blocked off by some trash cans and that the plan also indicates that would be an exit to better direct traffic in the parking lot. The plan also indicates that the current entrance from Longcommon Road would be closed off due to the addition of two parking spaces in the southeast corner of the lot.

Petitioner Milad Nourahmadi stated that the plan before the Board was the result of multiple revisions, with the goal of maximizing the number of available parking spaces. Some of the revisions included the addition of green space and bike racks, both items that required Nourahmadi to forego additional parking spaces.

President Ballerine then opened up questions from the Board. Trustee Hannon asked if there will be alley access on the west side of the parking lot at the 2710 S Harlem Avenue property. Ballerine clarified that the site plan includes a 6-foot tall cedar decorative fence on the west side of the lot. Nourahmadi added there would be no direct access between the 2704 S Harlem property and the 2710 S Harlem Avenue property; however, accessing either property would be easily walkable.

Trustee Evans asked why the parking lots between the 2720 S Harlem Avenue and 2704 S Harlem Avenue properties were separated. President Ballerine responded, stating that the parking lots are separated due to there being two different property owners. Nourahmadi stated that he would lose parking opportunities on both lots if they were connected. Trustee Gallegos added that potential customers could park at the 2710 S Harlem and walk over; there is no barrier preventing access to the 2720 S Harlem lot. Trustee Claucherty clarified that Nourahmadi would maintain ownership of two of the properties, not the third, stating that it is within the property owner's purview to lease out the parking spaces to the adjacent property owner. Claucherty also stated that she believes it is not within the purview of the Board to weigh in on this element of the site plan; rather, the Board is to weigh in on the special use and variation requests.

Trustee Pollock asked what the required number of parking spaces is for the 2720 S Harlem Avenue property according to the village's zoning code. Assistant Village Manager Monroe stated that the village zoning code does not require a minimum number of parking spaces at this location. Planner Jimenez confirmed Monroe's statement, adding that the 2720 S Harlem Avenue property does not meet the threshold of requiring a minimum number of spaces.

Trustee Pollock stated his concern regarding circulation within the 2720 S Harlem Avenue property according to the current site plan. Pollock suggested some conditions he would like to see the property owner address before the Board approves the special use and variations. First, Pollock suggested facilitating cross-access between the 2704 and 2720 S Harlem Avenue properties by removing the fence behind the building and pushing the first row of parking to the east a bit, making the alley 22-24 feet. Pollock added that this would be a safer option, preventing potential customers from having to pull back onto Harlem Avenue to find parking. Pollock also stated his concern with the curb cuts at the 2710 and 2720 S Harlem Avenue properties. Pollock concurred with the site plan's designation of one curb cut as exit only, but stated that if it is not redesigned, people will enter there anyway.

Trustee Pollock then stated some details that he would like to see incorporated as conditions to the approval of the special use and variations. First, Pollock stated that he would like to see a barrier curb installed along the north and east property lines between landscaping and the parking lot. The current plan proposes wheel stops, which tend to get damaged by snow plows, are hard to maintain, and are not attractive. Second, Pollock stated he would like to see the bike rack area protected by curbing in the southeast corner of the property. Pollock also mentioned that the village should participate in installing a more decorative surface area there, like permeable pavers. President Ballerine asked Pollock if the proposed bike rack would be the same as the ones used in the Commercial Business District and if the village would reimburse Nourahmadi for the price difference of installing permeable pavers instead of cement there. Pollock confirmed, stating it would be a public benefit. Ballerine stated that if the village adopted Pollock's conditions, particularly those affecting the public right-of-way, there would have to be collaboration with the Illinois Department of Transportation (IDOT). Pollock recognized this, stating that the Metropolitan Water Reclamation District (MWRD) may have to be involved as well.

President Ballerine addressed Pollock's first suggestion of removing the fence to provide for cross-access. Nourahmadi stated he would be open to removing that fence. Chairperson Mateo recalled that the village engineers looked at this issue previously and advised against removing the fence for access to the alley for safety reasons. Assistant Village Manager Monroe confirmed, citing increased traffic flow in the lot and a buffer yard requirement in the B-1 District, deferring to Attorney Marrs for clarification. Attorney Marrs stated that the public hearing notice was written broadly to allow for potential additional variations, meaning that the Board could elect to remove the fence and provide access to the alley. Trustee Claucherty asked that if residents abutting the property would be without a barrier if the fence was removed. Ballerine and Nourahmadi stated that the residents have their own fences; the fence that would be removed is separate.

Trustee Hannon stated his concern that opening up the alley might make it an alternative thoroughfare, believing the original intent was to keep most of the traffic on Harlem Avenue. Village Manager Frances stated that there have been preliminary plans to provide for a bump-out and open up the alley. The proposed bump-out would allow those living on the alley to exit onto Harlem, but prevent those exiting Harlem Avenue to access Berkeley Road. Frances stated that there are no final designs yet, mentioning that a resident has a driveway on the south side of the alley that may be affected from a bump-out. Hannon asked if the plan is to take traffic pressure off the alley, stating that the current site plan calls for the fence to remain in place. Frances stated that the main concern is to limit any entry onto Berkeley Road, also mentioning that the engineer suggested a one-way alley if implemented, not a two-way. Frances added that if a one-way alley was

implemented, enforcement may be an issue.

Trustee Pollock responded to these comments, providing some options for the Board to discuss. Pollock stated that at the north end of the 2720 S Harlem building, where the alley comes to the north end as well, a sign or physical barrier that does not allow vehicles to go south would be helpful. Pollock stated that the dumpsters could be moved to a separate screened location to open up the alley, requiring Nourahmadi to give up a few parking spaces. Nourahmadi stated that most of the parking spaces on the 2710 S Harlem Avenue property will be utilized by employees of the dispensary, nail salon, and dental practice, suggesting that traffic flow in the alley will not be largely affected. Pollock also suggested that the village should consider paying for private fences for the abutting property owners.

Trustee Hannon made a motion to approve the special use permit and variations without conditions. **Trustee Claucherty seconded** the motion.

Trustee Marsh-Ozga made a motion to amend the motion on the table, proposing that the special use permit and variations be approved with conditions. Marsh-Ozga stated that the approval be conditional upon the site plan addressing circulation and safety issues and potential curb redesign at the entrance and exit onto Harlem Avenue in a satisfactory manner prior to the next Planning and Zoning Commission meeting. Marsh-Ozga stated that these conditions would elevate the overall quality of the parcel, making it functional and attractive. Trustee Hannon asked for a timetable on getting IDOT approval based on Marsh-Ozga's amendment, stating his concern, based on previous experience, that it could delay the proposed plan by 2 years. **Trustee Marsh-Ozga withdrew the proposed amendment.**

Trustee Pollock stated that it is unfair to say that retaining IDOT approval takes 2 years; rather, it can be done concurrent with the architectural, zoning and engineering plan reviews. Village Manager Frances provided background on recent village interaction with IDOT, stating that closing Parkview Avenue has taken over two years without approval.

Trustee Pollock made a motion to amend the motion on the table, proposing the six following conditions:

1. Properly designed curb cuts be installed on Harlem Avenue and be modified so that one is ingress and one is egress. The village would handle this portion of the permit as a public improvement.
2. A barrier curb be provided between landscaping and parking adjacent to the east lot line; the parking spaces shall not include wheel stops.
3. A minimum landscaping strip of 3 feet shall be provided adjacent to the east lot line and the 2 parking spaces at the southeast lot line; a barrier curb shall be provided at the perimeter of the landscaping and pavement. The bike rack area

shall be separated from the parking lot by curbing, constructed with permeable pavers or similar material. The village shall participate in any extra costs associated with the installation of permeable pavers.

4. A barrier curb be provided along the north lot line, 1-2 feet from the lot line.
5. Access to the alley from the parking spaces on the north side of the building shall be maintained; an addition of 4 feet to the alley shall be provided adjacent to the parking row so that the width of the alley is 20 feet.
6. The revised site plan shall be submitted to staff for final approval and shall be prepared by a civil engineer based on the current survey.

Trustee Gallegos suggested that Pollock's proposed amendments be evaluated separately by the Board. Attorney Marrs noted that it was up to Trustee Pollock as the individual proposing the amendment to break the proposed amendments into separate motions if that is what he desired. Trustee Hannon asked for clarification from staff surrounding the available budget for Pollock's amendments that would require village funds. President Ballerine stated that the only amendments requiring village funding would be the permeable pavers and curb cuts. **Trustee Evans seconded Trustee Pollock's motion to amend the motion the motion on the table**, including Pollock's six conditions.

AYES: Pollock, Marsh-Ozga and Evans.

NAYS: Gallegos, Claucherty, Hannon and Ballerine.

Motion failed.

The roll was then called upon **Trustee Hannon's primary motion** and **second from Trustee Claucherty**.

AYES: Gallegos, Claucherty, Hannon and Ballerine.

NAYS: Pollock, Marsh-Ozga and Evans.

Motion passed.

X. Trustee Reports and Communications

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

Trustee Marsh-Ozga shared that the Olmsted Society's annual meeting will occur at 7:00 p.m. on January 21, 2022, in Township Hall. Immediately following the meeting Dr. Spencer Cortwright, professor of microbiology at Indiana University Northwest, will present, *The Gem of Chicago Wilderness: Ecology and Restoration of the Greatest Ecological Area in the U.S.*

XI. Adjournment

President Ballerine stated that the Board had no need for Executive Session and asked for a motion to adjourn.

Trustee Gallegos made a motion to adjourn. **Trustee Evans seconded** the motion.

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

NAYS: None.

President Ballerine declared the meeting adjourned at 8:24 p.m.

Respectfully submitted:

Village Clerk Sowl

Date Approved

XII. Executive Session
None.