



**VILLAGE OF RIVERSIDE  
BOARD OF TRUSTEES REGULAR MEETING**

**Minutes**

**I. Call to Order:** The Regular Meeting of the Village of Riverside Board of Trustees was held in Room 4 of the Township Hall, 27 Riverside Road, Riverside, IL, on Thursday, January 16, 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 Evans Trustee Pollock
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Absent: Trustee Hannon

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

**III. Pledge of Allegiance**

**IV. Presentations / Public Comment**

A. Public Comment

Resident Tom Jacobs of Scottswood Road addressed the board regarding gravel driveways. He recommended that the Board approve an ordinance amending the zoning code to allow gravel driveways. He supports allowing gravel driveways for environmental considerations. He noted that gravel is attractive and can be maintained. Gravel can be set in a plastic holder to make it permeable. He would like to see Riverside take the lead on sustainability and environmental issues.

**V. Reports of Village Officers**

A. Village President's Report

1. Motion to appoint Amy Jacksic to the Economic Development Commission to fill a vacancy, term to expire May 2020

President Sells noted that Ms. Jacksic has been a tireless volunteer in the community for many years and he is happy to be appointing her to the Economic Development Commission.

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

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

**NAYS:** None.

**Motion passed.**

2. Motion to authorize the creation of a 2020 Census Complete Count Ad Hoc Committee and the hosting of an initial informational/organizational meeting

President Sells stated that this effort arises out of the Village's desire to make sure that everyone in Riverside is counted in the 2020 Census. He noted that for every person not counted, Riverside will lose approximately \$1,400 annually in federal funding for the term of the Census.

Trustee **Gallegos made a motion** to authorize creation of the Ad Hoc Committee and hosting the initial meeting. Trustee **Peters seconded** the motion.

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

**NAYS:** None.

**Motion passed.**

#### B. Village Manager's Report

Manager Frances took a moment to introduce Will Bouman, the village's new Community Development Analyst. Mr. Bouman is a graduate of Knox College and is currently working on Master's degree in Urban Planning and Public Policy at the University of Illinois at Chicago. He has previously interned at the American Planning Association and the Illinois Sustainable Technology Center.

Manager Frances also noted that per the December 2019 financials, staff is estimating that the Village will end the year with a modest surplus.

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

President Sells read the Consent Agenda aloud.

- A. Ratify Voucher List of Bills December 19, 2019 and January 2, 2020
- B. Approve Voucher List of Bills January 16, 2020
- C. Approve Village Board of Trustees Regular Meeting Minutes December 5, 2019
- D. Review and File Economic Development Commission Meeting Minutes September 12, 2019
- E. Review and File Planning and Zoning Commission Meeting Minutes November 25, 2019
- F. Review and File Community Development, Finance, Fire and Police Department November 2019 Monthly Reports
- G. Review and File Community Development, Finance, Fire and Police Department December 2019 Monthly Reports
- H. A Motion approving revisions to the Park Banner Policy
- I. A Motion approving a revised Project Program Information form for the Train Station Roof Replacement Project
- J. A Motion to authorize termination of an Automated Traffic Law Enforcement Agreement with Safespeed, LLC
- K. A Resolution appointing Certain Chief Executives, Administrators/Managers, and members of the Village Board/City Counsel to the position of Director and Alternate Director of the West Cook County Solid Waste Agency
- L. A Resolution authorizing the Village Manager to execute a contract with D. Ryan Tree and Landscape Service, LLC, in the amount not to exceed \$40,000 for 2020 Cyclic Tree Trimming services

- M. A Resolution authorizing the Village Manager to execute a contract with D. Ryan Tree and Landscape Service, LLC, in the amount not to exceed \$40,000 for 2020 Tree and Stump Removal and Emergency Storm Damage Response
- N. An Ordinance to provide for Nonparticipation of the Village of Riverside in certain assessment relief provided by the Property Tax Code, for historic buildings and for certain residence structures located with the Riverside Landscape Architectural District
- O. A Resolution of the Village of Riverside, Illinois, waiving competitive bidding and authorizing the Village Manager to issue a purchase order to Fox Valley Fire and Safety for replacement of Keltron Server and upgrade to fire alarm monitoring system in an amount not to exceed \$36,500
- P. A Resolution waiving competitive bidding and authorizing the Village Manager to enter into various purchase orders

President Sells 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. Trustee **Jisa seconded** the motion.

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

**NAYS:** None.

**Motion passed.**

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

- A. Informational update on Garages & Driveways Ad Hoc Committee review of staff Zoning Ordinance modification recommendations

Public Works Director Bailey reminded everyone that the Garages & Driveways Committee was formed in 2019 as a result of concerns arising out of changes being recommended to the zoning ordinance by the Planning and Zoning Commission relative to driveways and garages. Specifically, some Board members were concerned that the proposed amendments would create non-conformities; that the recommendations were too restrictive and that they were not practical in application when large vehicles were concerned. There was a desire on the part of the Board that any proposed changes encourage reuse rather than teardowns and that any changes to driveway apron specifications be compatible with the village's curvilinear streets.

The Garages & Driveways Committee has met twice and discussed many of the proposed amendments such as the definition of driveway aprons, changing the design of driveway aprons from flares to radii, setback and encroachment regulations, issues associated with shared or abutting driveways, the width of curb cuts, front façade measurements and the creation of non-conformities.

The committee still needs to discuss two topics: driveway width and bonuses or incentives associates with certain garage designs. The committee will meet for a third time in the near future to discuss the outstanding items.

Trustee Jisa asked Director Bailey to remind everyone who is serving on the Garages & Driveways Committee. Bailey noted that the committee is comprised of: Sander Kaplan, Charles Pipal, Abby & Greg Randall, Michael Foley and Scott Lumsden.

- B. Report regarding staff review of lighting regulations in comparison to neighboring communities

Community Development Director Abt stated that in October 2019, a resident addressed the

Board with a concern regarding illumination standards. He noted that the existing Zoning Code does not reference modern LED lights. The resident requested that the Planning and Zoning Commission consider discussing the impact of LED lighting in residential neighborhoods. Director Abt reported that a review of neighboring and comparable communities revealed that none of those communities specifically address LED lighting in their regulations. Ten of the thirteen communities surveyed have maximum illumination standards that apply to residential neighborhoods. Four communities have shielding requirements. Some communities have specific requirements for “cut-offs”, the part of a light fixture that limits the degree to which light can radiate from the bulb. Riverside’s regulations do not differ significantly from those of other communities; however, there are some steps the village could take to mitigate nuisance situations in residential neighborhoods and Staff can incorporate this issue into the zoning code update that will be undertaken later this year if the Board provides that direction.

Trustee Peters indicated that she would be willing to explore the matter further, but she does not see any great urgency.

Trustees Gallegos and Jisa stated that they saw no need to review the regulations at this time.

Trustee Evans stated that she supports reviewing the regulations. She noted that lights are much more powerful and much brighter than they used to be and as more people install new lighting, there may be situations that could benefit from illuminations guidelines.

Trustee Pollock concurred with Trustee Evans and noted that lighting technology has changed and the matter bears review. Trustees Gallegos and Jisa expressed no objection to further review.

**Consensus:** Incorporate review of LED lighting standards into upcoming zoning code update.

Director Abt thanked the Board for their direction.

### ***VIII. Ordinances and Resolutions – ITEMS TAKEN OUT OF ORDER AS NOTED***

- C. An Ordinance approving an expansion of an existing Special use to allow for a Classroom Addition to the existing school (Blythe Park Elementary) at 735 Leesley Road, Riverside – Riverside School District 96

President Sells read the proposed Ordinance aloud and noted that Trustee Hannon, who was absent from the meeting, had expressed a desire to participate in the discussion of this ordinance. Accordingly, President Sells asked that the matter be tabled to a date certain of February 6 to allow Trustee Hannon to participate in the discussion.

Trustee **Gallegos made a motion** to table to a date certain of February 6, 2020. Trustee **Peters seconded** the motion.

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

**NAYS:** None.

**Motion passed.**

- A. An Ordinance amending various sections of the Village of Riverside Zoning Ordinance relative to gravel driveways

Community Development Director Abt noted that during the September 2019 Public Hearing for a variation for a shared gravel driveway at 124 & 128 Barrypoint Road, the Planning and Zoning Commission noted that certain code provisions of the zoning code were ambiguous and recommended to the Village Board that the code be clarified to specify that residents are permitted to maintain existing gravel driveways going forward. When the variation request was referred to the Board, the Board opted to table discussion to allow the Village Attorney to draft a text amendment to clarify gravel driveway regulations. Since that time, a text amendment has been drafted and discussed by the Planning and Zoning Commission. On December 16, 2019, the PZC held a Public Hearing on the proposed text amendments and several residents with existing gravel driveways spoke at the Public Hearing. The proposed amendments originally sent to the Planning and Zoning Commission included the following changes:

- Removed the standards for maintaining existing gravel driveways
- Explicitly stated that existing gravel driveways are a non-conforming driveway
- Clearly stated that the only exception is decorative pea gravel driveways for homes that are designated historic landmarks and approved by the Village Board
- Stated that residential gravel driveways, other than those authorized by 10-7-3(E)7(a)(6) (*decorative pea gravel only for homes that are designated historic landmarks and approved by the Village Board*), must be replaced with a permitted driveway material by January 31, 2023

During the Public Hearing, residents expressed concerns regarding the cost of replacing a driveway, environmental sensitivity, stormwater management and the short timeline for bringing existing gravel driveways into conformance. The PZC voted 5-0 to recommend approval of the proposed text amendments with the following changes:

- Allow existing gravel driveways to remain until a property is sold;
- Require existing gravel driveways to be replaced with an approved driveway material within one year of the sale of a property;
- Require existing gravel driveways to be maintained to the existing maintenance standards and
- Revise the current maintenance standards to only require edging for decorative pea gravel driveways.

Director Abt noted that the Preservation Commission reviewed the proposed text amendments at their January 14, 2020, meeting and found that they would not have a negative impact on the Village's National Historic Landmark Designation.

Director Abt also noted that the Village Engineer prepared a memo regarding the permeability of gravel driveways. Per the Village Engineer, standard gravel is not considered a permeable surface because it is meant to compact over time to provide a solid surface for parking and driving on. Standard gravel becomes compressed over time and sheds water just as concrete and asphalt do. The Village engineer noted that a pea gravel driveway is considered permeable because the stone does not compact.

Staff surveyed Brookfield, LaGrange, LaGrange Park and Western Springs to gather information on gravel driveways in those communities. Those communities do not permit standard gravel driveways. They are considered non-conforming; however, Hinsdale and

LaGrange permit decorative stone (i.e. pea gravel) driveways. Director Abt noted that these communities do not address amortization.

President Sells asked for a motion and second to approve the Ordinance. Trustee **Peters made a motion** to approve the ordinance. Trustee **Pollock seconded** the motion.

Resident Tom Holecek of Des Plaines Avenue stated that he owns a property which is on the non-compliant list and he intends to comply within the year. He does not believe the Village has a comprehensive list of gravel driveways. He stated that he and his wife are aware of several gravel driveways that are not on the village's list. He expressed concern that the proposed ordinance may impact more residents than the village is anticipating. He recommended that Staff double check to make sure the list is complete.

Holecek then asked if the village owns any properties with gravel driveways and expressed concern that the Public Works Facility may have a gravel driveway. He also thanked the Planning and Zoning Commission for listening to residents' concerns, taking them into consideration and making changes to the proposed ordinance.

Resident Mary Schlessor of Barrypoint Road stated that she read the amended text which she received in the mail and it is very well done. She is grateful that she will now be able to maintain her existing gravel driveway until she sells the property. She inquired about the timeline for replacing the driveway and Director Abt stated that when the property is sold, the new owner will need to bring the driveway into compliance within one year of the acquisition.

Trustee Peters inquired as to why the proposed ordinance only allows pea gravel driveways to be used for properties with a local landmark designation. She questioned why it would not be appropriate for non-historic homes. She noted that since it is considered permeable, other property owners may want to use it.

Trustee Jisa agreed with Trustee Peters. He thinks pea gravel is beautiful and perhaps others should be allowed to use it. Trustee Gallegos concurred.

President Sells asked Attorney Marrs to comment on Mr. Holecek's assertion that the list of properties with gravel driveways may not be comprehensive and complete. He asked if that might create a "notice" issue for the village. Attorney Marrs stated that it did not necessarily create a notice issue because the timeline to come into compliance is being extended, not lessened. However, Attorney Marrs advised that it would be a good idea for village staff to make sure no properties with gravel driveways have been left off the list. To that end, the Board could delay a vote on the ordinance until staff has had time to make sure the list is comprehensive and complete.

President Sells then asked Attorney Marrs if the Board could amend the ordinance to allow pea gravel or other pervious materials as permitted driveway paving materials if the trustees were inclined to do so. Marrs indicated that this would be possible.

Trustee Pollock stated that he would like to hear what the PZC has to say about permitting decorative pea gravel driveways throughout the village. He attended the PZC meeting where the proposed ordinance was discussed and noted that the commission did not address this topic because they were not directed to do so by the Board. He would like input from the Village Engineer and the Planning and Zoning Commission.

Attorney Marrs stated that the Board could remand the matter to the PZC for comment on the proposal to allow pea gravel as a permitted material for all driveways. This would allow time for staff to make sure list of gravel driveways is complete.

President Sells expressed concern about connecting the replacement of a standard crushed gravel driveway with sale of a property. He asked if perhaps the ordinance should state that the driveway must be replaced within three years or within one year of the sale of the house, whichever comes first.

Trustee Pollock stated that he sees two separate issues that need to be addressed:

- 1) Does the Board believe it is in the best interest of the community to amortize standard crushed gravel driveways? And
- 2) Should decorative pea gravel be a permitted paving material for all properties?

He asked if crushed gravel was appropriate for an urban environment. He would like staff to research the benefits and drawbacks of crushed gravel as a paving material.

President Sells recommended that the Board remand the matter to the Planning and Zoning Commission for further consideration of the two issues noted by Trustee Pollock at the February 26 PZC meeting.

President Sells also asked that the ordinance be amended to express a preference for pervious paving materials. Attorney Marrs stated that this could be accomplished.

Trustee Jisa asked about tumbled river rocks or whether there were other permeable materials that should be considered for inclusion in the proposed ordinance.

Resident Paul MacNerland of Groveland Avenue stated that he just spent \$5,000 to improve his crushed gravel driveway. He thanked everyone for their thoughtful work on the proposed amendments. He expressed concern regarding the financial impact having to pave a 100 foot driveway would have on older, longtime residents on fixed incomes. He feels it would create a devastating hardship for some residents. He received a quote to redo his driveway in permeable pavers and it was approximately \$26,000. He is concerned that many seniors would not be able to afford such an expense.

Trustee **Gallegos made a motion** to remand the matter to the PZC. Trustee **Peters seconded** the motion.

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

**NAYS:** None.

**Motion passed.**

- B. An Ordinance approving variations to allow an existing shared gravel driveway to be maintained and remain at 124 and 128 Barrypoint Road – Jindal & Schlessner

President Sells stated that since the proposed text amendment has been remanded to the PZC, it seems appropriate that this item also be tabled. He recommended that the matter be tabled to the second meeting in March.

Trustee **Gallegos made a motion** to table to a date certain of March 19. Trustee **Jisa seconded** the motion.

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

**NAYS:** None.  
**Motion passed.**

President Sells thanked the homeowners for their patience.

**IX. Considerations** – None.

**X. New Business** – None.

**XI. Adjournment**

With no Considerations and No Business to Discuss, President Sells called for a motion and second to adjourn the Regular Meeting.

Trustee **Gallegos made a motion** to adjourn. Trustee **Jisa seconded.**

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

**NAYS:** None.

**Motion passed.**

President Sells declared the meeting adjourned at 8:10 p.m.

Respectfully submitted:

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Village Clerk Haley

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Date Approved

**XII. Executive Session** – None.