

Village of Berkeley

Good Neighbor Guide

For Newcomers and Natives

Disclaimer:

This document is for informational purposes only and should not be relied upon as the definitive authority of Village ordinances. The Village of Berkeley requests that residents not use this document as a tool to “enforce” possible violations witnessed. Contact Village Hall at 708-449-8840 to implement corrective action or the appropriate department for more information.

Welcome!

Now that you have made Berkeley your home, we hope you do not think of yourself as just a resident. You are a member of the neighborhood and we are excited to have you! And we want you to be excited about it, too. So, to help you spend more time enjoying your home, let us share with you a few things you need to know about living in a house or apartment in Berkeley. This guide will provide some basic pointers for you to remember while working, living or playing in Berkeley.

Berkeley is a community of friendly people who demonstrate consideration of and respect for diversity across racial, ethnic, age, religious, and socio-economic lines

While we all have different expectations of our neighbors, we do tend to agree on certain basic standards which allow residents to enjoy their homes and property, preserve peace and quiet in our neighborhoods, help maintain property values, and prevent disputes among neighbors. The Village of Berkeley, through our elected officials, have enacted these standards into law. Some of these “good neighbor ordinances” are described in this guide.

Remember, when you follow these simple rules, you are not only obeying the law—you are being a good neighbor!

It is the Village’s intention that this guide will promote the highest quality of life for all residents in the community by encouraging and empowering neighbors to support and respect each other.



Table of Contents:

Mayor’s Welcome Letter	2
About Berkeley	3
Fire Chief’s Letter	4
Police Chief’s Letter	5
Village Services	6
Special Organizations	7
Village ordinances	7
Required Permits and Licenses	8
Important Numbers	9



President Robert E. Lee, Jr.

President Lee's Welcome Letter

Welcome to Berkeley!

On behalf of the Village Board, and all its citizens, we are pleased you have chosen our community in which to live.

Please read this packet over carefully. It explains how Berkeley's government works, as well as rules and regulations that every homeowner should know. The rules and regulations cover areas such as sprinkling, building permits, garbage pickups, and overnight parking. These ordinances help us to be good neighbors, while protecting individual rights and property values.

The Village Board promotes open communication with all its residents. The Village mails out the "Berkeley Matters" newsletter quarterly to all households. The Village Board meets on the first and third Tuesdays of every month at 6:30 p.m. in the Bicentennial Room and invites everyone to attend.

Our goal is to provide the best level of services available to the citizens of Berkeley. Please visit our website (www.berkeley.il.us) often, and if you have any questions or if we can serve you in any way, do not hesitate to utilize the "contact us" form that is located on the website. Additional information regarding the Village of Berkeley, including the Village Board agendas, minutes, and various services is also listed in great detail on our website.

I invite you to become an active part of our community. Begin by discovering all that our Village has to offer. We have a resourceful library, a wonderful park district with numerous activities, and a variety of stores throughout town. Remember that shopping in Berkeley keeps our sales tax dollars here, which helps defray the cost of providing public services, for all our benefit.

Please read this informational guide over carefully. It explains how Berkeley's government works, as well as its rules and regulations. The guide covers items such as parking regulations, garbage pickup, and procedures for making improvements to your home. These ordinances help us to be good neighbors, while protecting individual rights and property values. Our community is made up of all of us working together.

Again, we welcome you as a new member of our Village.

Sincerely,

VILLAGE OF BERKELEY

Robert E. Lee, Jr.

Village President

"The Village Board
promotes open
communication with all
its residents."

About Berkeley

Berkeley was incorporated on May 20, 1924 and has grown increasingly over the years. As of the 2010 census, Berkeley had a population of 5,209.

Municipal services are provided at the Village Hall, 5819 Electric Avenue, including Administration, Police and Fire Departments. Public Works are located at a separate facility that opened in 2009 at 1201 S. Wolf Rd. The Village is located in Proviso Township and Cook County.

The Village of Berkeley has a Village President - Trustee form of government. The Village Board is composed of eight elected officials -Village President, 6 Trustees, and a Village Clerk. Each is elected to a four year term; so that there is an election every two years. Village Board meetings are held on the 1st and 3rd Tuesdays of each month at 6:30 p.m. All Board Meetings are held in the Village Hall Bicentennial Room which is located at 5819 Electric Avenue.



There are many opportunities to become involved with the Village of Berkeley. Residents can serve on a number of appointed and volunteer Boards and Commissions.

- Planning and Zoning Commission
- Police Pension Board
- Neighborhood Watch
- Police and Fire Commission
- Friends of the Library
- Economic Development Commission
- Garden Club

The Village Board welcomes all residents to their meetings and is interested in any opinions, suggestions and questions any resident may have.

The Village of Berkeley has a wide range of shopping activities: 2 banks, grocery store, specialty shops, hair salons, barber shops, Mexican, Italian, Asian and American style restaurants. Berkeley is close to numerous major shopping malls such as Oak Brook Center, Yorktown Mall, North Riverside Mall, Stratford Square and Woodfield Mall, which are all within 30 minutes from the Village.

The Village of Berkeley has a parking lot available for commuters taking the Metra train to Chicago or Elburn. The lot is located north of St. Charles Road off of Taft Avenue. A daily fee of \$1.00 is required and parking is available on a first come first serve basis.

The Village of Berkeley has both public and private schools available to our residents. Enclosed in this packet you will find a listing of schools available to you whether you decide on a public or private school for your child(ren).

The Village of Berkeley has three parks. All residents living east of Wolf Road are in the Memorial Park District (708-547-3900). Residents living west of Wolf Road up to Calvin Avenue are in the Berkeley Park District (708-544-1935) and homes on Calvin and High Street are in the Elmhurst Park District (630-530-0960). All park districts have activities and programs that appeal to old and young alike.

The Berkeley Public Library is located at 1637 Taft Avenue and has a wide selection of books and DVDs. The library has many child and adult programs available to all Berkeley residents. A free library card is available with proof of residency. For further information contact the Library at 708-544-6017.

Fire Chief Traiforos's Letter

Welcome New Berkeley Resident,

The members of the Berkeley Fire Department are proud to welcome you to the Village of Berkeley.

The Fire Department is made up of Part-time and Paid-on-Call Firefighters, Paramedics and Emergency Medical Technicians. The Fire Department is staffed with Firefighter/Paramedics 24 hours a day seven days a week. The Fire department takes great pride in its highly trained and professional staff. The department is equipped and trained to handle many types of emergency situations ranging from the investigation of strange odors to large scale disasters.

The Fire Department serves our community in many ways and will assist you and your family in the event of an emergency. We will respond to Fire Suppression calls and Emergency Medical Care. We provide both Basic Life Support (BLS) and Advance Life Support (ALS). Rather it is Fire Prevention or anything you are not sure of, "we are here when you need us."

The Fire department offers a program called the "File of Life." This file can be placed on your refrigerator in your kitchen and should contain a form for all those who live at that particular address with their medical history. This form is available at Village Hall. Additionally, we provide Cardio Pulmonary Resuscitation (CPR) training, AED, First Aid, and Fire Extinguisher Training for those seeking training.

In our effort to serve the needs of the Berkeley residents, the department responds to calls with two fire engines, one advanced life support ambulance, one fire prevention bureau vehicle, and a Fire Chief's car. We have a reserve engine and reserve ambulance. These vehicles respond to an average of 900 calls a year. These calls range from medical emergencies, fire emergencies, and general service calls. The Village has a Class 4 ISO rating, the rating by which fire insurance premiums are based upon.

The Berkeley Fire Department is a member of the MABAS System. The Mutual Aid Box Alarm System was designed to provide equipment and manpower for large-scale emergencies. NORCOMM is the Dispatch Center responsible for the coordination of these efforts. The Berkeley Fire Department belongs to MABAS Division 20. As part of a group of 17 fire departments who share resources for emergencies, Division 20 has multiple specialty teams that can respond to many different types of emergencies. Some of these emergencies include: the Fire Investigation Unit, the Hazardous Materials Team, the Photo Unit, the Technical Rescue Team, Safety Officers, and the Dive Rescue Team.



We are located at the Village Hall, 5819 Electric Ave. In an emergency please dial 9-1-1. For non-emergencies, please call 708-449-9444.

Sincerely,

David J. Traiforos
Fire Chief
Berkeley Fire Department

Police Chief Smith's Letter



Dear Berkeley Resident,

On Behalf of the men and women of the Berkeley police Department, let me take this opportunity to welcome you to our wonderful village.

The Village of Berkeley Police Department is committed to providing the highest quality police service to those who live and work in the Village of Berkeley. The Department works in collaboration with the community and strives to maintain the utmost level of public safety with the goal of maintaining the quality of life expected within the Village. The Department provides services with a commitment to cultivating the public trust by respecting individual rights and striving to be fair, just and responsive to the needs and feelings of the community.

We are more than just a Police Department; we are servants to the citizens of our community. We are a team of proud, dedicated, professional, and innovative officers providing proactive, community oriented, and active law enforcement operations daily to protect our citizens from the chaos of the criminal element that may lurk within our society. We strive to connect with the citizens of our community by truly listening to their concerns and problems. Our officers strive to provide the best possible service to our citizens and visitors to our community by ensuring effective and professional communication during each contact, and thus providing a positive perception of our department and village.

The Berkeley Police Department has always prided itself as being a service-oriented police department. It is our commitment to you to provide quality service with respect, care and equal treatment for all in the community. We strive to give the best possible service to our community. We welcome and seek an active partnership with the community in carrying out our responsibilities.

I am truly honored to serve the citizens of the village of Berkeley as their Chief of Police. I know the only way I can do my job effectively, is to surround myself with dedicated, professional, and responsible officers who subscribe to a community oriented philosophy. Each and every day I will lead our police department in a professional, responsible, and progressive direction.

If you ever have any questions feel free to contact us. Our department is located inside the village hall at 5819 Electric Avenue, in an emergency please dial 911, for non-emergencies please dial 708-449-8224.

Sincerely,

Phil Smith
Chief of Police
Village of Berkeley

Village Services

Blackboard Connect

The Blackboard Connect service is an integral part of our communication process with our residents. It allows us to call you with important information about emergency situations or reminders of upcoming events. Included in your new resident folder is a sign-up sheet. You may list up to three (3) phone numbers and two (2) email addresses.

Brush Collection

The Village picks up branches and tree trimming according to a schedule established by our Public Works Department. They will remove brush trimmings from your parkway from April through November. Specific guidelines and dates are published in the [Berkeley Matters](#) during the appropriate season.

Grass and yard waste will be removed by our garbage collector from April through November. Clippings must be put into biodegradable paper bags (no plastic) or your own 30 gallon garbage container with no liner. If possible, please mark "YW" on the cans you place yard waste in.

Cable Vision

Comcast has the franchise for the Village of Berkeley cable television system. Their sales department telephone number is 1-866-594-1234.

Garbage/Recycling Collection

The Village of Berkeley has one of the finest residential refuse (garbage) services in the area. Residential garbage and recycling is picked up weekly (recycling is bi-weekly) and the resident is billed by the Village on the monthly water bill. Garbage and recycling are to be placed in the containers provided by the scavenger service. No trash containers should be placed in any parkway prior to 6:00 p.m. the day before the scheduled pick up. Empty cans should be removed from the parkway within a reasonable time after pickup. The garbage contractor will pick up one large item such as a couch, chair, or dresser per week for no additional charge. No building materials such as gutters, bricks, storm windows or roofing materials will be removed nor will automobile parts such as engines, tires or motor oil. The garbage contractor will not pick up "White Goods" such as appliances or air conditioners in the weekly collection. Arrangements for a special pickup should be made by calling Roy Strom at 708-344-5000. There will be a nominal fee charged by the garbage contractor directly to the resident. Residents may purchase a sticker for \$1.00 to be used for an extra can of residential trash or for additional bulk (large) items. As of January 1, 2012, electronics may not be put in the trash. Please visit www.earth911.org for a list of electronic recyclers.

Parkway Tree Replacement Program

The Village will maintain all parkway trees (trimming, cutting, replacing) at no cost to the resident. This is for parkway trees only. Residents are responsible for maintenance of all trees on private property.

Sidewalk Replacement

The Village will replace public sidewalks on an "as needed" basis annually at no cost to the resident. Residents are encouraged to call the Village Hall if the public sidewalk in front of your property is in need of repair/replacement. The Public Works Superintendent will assess the damage and make any necessary recommendations and/or repairs.

Snow Removal

Village streets typically are plowed after 2 or more inches of snowfall. Residents are asked to clear the snow from the fire hydrants if one is on your property and to refrain from "on street parking."

Village Hall

The Village Hall accepts payments for vehicle stickers, animal licenses, and water bills.

You can register to vote at the Village Hall. Two forms of identification are required with your Berkeley address on them. One must be photo identification such as a driver's license. Individuals need to be 18 years of age prior to the date of the election. Individuals born outside of the United States will need to provide the location and date of their naturalization. Notary services are also available to all Berkeley residents at the Village Hall.

Water

Pumps that service the Village of Berkeley and neighboring Village of Hillside supply Lake Michigan water to the area via Chicago.

Bills are sent out on a monthly basis and include water, sewer and garbage billing. All water bills can either be paid at the Village Hall, at the drop box in the parking lot directly across from the Village Hall or sent in the mail. Online bill payment is available by visiting <https://berkeleyil.merchanttransact.com>

Special Organizations

American Legion Post #1016 invites all local Armed Forces Veterans to join their post. For additional information about joining, please call Bob Novak at 708-544-7477 or visit their web site at www.berkeley.il.us/americanlegionhome.html.

American Legion Post #1016 Auxiliary invites any current female member of the American Legion or a spouse of any deceased veteran to join their post. For additional information, please contact Auxiliary President, Judy Morrison at 708-544-0888.

The Berkeley Business Association is made up of local Berkeley businesses. The association plays an active role in the community. If you are a local business and are interested in joining, please call Hanne Alajoki at the Republic Bank, 708-544-5500.

Berkeley Neighborhood Watch helps residents to become more aware of the steps they can take to make their homes more secure against crime. Meetings are at 7:00 p.m. on the last Wednesday of every month at the Village Hall. If you are interested in participating in Berkeley Neighborhood Watch, please contact Officer Blake Garcia at 708-449-8224 or by email at berkeley615@yahoo.com.

Berkeley Senior Social Club is for Berkeley seniors 60 years and older. The group meets every Thursday at the Village Hall (second floor) from 10:30 a.m. to 3:30 p.m. (location subject to change). Refreshments are served for a minimal cost. An elevator is available for those needing assistance to the second floor. The group sponsors parties, social outings, and tours. If you are interested in joining the Berkeley Senior Social Club, please contact 630-858-0625. This club accepts members that are not Berkeley residents.

Village Ordinances

Curfew

Young people less than 17 years of age must be home by 10:00 p.m. Sunday through Thursday nights and by 11:00 p.m. on Friday and Saturday nights. The Berkeley Police Department strictly enforces the curfew law.

Parking

Overnight parking on public streets between the hours of 1:00 a.m. and 6:00 a.m. is prohibited. The overnight parking ban is strictly enforced. Emergency situations which require a vehicle to be parked on a public street during these hours should be reported to the Police Department (708-449-8716) to obtain permission. Residents are allowed to park on the street four (4) times per month by calling in.

Parkway

The Village owns the parkways, which in residential areas is the land between the curb and the sidewalk. Residents benefit from the green area and are expected to mow the lawns and maintain the parkways in front of their homes. Having a neatly trimmed lawn is important to the appearance of your neighborhood.

Sprinkling

During the months of May through September, The Village **may** restrict outdoor water use. When a ban is in effect, even-numbered addresses may sprinkle on even-numbered days, odd-numbered addresses on odd-numbered days (i.e. 1202 Taft would water on July 2nd, 4th, 6th...).

Refuse and Recycling

Refuse and recycling cans are allowed to be put out at 6:00 p.m. the night prior to the refuse and recycling collection date. All cans must be removed from the parkway or driveway by 8:00 a.m. the morning after the scheduled pickup date. Cans are not allowed in the streets. A ticket may be issued for non-compliance.

Required Permits and Licenses

Animal Licenses

All cats and dogs must have a valid animal license. The license application, obtainable at the Village Hall, must be accompanied by proof of annual rabies vaccination which you receive from your veterinarian. Village Ordinance states that it is unlawful for an owner to permit any dog/cat to go onto any property other than the animal owners. All animals must be leashed when not in their yards. Owners who allow their pets to run at large or to become a public nuisance will be issued a citation and fines. Animals must have their current Village tag displayed by April 15th. Village tags go on sale annually from March 1st through April 15th for a fee of \$3.00. Fees increase after April 15th to \$5.00.

Block Parties

Block parties are a great way to meet your neighbors. The Village encourages residents to participate in block parties and will assist residents with barricades to block off the street on the day of the event.

Building Permits

Before beginning any new construction project or making any additions/changes to any existing building, residents may be required to apply for a permit. For more specific information about your project, please call the Building Department at 708-449-8840 or request a copy of *Your Guide to Home Improvement in Berkeley*. Any work that begins without proper permits will be instructed to cease until proper permits have been obtained through the building department.

Garage Sales

A Permit is required to have a garage sale. The cost of the permit is \$2.00. Applications are available at the Village Hall. The Village will supply three signs and sticks for your garage sale. These are the only signs that will be permitted. A \$20.00 deposit will be required at the time you apply for the garage sale permit. The deposit will be refunded after the sticks are returned to the Village. Village signs may be posted 24 hours prior to the sale. Garage sales are limited to three per year and cannot exceed three consecutive calendar days in a thirty-day period.

Vehicle Stickers

Current vehicle stickers must be displayed. New residents must apply within thirty days after moving into the Village. Stickers are \$10.00 for cars and truck stickers range in price from \$18.00 to \$36.00 depending on the gross weight of the truck. Residents will need to bring their current vehicle registration in, reflecting their Berkeley address. Vehicle stickers go on sale annually from March 1st through April 15th. Vehicle sticker fees double on April 16th. Senior citizens age 62 and older are entitled to one free sticker per household with proof of age. Senior stickers purchased after April 15th are \$10.00 each.

Important Numbers

AREA PUBLIC SCHOOLS

School District #87
Sunnyside Elementary School (K-4)
5412 St. Charles Road
Berkeley, IL 60163
708-547-3070

School District #87
MacArthur Junior High School (5-8)
1310 Wolf Road
Berkeley, IL 60163
708-547-3050

School District #93
Hillside School
4804 Harrison Street
Hillside, IL 60162
708-449-6491
(Only applies to a small section of town.)

School District #209
Proviso West High School (9-12)
4701 Harrison Street
Hillside, IL 60162
708-449-6400

AREA PRIVATE SCHOOLS

Walther Lutheran High School
900 Chicago Avenue
Melrose Park, IL 60160
708-344-0404

Immanuel Lutheran Grammar School
2329 S. Wolf Road
Hillside, IL 60162
708-562-5580

Visitation Grammar School
851 S. York
Elmhurst, IL 60126
630-834-4931

Timothy Christian Schools
188 W. Butterfield Road
Elmhurst, IL 60126
630-833-4616

Immaculate Conception Grammar School
132 Arthur
Elmhurst, IL 60126
630-530-3490

Immaculate Conception High School
217 Cottage Hill
Elmhurst, IL 60126
630-530-3460

St. Joseph High School
10900 Cermak Road
Westchester, IL 60154
708-562-3115

Important Numbers

AREA CHURCHES

Berkeley Hillside Presbyterian
Taft & Ridge Avenues
Hillside, IL 60162
708-449-7171

Hillside Baptist
5152 Butterfield Road
Hillside, IL 60162
708-449-8717

Church of Christ
5141 St. Charles
Berkeley, IL 60163
708-544-7909

St. Domitilla Catholic
4940 Washington
Hillside, IL 60162
708-449-8840

Concordia Lutheran
5159 Madison
Hillside, IL 60162
708-449-8688

AREA HOSPITAL

Elmhurst Memorial
155 East Brush Hill Rd.
Elmhurst, IL 60126
331-221-1000

West Suburban
518 N. Austin
Oak Park, IL 60302
708-383-6200

Gottlieb Memorial
701 W. North Avenue
Melrose Park, IL 60160
708-681-3200

Westlake Community
1225 Superior
Melrose Park IL 60160
708-681-3000

LaGrange Community General
5101 Willow Springs Road
LaGrange, IL 60525
708-352-1200

Leyden Community
365 E. North Avenue
Northlake, IL 60164
708-345-8100

Loyola Medical Center
First Ave. & Roosevelt Road
Maywood, IL 60153
708-216-9000

Numbers and People You Should Know

Berkeley Park District	708-544-1935
Berkeley Public Library	708-544-6017
Emergency	911
Fire Non Emergency	708-449-9444
J.U.L.I.E	800-892-0123
Police Non Emergency	708-449-8716
Proviso Township	708-449-4300
Public Works	708-449-8840
Roy Strom Refuse	708-344-5000
Village Hall	708-449-8840

Village Board

Robert E. Lee, Jr.—Village President

Jackie McCulloch—Village Clerk

William J. Daugherty Jr.—Trustee

Raymond Grenier—Trustee

Jerry Perez—Trustee

Diane Salemi—Trustee

Peggy Stanko—Trustee

George Stratton—Trustee

Village Department Heads

Marian Gibson—Interim Village Administrator

Robert Larem—Public Works Superintendent

Phil Smith—Police Chief

Dave Traiforos—Fire Chief