Community Development Committee Meeting
Thursday, June 8, 2017 at 4:30 PM
Minutes

I. Called to Order: At 4:30 P.M. by Trustee Bruce Barker

II. Present: Mayor Ron Gunter, Trustee Linda Liddle, Trustee Jim Addington, Trustee Steve Nero, Trustee Bruce Barker, Trustee Marie Guzzo, Village Manager Steve May, Village Clerk Jinny Szymski, Community Development Director Jill Ziegler, Planner II Joseph Hennerfeind, Executive Director of Economic Development Larry Forssberg, Building Division Manager Jason Vitell, Civil Engineer Mike Todorovic, Police Chief Jim Gunther, Public Works Director Mike Ramsey, Accounting Clerk Ruth Olsson, Administrative Assistant Erica Perez

III. Pledge of Allegiance

IV. Approval of Minutes: Trustee Nero made a motion to approve the minutes from March 16, 2017. Trustee Liddle seconded the motion and the minutes were approved.

V. Community Development Reports

A. Building Division
   a. Employee Updates:

      Jason Vitell discussed that Community Development hired a full time Code Enforcement Officer, Dave Chapman. He has previous Public Works and Park District experience and has already proven to be an asset to the department.
   b. Code Enforcement / Property Maintenance:

      Jason Vitell provided an update on the current court cases and properties in need of attention. The property on Willard is currently up for sale. The property located at 30 W. End is still in court. A judgment in the amount of $38,000.00 has been received. The insulation inspection was performed and approved and the final inspections have yet to be scheduled. The driveway, landscaping and sidewalk patching work are all outstanding and are still in need of being completed. The property on Warwick is also currently still in court. The Village of Westmont is looking for compliance, such as repairing the holes in the roof, walls, etc. The homeowner is attempting to sell the house. The home on 64th Street was taken to court. Water had gotten into the house causing mold and unsafe conditions. Water has also started to drain into the neighbor's yards. The rental property located on 56th Street has cleaned up the debris and the property's appearance is now presentable.

In regards to landscaping maintenance, Code Enforcement has been working on getting approved landscaping plans to monitor and inspect the landscaping for various properties. The main focus is on shopping centers and properties with extensive landscaping in order to make them more presentable. Jason also mentioned that the Police Department will be assisting Code Enforcement by helping with weekend enforcement. In particular, the Police Department will be watching for work without a permit and temporary banners without a permit.

c. Permits:

Jason Vitell discussed how the consolidation of numerous permit applications into one overall building permit has been highly successful and has allowed for much streamlining within the department. The specification sheets that are required for various permits have been updated and five (5) of them are available online. Jason reminded the Board that the purpose of the spec sheets are to advise residents / applicants of the Village Ordinances in order to make sure their work is compliant with the code. The "optional" inspections (i.e. post hole fence inspection and ice / water shield roof inspection) have also received positive feedback. Residents and applicants are positively responding to the fact that they are not required to have these particular inspections and are given the choice based on their own preference.

Mayor Gunter proposed the question, "What if the homeowner wanted to replace a door or a window? The cost of the permit is a significant percentage of the actual cost of work." Jason Vitell explained that the purpose of permits for door / window replacement are due to energy efficient codes and requirements. Trustee Barker voiced that he is comfortable with what Community Development is asking permits for. He understands that safety and code requirements are the underlayment of obtaining a permit.

Jason presented the board members with the various specification sheets for roofing, fencing, windows, and doors. He again explained the spec sheets are used for the benefit of the homeowner in order to protect the residents and their investments. The spec sheets also explain the code requirements and offers the optional inspection(s). Jason pointed out that the owner is required to sign the specification sheets, which confirms that the homeowner is aware of the Village Code based on the scope of work being done. Trustee Barker stated that the documents are readily available and he believes they give residents extra protection.

Trustee Nero asked Jason to clarify the cost of the door permit. Jason explained that the permit cost would be $100.00 and this cost includes one (1) inspection. Trustee Nero asked if it would be beneficial to offer a residential fee

waiver. He stated that 20% of the value seems rather high for a permit fee cost. Jason responded by explaining that the permit cost covers the time and effort that the staff incorporates throughout the permit process. This includes documentation, reviews, and inspections. Trustee Nero stated that options should be discussed further. Trustee Liddle asked if the required inspections benefit the Village. Jason responded that this would be a question for the Village Attorney. Trustee Barker stated that it is a good service to have these inspections required. The Board agreed this topic should be placed on "Old Business" for next CDC Meeting.

Jason informed the Board that during the month of May, 158 permits were issued. From these permits, $150,000 was collected in fees due to an overall $4,000,000 construction value. In the month of April, 114 permits were issued and between the months of January - March, roughly 100 permits were issued. There is currently $5,500,000 in construction value between three large projects which include BMW, Porsche, and the Natatorium.

d. Text Amendments:

The topic of masonry requirements was brought up by Jason as a potential text amendment. He confirmed that the Fire Department supports masonry requirements. Jason asked the Board of Trustees if this text amendment should officially be brought to the Village Board. Trustee Guzzo stated it could be handled at staff level as long as the Fire Department is okay with the masonry requirements.

e. Administrative Adjudication:

Research for administrative adjudication has been conducted by comparing neighboring communities and how they handle the process. Westmont is still exploring options and could possibly work directly with the Police Department or could create its own Administrative Adjudication system. Currently it is estimated that $12,000 is spent annually on field court. By bringing this system into the Village, it could bring residents and businesses into compliance. Small issues could be handled at Village Hall which would be more reasonable and approachable for residents. Community Development will be working with Ann Marie Perez to develop text amendments for this service once the busy season ends.

B. Engineering Division

a. GIS:

Civil Engineer, Mike Todorovic, discussed how he has been working with all department heads to coordinate the proposed GIS system. Trustee Barker asked Mike where the system will be of use. Mike responded that this system will be mostly beneficial to engineering and planning / zoning. It will allow for all

stormwater data to be readily available in one place. The GIS system will be the base for everything.

b. Project Updates:

Mike Todorovic discussed the numerous projects currently under engineering review. BMW is at the end of the review process and awaiting payment of permit fees and recording of the plat of subdivision before the permit can be officially issued. Porsche is also at the end stage of the engineering review process. The final steps include administrative tasks such as issuance of Letter of Credit and recording the plat of subdivision. Engineering has approved the Aldi renovation and Mayslake parking lot work. The Natatorium has recently submitted their revised engineering plans and are currently under review. Bernas Park is also currently under review. Royal Hills Condo Association has begun their paving project and work is progressing smoothly. Many new single family homes have also been submitted and reviewed since the beginning of the year.

c. Rain Events:

Mike informed the Board that the engineering division has been working on tracking rain events that will allow for more effective stormwater management. He again reiterated that the GIS will allow for a layer to be created that shows the rain level and the impact it could have on certain areas. This could eventually lead to storm sewer upgrades or repairs.

C. Planning Division

a. Sign Code:

Joseph Hennerfeind briefly refreshed the Board on the progress of the sign code updates. He has presented these changes at multiple meetings, including EDC, Westmont Business meeting, etc. There are still some outstanding items that need to be discussed. One of the main changes that is being proposed include wall signage. The revised code will potentially favor individual letters for wall signs, rather than outdated box signs. Joe also mentioned that the option of A-Frames as a temporary sign needs to be addressed. These types of frames are meant to benefit downtown businesses. The code currently allows A-Frames in the B-2 District, which also consists of many strip malls. Since every business is allowed one (1) A-Frame, this could lead to conflict and an overabundance of signs. Joe asked the Board if this part of the code should be addressed and potentially how should it be addressed.

A discussion regarding A-Frames was opened at this time. Trustee Nero asked where A-Frames are currently allowed. Joe responded that they are allowed in the B-1 and B-2 Districts. Trustee Nero stated that the problem is the tight and confined areas in these Districts, but at the same time, these types of signs are helpful. Trustee Addington stated that putting up A-Frame signs and banners

would be an overkill. He presented the question of how can the Village restrict tenants so that not all businesses are putting up signs. Joe responded that this type of restriction would also put pressure on code enforcement to make sure businesses are not in violation. Trustee Addington asked if most businesses pull their signs in at night. A direct answer was not given. Mayor Gunter asked Executive Director of Economic Development, Larry Forssberg, if he had any input on the topic. Larry responded that the downtown businesses love their A-Frames and he has not seen any issues with the signs being up at night. Trustee Guzzo stated that it is important to limit businesses to one sign or another. If too many signs are displayed for one business then it begins to look busy and cluttered. Joe stated that this restriction could be addressed during the permit application process. Jason Vitell stated that the more restrictions we have, the more code enforcement has to monitor.

Mayor Gunter asked Joe for his opinion on the matter. Joe responded that A-Frames are designed for sidewalks and are not meant for busy streets. Having these types of signs in multiple-tenant locations has proven to be too busy and too much for one area. Trustee Addington told Joe to think about the feedback regarding A-Frames and bring it back into discussion at the next Economic Development Committee meeting.

b. Strategic Plan Action Items:

Community Development Director, Jill Ziegler, distributed copies of the proposed Westmont gateway signs. The handout consisted of two different options. Option 1 consisted of an arched cap, whereas Option 2 consisted of a flat cap. Jill asked for the Board's feedback based on the proposed images. Trustee Barker stated that the sign needs to have a pitch so that ice and water can drain off of it. Trustee Liddle responded that a black sign will potentially show everything, such as dirt. Everyone agreed that maintenance will be required for either sign.

VI. Miscellaneous - No topics to discuss.

VII. Adjourn: Meeting motioned to adjourn at 6:00 p.m. by Trustee Nero. Trustee Liddle seconded the motion.