



Community Development Committee Regular Hybrid Meeting

Thursday, November 18, 2021 at 4:30 PM

Minutes - DRAFT

I. Called to Order: At 4:30 P.M.

II. Present: Mayor Ron Gunter, Manager Steve May, Trustee Linda Liddle, and Trustee Bruce Barker, Trustee Amylee Hogan Simonovich, Trustee Frank Brady, Clerk Ginny Szymiski, Community Development Director Bruce Sylvester, Deputy Director of Community Development Jason Vitell, Deputy Director of Community Development Joe Hennerfeind, and Assistant Manager Spencer Parker

Trustee Marie Johanik-Guzzo attended remotely.

III. Pledge of Allegiance

IV. Approval of Minutes: Trustee Liddle made a motion to approve the minutes from the August 26, 2021 Regular Meeting and Trustee Barker seconded the motion. Motion passed on a voice vote.

V. Public Comment - No one spoke during the Open Forum.

VI. NEW BUSINESS

A. Community Development Director

- a. Staffing Updates** - Community Development Director Bruce Sylvester provided the board with an overview of the new hires and staffing updates. Director Sylvester was very complimentary of the staff that stepped up during the challenges the Department faced with losing a third of the staff.

Engineering Staff Discussion : Mayor Gunter mentioned the possibility of hiring a full time engineer, but the current arrangement with the private and public engineer consultants has been working nicely.

- b. Joint Review Board** - Director Sylvester explained the JRB process and expectations. Trustee Barker asked if the TIF district funds were on track with the lack of retail/sales. Sylvester mentioned that JRB is specifically associated with property tax, rather than retail. Parker stated that both of the TIF funds have not generated enough money to pay back the Village but the thought behind it is what the Village does to stimulate growth in the community.

- c. **COVID-19 Protocols** - Sylvester discussed how the Village has made arrangements to allow outdoor dining the past two summers.
- d. **Sol-Smart update** - Director Sylvester has connected with Sol Smart representatives and has scheduled training in early December. After the training, there will be an evaluation and potential for certification.

B. Planning Report

- a. Deputy Director of Community Development Joseph Hennerfeind stated that he was happy to be back with the Village. Hennerfeind provided an overview of the B-1 permits and entitlements for the last quarter (see third quarter report).
- b. Hennerfeind discussed Clovers seasonal sales and Special Use Permit.

C. Building Report

- a. Deputy Director of Community Development Jason Vitell provided updates on current construction projects (see third quarter report).
- b. Vitell discussed the new complaint request platform 311, and the changes and updates that have taken place since going live.
- c. Vitell briefed the board regarding discussions of an upcoming model code adoption. Vitell noted there will likely be more information and updates by the next committee meeting.

VII. UNFINISHED BUSINESS - None

IX. MISCELLANEOUS -

- 1. Trustee Brady asked for updates on 515 N. Cass Avenue. Vitell replied there have been no changes. The last thing staff heard was that they were going to try to change their articles so they could sell the property. Vitell stated permits would be expedited if and when they are submitted. Code Enforcement gave direction to keep the property clean but did not cite the condo owners.
- 2. The board asked for updates on 1 N. Cass Avenue. Attorney John Zemenak commented that the final Plat needs to be recorded by April of this year, and within 18 months after the plat recording, construction will need to begin.

X. ADJOURN - Trustee Liddle made a motion to adjourn at 5:27 PM, and Trustee Simonovich seconded the motion. The motion to adjourn was approved by unanimous consent.