

Community Development Committee Meeting
Thursday, January 19, 2017, 4:30 PM
Minutes

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

II. Present: Mayor Ron Gunter, Trustee Harold Barry, Trustee Linda Liddle, Trustee Jim Addington, Trustee Bruce Barker, Trustee Marie Guzzo, Village Manager Steve May, Village Clerk Jinny Szymiski, Community Development Director Jill Ziegler, Planner II Joseph Hennerfeind, Executive Director of Economic Development Larry Forsberg, Building Division Manager Jason Vitell, Municipal Services Office Supervisor Melissa Brendle, Fire Chief Dave Weiss, Deputy Fire Chief Steve Riley, Police Chief Jim Gunther, Public Works Director Mike Ramsey, Finance Director Spencer Parker, Liquor Commissioner Tom Mulhearn, Civil Engineer I Mike Todorovic, Permit Coordinator Kim Kane, Administrative Assistant Erica Perez

III. Pledge of Allegiance

IV. Approval of Minutes: The minutes from October 27, 2016 were approved.

V. Unfinished Business:

- A. The discussion on permit fees was reintroduced by Jason Vitell, Building Division Manager. One of the positive changes that has been discussed with the permit changes is the flat fee and low cost for small residential permits. By streamlining the fees, reviews can be expedited and interpreted more clearly. This allows permit applicants and staff members to easily follow the permit process. The consolidation of permit fees and permit applications has proven to be an effective change that will benefit the public and the Village.

Trustee Barry brought up the fact that code enforcement is lacking in the Village of Westmont. Jason Vitell stated that the Building Division has started to create patrol zones to try and inspect for work that is being done without a permit. However, this is challenging to accomplish at this time due to lack of staff in code enforcement. Community Development is in the process of posting a job ad for a full time Code Enforcement Officer.

In regards to roofing permits, the ice and water shield inspection is now optional to permit applicants. If an applicant chooses not to participate in this inspection, it would save them \$50 (residential) or \$100 (commercial). Homeowners are now required to sign the specification sheet for various permits (i.e. electrical, plumbing, etc.), along with the

permit application. Each specification sheet specifically states the Village codes for the type of work being performed.

VI. Reports and New Business:

A. Building Division

- a. The Building Division has added many new employees to their staff. They are as follows: Jason Vitell - Building Division Manager, Mike Todorovic - Civil Engineer I, Jaime Hofmann - part time Administrative Assistant, and Erica Perez - full time Administrative Assistant.
- b. In regards to the office improvements, the goal is to turn Joe Hennerfeind and Rose Gross's cubicles into two offices. Jason Vitell will be moved towards the front of the office since he spends much of his time dealing with the public and the administrative staff up front. The largest cost of the remodel is going to be the mudding / painting.
- c. The spec sheets that are distributed with permit applications act as guidelines for the applicant. By enforcing spec sheets, submittals are received more quickly since applicants understand what specific documents initially need to be submitted. The unified permit application has been beneficial for applicants as it allows them to create a budget based on how the application is formatted. The new permit application is officially on the Village of Westmont website. The spec sheets should hopefully be on the website by next week.
- d. The Building Department will be implementing Code Enforcement Patrol Zones in order to provide overall coverage within the Village. This will allow code enforcement to be more attentive and aware of any code violations and / or concerns from residents and businesses.

B. Planning Division

- a. Planning and Zoning is in the process of developing a new sign code / ordinance. Joseph Hennerfeind, Village Planner II, gave a presentation on the current sign code and how it can be improved. The existing code has not been amended in a comprehensive manner and it is difficult to understand. The process of making this change will include analyzing the existing code, formulating change, testing proposals, and implementing the changes. The current sign code can be improved by updating the code language, clarifying the language to make it more concise, correcting any conflicting text, organizing the structure of the code, and adding / deleting necessary information. The timeline for this to happen will occur over the next few months as various committees meet to discuss (Economic Development Committee, Community Development Committee, and Planning and Zoning). Trustee Jim Addington suggested that any information about sign code changes

be sent out to EDC members in order for them to absorb the information, as he imagines it will bring on extensive conversation. It is also important to notify Chamber of Commerce Members and Business License Members. The Trustees agree that public involvement is essential in order to avoid animosity.

- b. Joseph Hennerfeind discussed the various project updates. An Aldi expansion will be presented at the Village Board meeting on 1/19/17. At the recent Planning and Zoning meeting, 3902 N. Grant presented a request to rezone from an R-1 district to an R-3 district upon annexation. There will not be a Planning and Zoning meeting in February since the only request is for a special use permit for Clover Hills Garden Center (will be scheduled for March).
- c. In order to properly and effectively address the strategic plan action items, the Village has restructured the annual budget. A budget workshop will be scheduled in April and will be open to the public in order for them to see exactly how the Village operates and where costs will potentially be attributed to.
- d. The Downtown Development Grant is continuing to be implemented and will possibly open up to other TIF commercial areas within the Village.

VII. Miscellaneous: No items were discussed

VIII. Adjourn: Meeting motioned to adjourn at 5:27 p.m.: all in favor.