



**Community Development Committee Meeting  
Thursday, January 18, 2018 at 4:30 PM  
Minutes**

**I. Called to Order:** At 4:30 P.M. by Chairman Jim Addington

**II. Present:** Mayor Ron Gunter, Village Clerk Jinny Szymski, Trustee Linda Liddle, Trustee Jim Addington, Trustee Steve Nero, Trustee Bruce Barker, Trustee Marie Guzzo, Trustee Harold Barry, Village Manager Steve May, Community Development Director Jill Ziegler, Building Commissioner Jason Vitell, Village Planner Joseph Hennerfeind, Civil Engineer Mike Todorovic, Deputy Chief Steve Thompson, Fire Chief Dave Weiss, Finance Director Spencer Parker, Public Works Director Mike Ramsey, Executive Director of Economic Development Larry Forsberg, Administrative Assistant Erica Perez

**III. Pledge of Allegiance**

**IV. Approval of Minutes:** Trustee Liddle made a motion to approve the minutes from October 12, 2017. Trustee Barker seconded the motion. Motion passed.

**V. Community Development Reports**

**A. Building Division**

**a. Code Enforcement / Property Maintenance:** Jill Ziegler provided a year end review for the Building Division. There were at least 25 new businesses that opened in the Village. 22 residential projects were completed or started in 2017. Of those 22 projects, 18 were single family residences, 3 were duplexes, and 1 was a major addition. The Village is starting to see more duplexes being constructed. Many larger commercial projects began construction in 2017. Those projects include BMW, Porsche, Bernas Park, U-Stor-It, and the Mayslake parking lot. Ziegler stated that roughly \$35 million construction value and \$1.6 million was collected in fees. This is bringing a large value into the community. Ziegler stated that the Community Development Department will be contacting businesses in the downtown area to inform them of the Downtown Development Grants that are offered.

The department has been working on researching and preparing for Administrative Adjudication. This will be a positive addition to the department. Staff currently spends months working on cases and the Villages gets little value from it. A text amendment has been drafted to adopt an Administrative Adjudication Code Hearing System. Trustee Addington asked how we will be affected if there is a property tax freeze. Spencer Parker responded that right now the CBI percentage is 0%, and normally it would be between 1-5%. We will still get credit for new construction. Mayor Gunter asked if this will affect the pension fund. Parker responded that it depends on what property tax freeze occurs. Trustee Addington stated that twenty different bills have addressed this issue.

In regards to the Administrative Adjudication text amendment, Ziegler stated that it will explain what types of cases would be taken to court. It will still allow us to use other court methods, which means cases can still be taken to DuPage County. A hearing officer will be hired and will ultimately be able to decide cases, as an official judge is not required for Administrative Adjudication. Trustee Addington asked if the hearing officer requires special training. Ziegler responded that the hearing officer must meet certain standards. Mayor Gunter asked if this will occur monthly or as needed. Ziegler responded that it could be either. Trustee Addington stated that this process will help make things better here. Vitell stated that Downers Grove field court is technically a traffic court and they are all about fines. Staff is bringing it in-house for the ease of it. Mayor Gunter asked what Downers Grove does. Vitell responded that they do not have Administrative Adjudication and they just have traffic court. He stated that adjudication lets people know their rights and operates similar to traffic court. The Village will prepare the docket and necessary paperwork. We are hoping to reduce the time it takes for people to come into compliance. Trustee Barker asked if the preparation would be similar and if we currently have the staff needed for this. Vitell responded that we are as ready as we can be. This will take the Police Department out of the initial process. Trustee Addington stated that at one time, DuPage County did not like communities doing this on their own. He asked if there has been any contact with them. Ziegler responded no and there will not be any contact with them. Trustee Addington asked what happens if staff finds out there is a hardship and will this make it easier to work with people. Vitell responded that we will have a lot more control over how it functions. Mayor Gunter stated that if this will speed things up then it is great.

Vitell provided updates on the current court cases. Walgreens was given a citation for landscaping issues. It took a long time to go through court and staff will be keeping the case open until spring to verify that all landscaping issues have been accounted for. The case in the Oakwood area in which a vehicle had to be removed from a driveway is nearing resolution. The property will be going into auction soon. West End is currently in house court at DuPage County and will hopefully be reaching a resolution in the near future.

Vitell stated that different text amendments are in the process of being developed. The Village currently issues smaller permits that require bonds, which becomes overbearing. Staff is working to try and solve this issue by removing bonds for smaller projects. We would also like to revise the fee schedule as there is lingering language that needs to be cleaned up. Another issue that staff often runs into is in regards to Certificates of Occupancy. Engineering is usually the

last item that needs to be addressed and due to weather restraints, a temporary Certificate of Occupancy is usually issued until weather permits for final engineering to be conducted. It is difficult for contractors to work within the 60 day temporary Certificate of Occupancy period, especially when weather is the issue. Staff is going to work on trying to find a method to fix this. Ziegler stated that recently a temporary Certificate of Occupancy was issued for 101 South Hudson. There was only \$500 worth of work left to be completed, and it seemed extreme to ask for the standard \$10,000 temporary Certificate of Occupancy bond.

## **B. Engineering Division**

**a. GIS / Project Updates:** Mike Todorovic provided an update on the engineering division. Staff is continuously improving records management. One main goal of improving records management is to maintain digital formats of plans and documents. This will allow for more easily accessible and manageable records keeping. Staff is also trying to find better ways to identify what documents are needed for permit submittals in order to make the process easier for applicants. Todorovic stated that GIS has made much progress over the year. A GIS Intern was on staff for three weeks. During his time at Westmont, he was able to convert old CAD maps into GIS format. This will allow for cataloging and inventory and will also be beneficial for analysis, such as stormwater management. Interviews are being conducted next week for the open GIS Intern position. Ziegler stated that the overall goal is to take all data and put it into maps. For example, the maps could include current vacancies, acreage available for development, stormwater issue areas, current commercial developments, etc. Todorovic stated that ultimately, GIS will be public facing and he has been coordinating with other departments to get their input as well. Trustee Liddle asked if the position is a part-time. Todorovic responded that yes it is part-time since that is what our budget allows for. The intern will work roughly 24 hours per week. Trustee Liddle asked if the intern had to work in-house or could they work from home. Todorovic responded that we would prefer the intern to work in-house. Ziegler responded that it is more efficient for the intern to work in-house. Todorovic stated that ideally we would like to have someone on staff full-time but we are still in the foundation stage.

Vitell stated that Code Enforcement employee, Dave Chapman, will be attending a course next week to meet requirements and work towards becoming certified. Staff will be hiring a full-time Code Enforcement Officer in the near future.

Vitell discussed the fire that occurred at Jewel Osco. The fire took place at the rear of the store on the wall adjacent to storage. It is unknown at this time as to how the fire started. He stated that staff received a report from a licensed structural engineer to verify that no structural damage occurred, and a permit application and scope of work for the repairs. DuPage County Health Department is currently in the process of approving the store to be able to open for business. Trustee Addington asked if the store had a wet sprinkler system installed. Vitell responded that they definitely have a wet system in the actual store, but he was not sure what type of system was installed in the back storage area.

### C. Planning Division

**a. Recent Approvals:** Joseph Hennerfeind stated that the Oak Brook Hills / Natatorium project was recently approved at Planning and Zoning and also Village Board. He stated that the project will likely be submitted for permitting this month or next month.

**b. Upcoming Projects:** Hennerfeind stated that there are many upcoming projects in the near future. He plans on making changes to the Zoning Code Use Tables, which shows what types of businesses are allowed for each specific zoning district. The table needs to be updated in order to eliminate any types of businesses that are no longer necessary and to also add businesses that are more common now, such as escape rooms. Hennerfeind will also be working on special uses and Transit Oriented Design.

Trustee Guzzo stated that staff should be very proud of the Heritage Tree Ordinance that was recently approved. Ziegler discussed the status of gateway signs and stated the goal is to get foundations in the ground before next fiscal year. Staff worked with Fuller's Car Wash to get the easement that will allow the gateway sign to be placed on their property. A large monument sign will be installed on 35th and Cass Avenue. This will coincide with the landscaping being installed in the median by Hilton. At 63rd Street and Richmond Avenue, more landscaping will be added around the pond to improve the appearance. The gateway sign at 67th and Cass Avenue will be placed on the opposite side of the street. Staff is working with DuPage County and is also planning on installing street trees down Cass Avenue. The gateway sign on Route 83 will take a lot of coordination with DuPage County and will be handled when staff can get to it, since it will likely take time to get approval. There are also plans to incorporate various plantings along the median at Cass Avenue and Indian Trail. Trustee Liddle asked if all the plantings had been approved for the area. Ziegler responded that all the plants are native, salt tolerant, color coordinated, etc. Trustee Addington stated that he has heard a lot of positive input and feedback on the proposed signs and plantings.

Ziegler stated that she provided copies of the TIF reports for the Annual Joint Review Board that will likely happen in late February. She stated that the Village has been investing in both TIFs. The Central Business District TIF is split up with the school district, so they do receive a portion of the funds, which is highly beneficial to them. The proposed project at 1 North Cass will be a part of the downtown TIF district.

Village Manager Steve May discussed involuntary annexations that will be occurring in the near future. Two addresses were recently discovered and are technically unincorporated, but are shown on the zoning map. The properties at 138 Maple Avenue and 336 West Naperville will be the first two properties going through the involuntary annexation. Mayor Gunter asked if they will be annexed into the Village and will that mean they pay the Village all fees (i.e. water, taxes, etc.). May responded yes and they will be serviced by Westmont's Fire Department. Trustee Barry asked if it will change their school districts. May responded that it will not affect their school district. He stated that these two annexations will go rather quickly and there will be others to follow soon after. Village Attorney John Zemenak is looking into how to go about the process of annexing the properties into the Village. May stated that we should be able to annex them via board action.

**VI. Miscellaneous** - Trustee Barry stated that he has been very disappointed with code enforcement in Westmont. He stated that it appears code enforcement is non-existent and it would be nice to get help from Public Works. He stated that he has noticed numerous televisions in the alleys that have been there for extensive periods of time. Mayor Gunter asked what happens with the televisions. Vitell responded that garbage companies will not pick up televisions. He asked if we as the Village should move it or have the resident move it. May responded that Waste Management will not take any electronics and who is going to pay \$35.00 to throw out a television. Trustee Addington suggested that staff should put a code enforcement tag on it. Vitell responded that this type of situation would work perfectly with Administrative Adjudication. Trustee Addington thanked Ziegler and Vitell for the direction in which the Department is going.

**VII. Adjourn:** Meeting motioned to adjourn at 5:57 p.m. by Trustee Liddle. Trustee Barker seconded the motion.