



**Community Development Committee Regular Hybrid Meeting
Thursday, February 25, 2021 at 4:30 PM
Approved Minutes**

I. Called to Order: At 4:30 P.M. by Mayor Ron Gunter

II. Present: Mayor Ron Gunter, Village Clerk Jinny Szynski, Village Manager Steve May, Trustee Linda Liddle, and Trustee Bruce Barker, Village Planner Nalini Johnson, Community Development Director Bruce Sylvester, Building Commissioner Jason Vitell

Westmont Virtual Roll Call : Trustee Harold Barry, Trustee Steve Nero, Trustee Frank Brady, Finance Director and Assistant Village Manager Spencer Parker

III. Pledge of Allegiance

IV. Approval of Minutes: Trustee Liddle made a motion to approve the minutes from the October 22, 2020 Regular Meeting and Trustee Barker seconded the motion. Motion passed on a voice vote.

V. OPEN FORUM - No one spoke during Open Forum.

VI. NEW BUSINESS

A. Zoning Text Amendments - Village Planner Nalini Johnson informed the Board that throughout daily administrative tasks and reviews for permits, plans, and business licenses, certain zoning codes were identified as poorly written, redundant, contradictory, or missing. Johnson introduced a plan to fix these identified problems throughout the year by requesting text amendments to make the rules more clear for the public and Village staff.

Two amendments set to be presented and proposed at the March 10, 2021 Planning and Zoning Commission are parts of the Zoning code that intertwine with parts of the Engineering code sections. This included modifying the window well rules, and revising the lot coverage definition by extracting the stormwater component.

Trustee Barker noted that he wanted to make sure that the preliminary engineering and stormwater would still be a component of the Planning and Zoning Commission review, and that there was still a reference to permeable pavers in the engineering section of the code.

Trustee Nero asked how it would affect the Moratorium in the NorthEast Acres. Johnson replied that the lot coverage percentage, 35 - 40%, would not change and that the stormwater component would be a separate issue from the lot coverage. Building Commissioner Jason Vitell added that by eliminating that part of the definition in the zoning section, you actually strengthen the moratorium because you're not allowing any access to go over the percentages. Vitell clarified that this is specifically focusing on the definition. The percentages would go unchanged.

Vitell also commented that the window well definition as currently written, is very limiting. Vitell explained that there are differences between area wells and egress wells, and noted the proposed changes to the definition would make the encroachment allowances more flexible and clear for both the designers and plan reviewers.

- B. 515 North Cass Update** - Building Commissioner Jason Vitell gave a brief background of the building structure which caught fire on July 4th several years ago and as a result, all the residents were displaced and the building was deemed uninhabitable.

Vitell stated that various permits were issued in 2018 and 2019 including temporary electric service for a trailer, site demo and clean up, and roof re-construction. In March of 2020, the building re-construction permit was approved, however no one came to pick it up. Staff allowed an extensive period of time, taking the circumstances into consideration, and allowed the permit to be available for pick up beyond the typical 90 day window. Due to the limitations of the HOA insurance policy, a complete updated reconstruction for the HOA was not a viable option and it took until now for all parties involved to come to a legal understanding.

Vitell shared with the Board that the general council for the HOA is now planning to reorganize the property ownership for the purposes of selling the property. The goal is to have the property sold by the end of the calendar year. The interested party is seeking to renovate.

- C. Construction Recognition Awards** - Vitell introduced a new rewards/recognition program he was interested in implementing in order to retain good builders/developers in town. Vitell asked the board how they felt about the program, and if this was something staff should pursue.

Trustee Liddle liked the idea, but suggested including the date or year on the certificate.

Mayor Gunter suggested offering Gold level only, and holding a ceremony, similar to Westmont's Lucky Buck program.

Trustee Nero suggested offering Gold level contractors with helpful service perks such as video or picture inspections as a reward, in addition to the certificate.

Trustee Brady said he was in agreement.

VII. UNFINISHED BUSINESS - None

VIII. COMMUNITY DEVELOPMENT REPORTS

A. Community Development Director - Bruce Sylvester provided the committee with an overview of the Community Development Department year end report.

- a. Sylvester discussed the challenges the Department has faced and overcome with the newly implemented software called EnerGov.

Trustee Nero suggested taking advantage of the EnerGov online platform for contractors and residents to check on the status of their permit submittals.

Multiple Board members stated that they have received positive feedback regarding the various interactions and business processes of the Department.

- b. Sylvester also updated the board on the current archiving project status which will include digitising street files from the last decade.
- c. Sylvester and May discussed the current status of forced and voluntary annexations in the Village.
- d. Sylvester also touched on the Departments efforts since the start of the Pandemic to help businesses in town stay open including allowing and coordinating outdoor seating.
- e. Sylvesters final update was in relation to the newly contracted civil engineer consultant, James Patterson, who is now working closely with the Department to perform reviews, inspections and other engineering services.

B. Code Enforcement

- a. Sylvester noted that a long time vacant position in Code Enforcement has been filled by Code Enforcement Officer Joe Schultz.

IX. MISCELLANEOUS - None

X. ADJOURN - Trustee Liddle made a motion to adjourn at 5:52 PM, and Trustee Barker seconded the motion. The motion to adjourn was approved by unanimous consent.