



**Community Development Committee Special Meeting**  
**Thursday, April 21, 2022 at 4:30 PM**  
**Minutes - Approved**

**I. Called to Order: At 4:40 P.M.**

**II. Present:** Mayor Ron Gunter, Manager Steve May, Trustee Frank Brady, Trustee Linda Liddle, Trustee Bruce Barker, Trustee Amylee Hogan Simonovich, Trustee Steve Nero, Clerk Ginny Szymiski, Community Development Director Bruce Sylvester, Deputy Director of Community Development Jason Vitell, Deputy Director of Community Development Joe Hennerfeind, Assistant Manager Spencer Parker, Chief of Police Jim Gunther, Fire Chief Steve Riley, and Economic Development Partnership Director Larry Forsberg

Director of Public Works Mike Ramsey, Human Resources Director Renee Brainerd, Communication Director Larry McIntyre, and Administration Supervisor Patricia Mielcarski attended remotely

**III. Pledge of Allegiance**

**IV. Approval of Minutes:** Trustee Liddle made a motion to approve the minutes from the February 10, 2022 Regular Meeting and Trustee Nero 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. Community Development Director Bruce Sylvester provided the committee with a brief overview of the Community Development Department 2022 Quarter 1 report.
  - i. Telecommunications Zoning regulations adopted.
  - ii. SolSmart designation received and firearm sale regulations research.
  - iii. Private tree protection rules and regulations under review. Manager May added that the current codes are quite complex and the Village does not have the capacity to carry out every rule as stated in the code. The village is working to sort out the issues, without causing a penalty to the property owners.
  - iv. Willow Crest Golf Course Redevelopment Update/Status - Sylvester noted that the planning division has spent a great deal of time with preliminary discussions, meetings, and research for the proposed redevelopment. Mayor Gunter clarified that this proposal was not staff driven and was not something the Village solicited, but rather a developer came to the Village in the interest of beginning the process.

- v. B-1 Permits and forced annexations
- vi. Staffing - Scott Williams was hired for the position of the Planner I.
- vii. Permit activity remains consistent and busy.
- viii. Code Enforcement activity remains consistent and busy. The 311 report-a-concern has been functioning as the new platform for residents to submit property maintenance concerns.
- ix. Archiving with new software has started, records dating back last 10 years.

**b.** Willow Crest Golf Course Redevelopment update - Sylvester went into detail regarding the Phase I requests which have gone before the Planning and Zoning Commission. The Planning and Zoning Commission recommended approval of the applicant's request to A) amend the property's "B-3 concept plan" from the 1980's and B) approve a preliminary plat to designate a site of about 50 acres for a proposed new residential development. Sylvester explained that the Planning and Zoning Commission did not recommend approval of the applicant's third request: To amend the Village's comprehensive Land Use plan to redesignate this area from the current 'Open Space' designation to the applicant's proposed "Single family attached residential" designation. Trustee Nero asked staff why the applicant would request a comprehensive plan amendment. Sylvester replied it was requested by staff because the applicant has indicated they plan to request a rezoning to 'R-4 residential', and that it would be advisable to have the Comp Plan consistent with such zoning. Sylvester stated that it is also good planning practice. Manager May added that the Village Attorney agreed with the request from staff. Mayor Gunter asked staff if they knew of the proposed percentage for single family attached housing. Sylvester replied that he was not certain about the specific percentage, but that the total number of units was under 300, and the portion of those units that would be attached in the current draft would be lower. Trustee Barker asked if staff knew an approximate value of the 52 acres, Sylvester replied he did not. Mayor Gunter asked if the applicant moves forward with the proposal, would they have to divulge whether or not they would be rentals. Sylvester replied that he does not believe it is legally advisable to ask what the tenancy of the proposed units would be, since the Village cannot regulate tenancy. Manager May asked if it would be possible to categorize the comp plan amendment to a more general residential designation versus a sub category of residential (ie. attached, detached). Director Sylvester replied that staff recommends using the terminology and categories that are provided currently in the adopted comprehensive plan, which lists only three types of residential categories. Trustee Liddle asked if it would be possible to create individual lots for each of the proposed residential units/homes so they could be sold in the future. Sylvester replied that they could create lot lines in the future, but the resulting lots would be so small that they would not meet any of the Village's current requirements for single family lots, because the proposed units/homes are spaced so close to each other. Mayor Gunter added that during his DuPage Mayors and Managers meeting, they had discussed this topic, and other surrounding communities had not heard of this type of development. Trustee Nero commented that he had seen this type of a development near big cities in Florida and North Carolina, and that they seem to be successful and profitable. Trustee Nero had suggested that the Village implement rental inspections;

however, Manager May replied that without home rule, it is not possible.

The board had a general agreement that they would prefer single family detached, but weren't necessarily opposed to a small percentage being attached.

- c. Signage - Sylvester explained that code enforcement officers have been enforcing sign/banner rules in the downtown and have been making sure the rules the Village has adopted are enforced in order to make the community more attractive. Trustee Simonovich asked if staff tracks the repeat offenders of the sign code, Sylvester replied that code enforcement is aware of signs that come back up after being asked to take the sign down. Mayor Gunter asked if most of the code enforcement is complaint driven, Community Development Deputy Director Jason Vitell replied that it's not verifiable that the majority of code enforcement action is complaint driven, but some cases may derive from a complaint and then staff will try to be consistent from that point. Vitell added that the advent of video-gaming has proliferated illegal signage as well. Vitell asked the board how they felt about neon signs covering over 40% of their window. Some of the board agreed that they would not be in favor of neon signs, one reason included distracting drivers. Manager May noted that the central business district will be part of the budget workshop discussion, and signage will be included in that.

#### **B. Planning Report**

- a. Community Development Deputy Director Joseph Hennerfeind commended new Planner I Scott Williams and noted that he has proven to be an asset to the Department while also attending school after work to complete his masters degree program.
- b. Hennerfeind stated that two new Planning and Zoning Commissioners would be announced at the board meeting following the committee.
- c. Hennerfeind highlighted a few requests that would be going before the board (see quarterly report).

#### **C. Building Report**

- a. Trustee Nero asked staff why they believe there was a noticeable low in revenue in February on the building permit report. Vitell replied although unsure, he believed it was due to funds tightening up after budgeted projects during Covid. Staff was asked if the department had noticed any supply chain effects. Vitell replied that there had been an inordinate amount of permit extension requests due specifically to covid and supply chain issues. Vitell also noted that the department has granted temporary occupancy certificates outside the typical seasonal time frame to accommodate the current challenges residents and builders are facing.

### **VII. UNFINISHED BUSINESS - None**

### **IX. MISCELLANEOUS - None**

**X. ADJOURN** - Trustee Nero made a motion to adjourn at 5:46 PM, and Trustee Liddle seconded the motion. The motion to adjourn was approved by unanimous consent.