



**Community Development Committee Meeting**  
**Thursday, July 19, 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 Szynski, Trustee Linda Liddle, Trustee Jim Addington, Trustee Steve Nero, Trustee Bruce Barker, Trustee Marie Guzzo, Trustee Harold Barry, Village Manager Steve May, Interim Community Development Director Martin Bourke, Building Commissioner Jason Vitell, Village Planner Joseph Hennerfeind, Police Chief Jim Gunther, Deputy Chief Steve Thompson, Finance Director Spencer Parker, Municipal Services Office Supervisor Melissa Brendle, Administrative Assistant Erica Perez

**III. Pledge of Allegiance**

**IV. Approval of Minutes:** Trustee Barry made a motion to approve the minutes from January 18, 2018. Trustee Barker seconded the motion. Motion passed.

**V. Unfinished Business**

**A. Gateway Signs:**

Bourke stated that Village Engineer, Noriel Noriega, will be taking over implementing the gateway signage program. The plans and specifications are 75% completed at this time. Public Works is working with ComEd to resolve a certain power source issue. ComEd has been presented with various options for the power source and costs are being reviewed by its staff.

The Median Beautification Project is also progressing. Raised landscape medians will be installed along Ogden Avenue, between Route 83 and Oakwood Drive, and also along Cass Avenue, between 35th Street and Chestnut Avenue. The raised medians will include electrical outlets and sprinkler systems. The Village Board approved the design contract on June 21, 2018. The design should be 30% completed by October / November 2018 in anticipation of preparing construction estimates for the FY 19-20 budget.

## **VI. New Business**

### **A. Number of Trailers and Motorhomes in Residential Districts**

Vitell stated that Section 4.09 of the Zoning Code does not specify the rules and regulations of motorhomes in enough detail. There is no code language which directly discusses trailers and campers. Staff is recommending a text amendment that clearly outlines the standards for these types of vehicles in residential districts.

Trustee Addington stated that in one particular neighborhood, he has noticed a large motorhome that usually visits every year for a week to ten (10) days. They park their motorhome on the street and put the expandable sides out while they are visiting. He asked if they have to call for permission in order to do so. Vitell responded that per Village code, they are not allowed to do that even if they call for permission. The motorhome would need to be on private property and the maximum time they are allowed to stay is three (3) days.

After Vitell confirmed that the maximum number of days for a pop-up camper to be parked on a public street is three (3) days, Trustee Barry commented that he did not believe that restriction was being enforced since violations are occurring throughout the Village. Vitell responded that a permit would need to be obtained for an extended period of time.

Trustee Barry also asked if one (1) "D" Plate vehicle is allowed per residential driveway? Vitell responded that they are allowed to be on the owner's property but should be in a garage or stored properly.

Trustee Barry asked if "B" plates are allowed on residential properties per code? Vitell responded that they are allowed. Trustee Guzzo stated that they should be parked on one's own property. Trustee Addington stated that staff should conduct more research on trailers and "D" plates and then provide recommendations to the Village Board.

### **B. Text Amendments: Maintaining Village Parkways and Alley Addresses**

Code Enforcement has noticed a lack of even basic parkway maintenance from some property owners within the Village, i.e., cutting grass. Due to the lack of specific code language to compel basic maintenance, staff will be recommending a text amendment that would compel property owners to properly maintain their parkway and the area that abuts their private property and the public way.

Trustee Barry asked who in the Village's employ would determine what is considered to be a nuisance parkway? Vitell responded that numerous people can determine this including the Village Forestry Division, Code Enforcement, or the Village's third party landscape architect. Trustee Barry stated that there is a conflicting interest when there plants in the parkway that are allowed to grow over 8", but are not nuisance weeds and actually serve a public purpose, such as in a rain garden.

Bourke responded that staff should be able to readily tell when a resident is putting in extra environmentally conscious efforts with their landscaping. Trustee Addington recommended, and the Committee concurred, that the topic be brought forward and put on a future agenda.

In regards to addresses for alley properties, Code Enforcement has noticed that it can be difficult to determine the property address when they are conducting inspections in non-addressed alley properties. Staff is recommending that subject properties be required to have an alley address posted in addition to their regular street frontage address. Not only would this be beneficial for Code Enforcement, but it will also be helpful for Public Works and the Emergency Services.

Staff will be initiating an Alley Address Program that will provide property owners with information and details concerning the implementation of the proposed requirements. Deputy Chief Thompson stated that the Fire Department is fully supportive of this concept. Trustee Guzzo stated that she lives on an alley and never really thought about the importance of having addresses posted in the alley, so she is fully supportive and has no issue with it. Trustee Barry stated that Downers Grove requires the same thing, and he asked if property owners will be required to place the address in a specific location? Vitell responded that specific locations will not be required since every alley is different, however, the address will need to be visible. Trustee Guzzo asked if staff will be giving residents enough time to have this completed? Vitell responded that residents will be provided with adequate time for compliance and will be prior notified with social media and pamphlets.

Mayor Gunter stated that property owners need to abide by the village regulations concerning the use of storage containers. Vitell responded that there are currently two (2) businesses that have metal storage containers on their properties. Gunter stated that if staff is going to actively enforce the provisions in the code, then adequate notice must be given to the property owners to have them removed. Trustee Barry stated that Westmont Automotive has a storage container with a roof on it. Gunter asked what a fair amount would be for property owners to remove the storage container, and Trustee Barker responded that thirty (30) days would seem to be reasonable.

## **VII. Reports**

### **A. Planning Division**

Hennerfeind stated the BMW (430 E. Ogden) may need to re-approach the Planning and Zoning Commission for a signage variance. Also, during construction contractors discovered a live ComEd wire that could not be safely disturbed in order to install landscaping improvements approved by the village. In order to avoid moving or disrupting the live wire and to deal with some bad soil conditions, a large sheet pile retaining wall was installed along the property line. The contractor will be installing landscaping and adding decorative stone to the front of the

retaining wall to make it more appealing, but the removal and replacement of trees and bushes is not certain at this time due to safety concerns.

Hennerfeind stated that the project at 1 West Quincy received a unanimous positive recommendation from the Planning and Zoning Commission. The developer is working on their financials in the context of TIF assistance, and intends on presenting to the Village Board in August.

The proposed development at 1 North Cass is intending on presenting to the Planning and Zoning Commission in September or October. The design aspect is pretty much the same as earlier renderings, and they are also working on their financials in the context of TIF assistance.

The development at 63rd and Cass and the Natatorium project are being presented at the July 19, 2018 Village Board Meeting.

Hennerfeind acknowledged that staff needs to start looking at adding specific language to the Village Code concerning Transit Oriented Developments (TOD). Trustee Barry stated that parking seems to be a big obstacle and asked if there is any way to fast track that? Hennerfeind responded that it could be fast tracked but it will take research and support from the EDC, downtown businesses, chamber, etc.

## **B. Building Division**

Vitell stated that to date 55 enforcement cases have been prepared for Administrative Adjudication. The total amount of fines assessed thus far totals \$17,275. The total amount of fines paid totals \$1,250. The total lien amounts filed totals \$12,750. Vitell stated that Administrative Adjudication has helped alleviate the stress being put on the Police Department staffing needed to work within the circuit court system.

Vitell stated that Code Enforcement has also been working on enforcing the cleanliness of construction sites, especially for the larger projects. Staff attempts to visit construction sites on a daily basis to ensure the sites are in compliance.

**VII. Adjourn:** Meeting motioned to adjourn at 5:51 p.m. by Trustee Liddle. Trustee Guzzo seconded the motion, which was approved by unanimous consent.