

# VILLAGE OF NILES

*1000 Civic Center Drive*

*Niles, IL 60714*

*www.vniles.com*



## Meeting Minutes

Thursday, August 18, 2016

8:15 AM

Village Hall

### **BUILDING AND ZONING COMMITTEE MEETING**

#### Chairman

Denise McCreery - Trustee

#### Members

Charles Ostman – Community Development Director

Rich Wlodarski – Community Development Assistant Director

Tom Kanelos – Chairman Planning and Zoning

Hadley Skeffington–Vos – Assistant Village Manager

Danielle Grcic – Legal

Rich Mangold – Resident

## **CALL TO ORDER/ROLL CALL**

The Niles Building and Zoning Committee Meeting was called to order at 8:15 AM.

Present: 7 - Chairman McCreery, Ostman, Wlodarski, Grcic, Skeffington-Vos, Kanelos, Mangold

Absent: 0

## **APPROVAL OF MINUTES**

Chairman McCreery asked if the meeting minutes for July 14, 2016 can now be approved.

Rich Mangold **approved** the minutes and Chuck Ostman seconded it.

AYES: 7 – Chairman McCreery, Ostman, Wlodarski, Grcic, Skeffington-Vos, Kanelos, Mangold

NAYS: 0

## **NEW BUSINESS**

### **III. Text Amendment to Appendix D Building Fees**

### **IV. Hookah/E-Liquids/Paraphernalia/Vape**

### **V. Discussion on Going Out of Business Signs and Pan Handlers**

### **VI. Discussion on Final Report/Recommendation of Matrix Study**

- **Elevation of Staff Members**
- **Permit Technician Part Time to Full Time**
- **Wall in Planning/Economic Development Office**

### **VII. Bench Ads**

### **VIII. Gateway Signage Sponsorship**

### **IX. Shop Niles Online Merchandise**

### **X. Vending License Fee**

### **XI. Garage Sales**

### **XII. Next Meeting Date Adjournment**

## **DISCUSSIONS**

### III. Text Amendment to Appendix D Building Fees

Chuck Ostman mentioned that the department is amending the building fees and evaluating them with other communities which costs range from \$50 to \$55 dollars.

The new technology that is being proposed for the City View program will be easier for any user and will alleviate a lot of phone calls here at the Village in the Community Development department.

The old software is from 2004 and the new one is much more efficient.

It includes making appointments and paying for permits on line amongst other things.

Chuck mentioned that Oak Park has the system in place and he will be going to meet with them to see how it is implemented.

IT has the dollar amount and the cost will be doable.

Rich Wlodarski explained about the text amendments which are as follows:

#### **Chapter 18 – Sec. 18-1. Plan review fees.**

Section 108.2 (IC) Fee schedule. Such section is amended to read as follows:

Fees for permits shall be established by the village. In addition to such fees, the applicant shall pay the fees and costs of any consultant retained by the village to assist in the review of plans and/or inspections. Refer to Appendix D for all related fees.

Commercial: Available upon request to the Village Clerk or the Department of Community Development. Fees are based on established fees by the service retained by the department to conduct such plan reviews and/or inspections.

#### **Chapter 22 – Section 22-47. Change of location**

A licensee shall have the right to change the location of the licensed business, provided he shall:

- 1) Obtain written permission from the License Officer for such change of location and
- 2) Pay a removal fee of \$5.00. Refer to Appendix D for all related fees.

A technology fee as described in appendix D fee schedule of the Village Code is hereby established. This is calculated for each building permit and based upon the building fund total. Said fees shall be collected by the Community Development Department at the time of permit insurance, and the fees to be placed in a segregated account for the exclusive purpose of providing funding for the departments technology.

Technology fee = .03%

(Fee is not assessed against escrows, penalty, occupancy, water meters/taps and contract of licenses)

#### Examples:

Shed Permit	\$55.00 x .03% = \$1.65
Driveway	\$90.00 x .003% = \$2.70
Holiday Inn Express	\$62,641.50 x .03% = \$1,879.25

Single Family House            \$6,162.00 x .03% = \$184.86  
Detached Garage                \$300.00 x .03% = \$9.00  
Kitchen Remodel                \$448.00 x .03% = \$13.44  
5600 Jarvis \$217,000 sf spec warehouse building \$50,373.00 x .03% = \$1,511.19

The meeting continued and consisted of a general discussion on changes to the text amendments listed in the Appendix D – fee schedule that Rich Wlodarski distributed to everyone at the meeting. The agenda had several other items to discuss but the building fees were the only thing accomplished.

At 9:45am Tom Kanelos made the motion to recess the meeting and Rich Wlodarski seconded it. Rich then said he would get back to us with another meeting date and that date was set up for July 26, 2016 but was cancelled because there was not enough people in attendance. Thursday, August 18, 2016 was then set for another meeting to finish the conversation on changes to the text amendments and go thru the rest of the items listed on the July 14, 2016 agenda.

At the Thursday, August 18, 2016 meeting everyone continued with the conversation on the last text amendments that needed to be discussed and was followed by the rest of the items listed on the July 14, 2016 agenda.

#### **IV. Hookah/E-Liquids/Paraphernalia/Vape**

Chuck mentioned that the intern in Community Development this summer worked on this project and the results will go before the Planning and Zoning Board and the Village Board in October.

The moratorium on this subject runs out in October and this will be on the agenda for next month.

#### **V. Discussion on Going Out of Business Signs and Pan Handlers**

Chuck mentioned the Village Manager said going out of business signs and pan handlers should be addressed.

Danielle Grcic said it is alright to regulate a right to speech with certain factors. Holding a sign and going into traffic with it has to be stopped. They cannot block entrances either because it could endanger the public.

## **VI. Discussion on Final Report/Recommendation of Matrix Study**

- **Elevation of Staff Members**
- **Permit Technician Part Time to Full Time**
- **Wall in Planning/Economic Development Office**

Chuck Ostman mentioned that the new software being proposed will do good for the Village permanent Permit Technician. Chuck also feels that the secretary now should be promoted to an administrative assistant and if she becomes certified she would take on the Permit Technician's position which will not be considered a supervisory position.

Chuck Ostman said that he will put it on the next month's agenda and will get more information regarding certification.

Chairman McCreery suggested that Economic Development should be located upstairs and separate from Community Development. She feels that Economic Development should be independent like other municipalities.

## **VII. Bench Ads**

Chuck Ostman mentioned that firms do not have much interest in Bench Ads today as in years past. There are 23 benches in the Village of Niles and they are promoted for internal purposes not external.

Chairman McCreery asked how much money is profited each year from these wood benches?

Chuck answered approximately \$4,000. to \$7,000. a year but to maintain them there would be an additional cost.

Chairman McCreery mentioned that they could be an art piece in our community.

Chuck also said that steel benches with our logos would be a one-time cost.

Chairman McCreery said that she is in favor of steel benches because they would be unique in a special way and not much maintenance.

Chuck mentioned that this topic is up for discussion only and that no decisions are needed today.

### **VIII. Gateway Signage Sponsorship**

This project has been assigned to Community Development which may include finding community sponsors to help put businesses on Gateway signs. Other communities are making money on these signs and we are looking into it and will be discussed again in the future.

### **IX. Shop Niles Online Merchandise**

Chuck Ostman said that Cammy Fortuna and Ross Klicker are talking about starting up and promoting Shop Niles Online Merchandise. There will, however, be a cost for web development and credit card processing but this is just a discussion right now and is a very good idea to help make money for the Village of Niles.

### **X. Vending License Fee**

Chuck Ostman mentioned that this vending machine license fee is hidden under the fee structure. There is really no work to be done with these fees and the stickers will continue to be given to businesses with vending machines. There is, however, a lot of revenue from this and that is why we should continue with the process.

### **XI. Garage Sales**

Chairman McCreery mentioned garage sale signs have become a problem because there is so much negativity amongst the Niles community. The cost of \$7.00 for the permit includes one sign but the cost for others is \$5.00 each. She recommended that the cost for the permit and receiving one sign should be enough and we should let the participants buy or make signs rather than insist on them paying for additional Village of Niles signs. Taking signs down after the garage sales is not being enforced and will be discussed at the next meeting.

### **XII. Next Meeting Date Adjournment**

Chairman McCreery asked to adjourn the meeting at 10:30am.

Tom Kanelos made the motion to adjourn the meeting and Rich Wlodarski seconded it.

Rich Wlodarski mentioned he would set the next meeting for Thursday, September 15, 2016 and everyone agreed.