

NOTICE OF A SPECIAL MEETING
OF THE COMMUNITY DEVELOPMENT COMMITTEE

Notice is hereby given that a Special meeting of the Community Development Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 6:30 p.m. on Tuesday, August 8, 2017, in the Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

1. OPEN THE MEETING.
2. CONSIDER APPROVAL OF THE MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ON JULY 11, 2017.
3. DISCUSS RECOMMENDING ORDINANCE FOR A TEXT AMENDMENT - OUT DOOR DISPLAY.
4. DISCUSS RECOMMENDING ORDINANCE FOR A TEXT AMENDMENT - TRUCK RENTAL.
5. DISCUSS WAIVER OF CONCRETE SLAB REQUIREMENT (BUILDING CODE SECTION 313.e) FOR CONSTRUCTION OF A GREENHOUSE AT 7801 JOLIET DRIVE.
6. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Community Development Committee
July 11, 2017 – 6:03 p.m.
South Pavilion at the Tinley Park Convention Center
18451 Convention Center Drive
Tinley Park, IL 60477

Members Present: M. Glotz, Chair
B. Younker, Village Trustee
W. Brady, Village Trustee

Members Absent: None

Other Board Members Present: J. Vandenberg, Village President
M. Mangin, Village Trustee
M. Pannitto, Village Trustee

Staff Present: D. Niemeyer, Village Manager
P. Connelly, Village Attorney
K. Workowski, Public Works Director
Paula Wallrich, Interim Community Development Director
S. Neubauer, Chief of Police
B. Bettenhausen, Village Treasurer
P. Wallrich, Interim Community Development Director
L. Godette, Deputy Clerk
T. Woolfalk, Commission Secretary

Item #1 - The meeting of the Community Development Committee Meeting was called to order at 6:03 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ON JUNE 13, 2017 – Motion was made by Trustee Glotz, seconded by Trustee Younker to approve the minutes of the Community Development Committee Meeting held on June 13, 2017. Vote by voice call. Chairman Glotz declared the motion carried.

Item #3 – DISCUSS GOV TEMP CONTRACT – COMMUNITY DEVELOPMENT DIRECTOR –
It is recommended that the Village renew the Professional Services Agreement with GovTemps that expires July 31, 2017 to fill the position of Interim Community Development Director providing for management and staffing coverage. Renewing the contract will allow the Community Development Department to continue to provide excellent service while the Village hires a permanent director. The agreement runs through July 31, 2018.

Village Manager Dave Niemeyer presented an overview of the contract with GovTemps. There is a 2.5% increase from last year. The difference covers the employment costs incurred by GovTemps. When a Community Development Director is hired, Paula Wallrich will return to her old position of Interim Deputy Community Development Director.

Motion was made by Trustee Glotz, seconded by Trustee Younker to renew the Professional Services

**Minutes
Meeting of the Community Development Committee
July 11, 2017**

Agreement with GovTemps. Vote by voice call. Chairman Glotz declared the motion carried.

ITEM #4 – DISCUSS CONTRACT FOR INSPECTION/PLAN REVIEW SERVICES (BUILDING OFFICIAL) – Paula Wallrich provided an overview of the contract with Rick Dandan for Inspection/Plan Review. Ken Bauer was hired May 8, 2017 for Inspection/Plan Review Services tendered his resignation July 3, 2017. Mr. Bauer’s last day will be July 14, 2017. In order to avoid a gap in service, the Village would like to recommend renewing a contract with Rick Dandan. Prior to Mr. Bauer’s employment, the Village contracted with Rick Dandan for inspection/plan review services. With Ken Bauer’s resignation, the Village is again in need for inspection/plan review services. Preliminary discussion with Rich indicates his willingness to return to his previous arrangement with the Village for inspection hours 3 days a week and the fee structure will remain the same.

It is recommended that the Village renew Rick Dandan’s previous contract until a Building Official is hired or services are no longer needed. Rick is available to start July 17, 2017.

Trustee Pannitto asked if a moving expense allowance was incurred for Ken Bauer and if there was a time limit attached to the moving expense contract paid to Ken Bauer. Village Manager Dave confirms that there were no stipulations.

A motion was made by Trustee Glotz, seconded by Trustee Pannitto to amend the contract with Rick Dandan for Inspection/Plan Review Services. Vote by voice call. Chairman Glotz declared the motion carried.

ITEM #5 – RECEIVE COMMENTS FROM THE PUBLIC – No comments received from the public.

ADJOURNMENT

Motion was made by Trustee Glotz, seconded by Trustee Younker to adjourn this meeting of the Community Development Committee. Vote by voice call. Chairman Glotz declared the motion carried and adjourned the meeting at 6:07 p.m.

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Memorandum

Community Development Department

Date: August 3, 2017

To: Community Development Committee

From: Stephanie Kisler, AICP – Planner I

Subject: Text Amendment to the Zoning Ordinance for Outdoor Sales Displays

In response to the Village's direction to amplify our business-friendly approach, Staff seeks direction for updating the regulations for Outdoor Sales Display areas. The current regulations within Section III.N.6. of the Zoning Ordinance only allow for outdoor display of seasonal gardening products. These regulations have not been strictly enforced in the past and Staff would like to formalize new regulations that would allow other displays of products.

Businesses like American Sale and The Great Escape have inquired about displaying their products outside their buildings. Other businesses, such as Five Below, Dick's Sporting Goods, Sear's, and many others already have various products displayed outside their stores (see photos on Page 4 of this memo). A Text Amendment to the Zoning Ordinance would assist these businesses in legally displaying their products outside the store to attract customers and aid in increasing sales and tax revenue.

Research & Analysis

Staff reviewed regulations in other communities, both in the Chicagoland area and in other states, to see how other municipalities regulate outdoor sales displays. Staff continues to research other comparable regulations but provides below the following summaries from the research so far:

- Orland Park, IL: Seasonal sales are allowed on large lots with at least 250' of frontage along a road. The display must be set back at least 30'. The display can last for up to six months. Temporary sales (such as sidewalk sales and tent sales) must also be set back 30' but are limited to three days of display once per month. Staff notes that despite these regulations, it appears that some businesses are not consistent with these regulations, i.e. American Sales on Route 45. It is possible they received a variation or special use for their outdoor display.
- Naperville, IL: Restricts the outdoor sales display to seasonal items that are normally used within the season of the display. Outlines a specific area where products can be displayed. Notes that any sales area not meeting the regulations must be approved by the City Council.

- Richmond, IN: Does not restrict the type of merchandise that can be displayed. Gives specific standards for location, size, and screening.

Staff took notes from the current Section III.N.6. and regulations in other communities and derived the following Important factors for consideration:

1. Approval Methods

- a. Can outdoor sales display be approved administratively or should the Plan Commission and/or Village Board be the final authority?
- b. Is there an opportunity for Staff to approve smaller-scale displays within specified parameters while the Plan Commission and/or Village Board could approve larger or more unique displays on a case-by-case basis?

2. Location of the Display

- a. What zoning districts are appropriate for outdoor sales displays?
- b. Need for proper accessibility around the displays
- c. Are there certain areas that we do or do not want to see displays?
 - i. Should they be close to the building?
 - ii. Should they be directly adjacent to the street?
 - iii. Can they be off-site?

3. Size of the Display

- a. Should there be a maximum area for the display?
 - i. Is it different for a business in a multi-tenant building versus a standalone building?
- b. Should there a maximum height for the display?

4. Time of Display

- a. Should there be a limit on how long outdoor displays should occur? Seasonal only? During open hours only?

5. Other Considerations

- a. Screening from residential properties
- b. Lighting
- c. Cleanliness/orderliness of the display

Recommendations

Staff recommends a two-tiered approach to outdoor sales displays:

1. The first tier would be displays of seasonal goods or special sales. These displays may include, but are not limited to: sale of potted plants, mulch, clothes racks, propane, ice, and small product display racks.
2. The second tier would be displays of seasonal goods or special sales that do not meet the regulations within the Level 1 Outdoor Sales Display Section. These displays may include, but are not limited to: large products or equipment, appliances, seasonal recreational items (pools, play

equipment, etc.), accessory structures (sheds, gazebos, etc.) or display of building materials (fencing, pavers, etc.).

The first tier of outdoor sales display would be subject to regulations for location, size, and time of display and could be approved administratively. Any proposals for outdoor sales displays that would not meet the regulations within the first tier would be required to be reviewed and approved by the Plan Commission and/or the Village Board.

These amendments to the Zoning Ordinance would allow for more typical, smaller scale outdoor displays (with products other than just garden items) to be approved administratively and would give the Plan Commission and/or Village Board the authority to approve the larger displays. Staff would like to get the Committee's direction and input on the appropriate regulations for outdoor sales displays within the Village of Tinley Park.

Examples of Current Outdoor Sales Displays:



TEXT AMENDMENT: OUTDOOR SALES DISPLAYS

Section III.N. of the Zoning Ordinance

6. Outdoor Sales Display Standards:

- a. Intent: The intent of the Outdoor Sales Display Standards is to permit the use of outdoor areas for display and sales of merchandise, but to ensure that such displays are sensitive to the character of the Village and do not jeopardize the health, safety, and welfare of the people within the Village.
- b. Applicability:
 - (1) Outdoor areas that a business or organization wants to use on a regular or seasonal basis for outdoor displays shall meet the regulations within this Section.
 - (2) This Section does not include outdoor sales display related to automotive dealerships.
- c. Requirements for Level 1 Outdoor Sales Display:
 - (1) Description of Level 1 Outdoor Sales Display: Level 1 Outdoor Sales Display entails displays of seasonal goods or special sales. These displays may include, but are not limited to: sale of potted plants, mulch, clothes racks, propane, ice, and small product display racks.
 - (2) Approval:
 - (A) A permit application (including plans for the display) must be submitted to the Community Development Department prior to displaying products outside. The submittal shall include the following:
 - (i) Application form
 - (ii) Plat of Survey
 - (iii) Dimensioned plans showing the display area
 - (iv) Information about what types of products will be displayed
 - (v) Display time plan outlining when the outdoor display period will occur
 - (B) The Zoning Administrator or their designee shall review the application and determine if the criteria within this Section have been met.
 - (3) Location:
 - (A) Zoning:
 - (i) Outdoor sales display is limited to non-residential properties only.
 - (B) Accessibility:
 - (i) An outdoor sales display area shall not block any accessibility ramp, parking space, door, fire hydrant, drive aisle, or driveway.
 - (ii) A minimum of thirty-six inches (36") shall be maintained for sidewalks and pedestrian ways in front of the outdoor sales display area.
 - (C) Setbacks:
 - (i) Front Yard: An outdoor display area shall meet the primary structure front yard setback standard identified in the applicable Zoning District in Section V. of the Zoning Ordinance.
 - (ii) Side and Rear Yards: An outdoor display area shall meet the accessory structure side yard and rear yard setback standard identified in the applicable Zoning District in Section V. of the Zoning Ordinance.
 - (D) Proximity to Primary Structure:
 - (i) An outdoor sales display area shall be either:
 - (i.a) Fifteen feet (15') or less from the front façade of the primary structure; or

TEXT AMENDMENT: OUTDOOR SALES DISPLAYS

(i.b) Forty feet (40') or less from a side façade of the primary structure

(E) Placement:

- (i) An outdoor sales display area shall be located at grade level and shall not be allowed on top of the roof.
- (ii) An outdoor sales display shall not create any visibility hazard or obstruction to vehicles or pedestrians.
- (iii) An outdoor sales display area shall be located on the same parcel as the principal structure.

(4) Size:

(A) Maximum Area:

- (i) Standalone Building: The cumulative area of all outdoor display area shall not exceed fifteen percent (15%) of the footprint of the principal structure to which the outdoor display area is associated.
- (ii) Within Multi-Tenant Building: The cumulative area of all outdoor display area shall not exceed twenty-five percent (25%) of the tenant frontage of the tenant space to which the outdoor display area is associated.

(B) Maximum Height:

- (i) Products displayed outside the principal structure shall not exceed ten feet (10') in height.

(5) Time for Display:

- (A) Outdoor sales displays shall occur only between April 15th and October 15th of each year, unless otherwise approved in writing by the Zoning Administrator or their designee.
- (B) Outdoor sales displays shall only be displayed during the business or organization's hours of operation, unless otherwise approved in writing by the Zoning Administrator or their designee.

d. Requirements for Level 2 Outdoor Sales Display:

- (1) Description of Level 2 Outdoor Sales Display: Level 2 Outdoor Sales Display entails displays of seasonal goods or special sales that do not meet the regulations within the Level 1 Outdoor Sales Display Section. These displays may include, but are not limited to: large products or equipment, appliances, seasonal recreational items (pools, play equipment, etc.), accessory structures (sheds, gazebos, etc.) or display of building materials (fencing, pavers, etc.).

(2) Approval:

- (A) A permit application (including plans for the display) must be submitted to the Community Development Department prior to displaying products outside. The submittal shall include the following:
 - (i) Application form
 - (ii) Plat of Survey
 - (iii) Dimensioned plans showing the display area
 - (iv) Information about what types of products will be displayed
 - (v) Display time plan outlining when the outdoor display period will occur
- (B) The Village Planner or their designee shall review the application and present the information to the Plan Commission for consideration for Site Plan Approval.

e. Signage:

- (1) Any signage affiliated with an Outdoor Sales Display is subject to the regulations within Section IX of the Zoning Ordinance.



Memorandum

Community Development Department

Date: August 3, 2017

To: Community Development Committee

From: Stephanie Kisler, AICP – Planner I

Subject: Text Amendment to the Zoning Ordinance for Truck Rental

There is interest in truck rental (moving trucks) in the area near 175th Street and Duvan Drive. This area is zoned ORI (Office and Restricted Industrial) and is part of the Mixed-Use Duvan Drive (MU-1) Overlay District. Section V of the Zoning Ordinance lists the following uses that are similar to a truck rental business and whether they are permitted, Special Uses, or prohibited.

USE	Allowed in MU-1?
Equipment rental and leasing services	Permitted
Heavy equipment sales/rental	Special Use Permit Required
Vehicle sales/rental	Prohibited
Vehicle sales/rental (internal display only)	Special Use Permit Required

Summary from Section V.B. Schedule I of the Zoning Ordinance

There isn't a clear distinction for truck rental within this Section, so Staff is seeking direction from the Committee on whether we should add a category specific to truck rental, make it a permitted or Special Use, and if there are any conditions that should be required for this type of business. Here is a draft of what a new regulation might look like:

USE	Allowed in MU-1?
Truck rental*	Special Use Permit Required

* Conditions:

1. The rental vehicles must be parked on a paved surface meeting all applicable Village codes.
2. The rental vehicles cannot be parked within the parking spaces that are required for the business per Section VIII of the Zoning Ordinance.
3. The rental vehicles must be screened from view (by vinyl privacy fencing, landscaping, or a combination of both) or located in such a way that the vehicles cannot be seen from the public right-of-way.

Staff also notes that one business, Tinley Auto Repair at 17600 Duvan Drive, already operates a U-Haul rental service in addition to their auto repair business. Staff could not locate past approvals for the U-Haul component of the business. B&B Warehousing is now inquiring about renting Budget trucks from their location at 7351 Duvan Drive.



Google Street View Images of U-Hauls at 17601 Duvan Drive

TEXT AMENDMENT: TRUCK RENTAL

USE (continued)	R-1	R-2	R-3	R-4	R-5	R-6	R-7	B-1	B-2	B-3	B-4	B-5*	ORI	M-1	MU-1
AUTOMOTIVE, BOAT, RECREATIONAL VEHICLE, AND GENERAL EQUIPMENT USES															
Accessory dealers												P			P
Automobile car washes												P			P
Automobile car wash, when attached to a service station										S					
Automobile parts and accessories, no on-site repairs or installation								S		P					
Automobile parts and accessories, on-site repairs or installation											A				
Automobile parts and accessories, including services without fees ¹												A			
Automobile repair shops, including body shops										S		S			P
Automobile repair shops, not including body shops								S	S	S		P			P
Automobile service stations								S	S	S		P			X
Emission diagnostic centers															P
Equipment rental and leasing services												P			P
Light equipment sales/rental												P			P
Heavy equipment sales/rental*												S			S
Towing services															P
Towing services (excluding vehicle storage)												S			S
Truck rental*															S
Vehicle sales/rental												P	X	X	X
Vehicle sales/rental, internal display only															S
Other similar or compatible uses, as recommended by the Plan Commission and approved by the Village Board												S			S

Comment [SK1]: Re-wrote this as "light equipment sales/rental" to be consistent

Comment [SK2]: Would like to make sure that all equipment and vehicle rental meets these conditions

Comment [SK3]: Do we want to separate vehicle rental from sales?

* Conditions:

1. The rental vehicles must be parked on a paved surface meeting all applicable Village codes.
2. The rental vehicles cannot be parked within the parking spaces that are required for the business per Section VIII of the Zoning Ordinance.
3. The rental vehicles must be screened from view (by vinyl privacy fencing, landscaping, or a combination of both) or located in such a way that the vehicles cannot be seen from the public right-of-way.



Memorandum

Community Development

To: Community Development Committee

From: Paula J. Wallrich, Deputy Planning Director

Date: August 8, 2017

Subject: Waiver of Section 313 Storage Sheds/Utility Sheds E. (Concrete foundations)

Background

Per the Village Comprehensive Building Code (Section 313. E.) storage/utility sheds “*in excess of one hundred (100) square feet in area shall be constructed on a concrete slab consisting of a minimum of four (4) inches of concrete on a minimum four (4) inches of crushed stone base.*”

Staff has received a request from Susan Bobkoa to erect a 200 SF greenhouse in the rear yard at 7801 Joliet Dr North. The proposed location and size conform with the Village’s Zoning Ordinance however, due to the proposed use of the greenhouse, (the potting and growing of plants) the resident requests the waiver of the required concrete foundation and instead provide a pervious base of pea gravel.

Discussion/Analysis

The concern for requiring a concrete foundation is to provide a solid level base and also to ensure the structure is secured to the ground. If a waiver is granted, the structure will be required to be anchored securely to the ground.

Staff suggests that if the waiver is granted that a condition be placed that the use of the greenhouse remain for the cultivation of plants only and not convert for a storage or utility shed.

Recommendation

Per The Comprehensive Building Code an appeal of the code “*shall be directed to the Building Committee which is appointed by the Board of Trustees of the Village.*” Staff has conferred with the interim Building Inspector and he supports the request with the required anchoring system for the greenhouse.

**COMMENTS FROM
THE PUBLIC**

ADJOURNMENT