

**MINUTES**  
**Meeting of the Committee of the Whole**  
**October 1, 2019 - 7 p.m.**  
**Village Hall of Tinley Park – Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

Members Present: M. Glotz, President Pro-Tem  
C. Berg, Village Trustee  
W. Brady, Village Trustee  
W. Brennan, Village Trustee  
D. Galante, Village Trustee  
M. Mueller, Village Trustee

Members Absent: J. Vandenberg, President

Other Board Members Present: K. Thirion, Village Clerk

Staff Present: D. Niemeyer, Village Manager  
P. Carr, Assistant Village Manager  
B. Bettenhausen, Village Treasurer - Arrived 7:08 p.m.  
M. Walsh, Police Chief  
F. Reeder, Fire Chief  
P. Connelly, Village Attorney - Arrived 7:10 p.m.  
D. Riordan, Deputy Fire Chief/Fire Prevention  
K. Clarke, Community Development Director  
D. Ritter, Senior Planner  
J. Urbanski, Assistant Public Works Director  
L. Valley, Executive Assistant to the Manager and Trustees  
H. Lipman, Management Analyst  
D. Sanfilippo, Executive Assistant to the Mayor  
L. Godette, Deputy Village Clerk  
L. Carollo, Commission/Committee Secretary

**Item #1** - The meeting of the Committee of the Whole was called to order at 7:01 p.m.

**Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON SEPTEMBER 3, 2019** – Motion was made by President Pro-Tem Glotz, seconded by Trustee Berg, to approve the minutes of the Committee of the Whole meeting held on September 3, 2019. Vote by voice call. President Pro-Tem Glotz declared the motion carried.

**Item #3 – DISCUSS COMPREHENSIVE FEE STUDY** - D. Ritter, Senior Planner provided the Committee with an overview of the Village's proposed increased fees and creation of a comprehensive fee schedule.

Numerous Village fees were reviewed from staff and several commercial or development-related fees were identified as low in contrast with comparable communities. Staff focused on creating adequate fee levels to cover appropriate costs for new projects. Most of the fees have not been updated in over 10-20 years. Typically, fees should be reviewed every few years to ensure they remain in line with the market. However, due to the time that has passed since the last updates, fees are not only low, but many do not cover a standard level of upfront costs associated with the requests.

There is a policy decision to be made for any fee as to how much of the total cost of a project is covered by the fee. Traditionally, municipalities have not sought to charge an applicant all of the costs related to development projects as the review of projects is an appropriate use of the General Fund. It is assumed projects performed for a fee will result in work that will increase property values for the subject property and quality of life for residents. Most fees are usually set with the goal of covering any upfront costs related to projects so the Village's General Fund is protected from incurring any costs from private projects that can potentially end up incomplete or abandoned. Due to decreasing revenue sources, many communities have begun adopting a policy that private development projects should pay their own way and all associated costs so that existing residents are not subsidizing any portion of private projects.

The proposed fee increases are primarily those that are for new development projects and events. The only increases to residential-related fees are for Residential Variation requests and to increase the minimum fee for all building permits to \$50 to cover basic administrative and review costs. The majority of fees proposed to be increased include those associated with public hearings, plan reviews, commercial building permits, new residential construction, new utility connections and private use of Fire Department personnel, as well as possibly private use of the Police Department personnel in the near future. The fees being increased are currently being subsidized by the General Fund at a high level.

Surrounding communities were included in the analysis for each fee to best understand where each proposed fee falls in comparison with our neighboring communities. For many fees, Tinley Park is currently the lowest. These comparisons indicate there is room to cover a great amount of the upfront costs and protect the General Fund, while also ensuring that Tinley Park remains competitive with other developing communities.

The proposed fee increases were discussed and approved at the Community Development, Public Works and Public Safety Committee meetings. Fee increases are proposed to become effective January 1, 2020, however, will not be applied to any projects having already submitted applications prior to January.

Staff also found that Village fees are scattered in many different codes and ordinances, which not only makes it very difficult for customers to know where to find specific fee information, but also makes it difficult to enforce or update fees consistently.

To enhance efficiency and increase customer service, staff recommended a comprehensive fee schedule be developed in the Code of Ordinances, which will list all fees charged by the Village. In addition to simplifying the process, the changes will make any future amendments easier to complete. Notably, Liquor License and Business License fees are currently under review and will be forthcoming.

The Plan Commission reviewed the removal of fees from the Zoning Code and unanimously recommended approval of the changes. Staff requested Committee direction to create a comprehensive fee schedule, listing all fees charged by the Village to be located in the Code of Ordinances and include recommended increases to fees to cover upfront costs that are competitive with neighboring communities' fee levels.

D. Niemeyer, Village Manager stated it is the Village's intent to review fees every few years moving forward. The fee increases are reasonable and take into account the Village's costs in many years. President Pro-Tem Glotz asked if the Committee had any questions or comments. Trustee Berg stated she feels the fee changes are well worthwhile in due time. Trustee Galante agreed with Trustee Berg. Trustee Berg, President Pro-Tem Glotz, Trustee Brennan and Trustee Brady thanked staff for their hard work and efforts. Trustee Mueller stated all fees will be clearer in a comprehensive fee schedule. However, he stated a fee increase concern of new residential building permits going up to \$2192 from \$550. Mr. Ritter stated \$550 to cover all aspects of a new residential building is extremely low and he

does not foresee an influx of requests coming into the department prior to January. Trustee Brennan asked D. Riordan, Deputy Fire Chief/Fire Prevention about the sprinkler fees, for which Mr. Riordan explained in detail they were reasonable.

**Item #4 – RECEIVE COMMENTS FROM THE PUBLIC** - A resident of Tinley Park since 1985 was concerned about taxing and distributing marijuana throughout the community. He referred to an Epic Times article and stated several negative aspects of bringing marijuana to the Village. Nancy O'Connor stated many medicinal benefits to cannabis, the differences between CBD and THC and suggested the Committee research cannabis for an informed decision.

#### **ADJOURNMENT**

Motion was made by Trustee Brennan, seconded by Trustee Berg, to adjourn this meeting of the Committee of the Whole. Vote by voice call. President Pro-Tem Glotz declared the motion carried and adjourned the meeting at 7:26 p.m.

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