

MINUTES
Special Meeting of the Community Development Committee
June 24, 2019 - 6:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: M. Mueller, Chairman
C. Berg, Village Trustee
D. Galante, Village Trustee

Members Absent: None

Other Board Members Present: M. Glotz, Village Trustee

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager
P. Connelly, Village Attorney - Arrived 6:38 p.m.
C. Faricelli, Deputy Police Chief
M. Zonsius, Assistant Village Treasurer
K. Clarke, Community Development Director
P. Hoban, Economic Development Manager
D. Framke, Marketing Director
P. Wallrich, Planning Manager
D. Ritter, Senior Planner
L. Valley, Executive Assistant to the Manager and Trustees
H. Lipman, Management Analyst
C. Mikrut, Intern
L. Carollo, Commission/Committee Secretary

Item #1 - The Special Meeting of the Community Development Committee was called to order at 6:30 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ON MAY 28, 2019 – Motion was made by Chairman Mueller, seconded by Trustee Berg, to approve the minutes of the Community Development Committee meeting held on May 28, 2019. Vote by voice call. Chairman Mueller declared the motion carried.

Item #3 – DISCUSS FOUNDATION ONLY POLICY - There have been increasing requests to issue Foundation Only permits on some larger projects that have been entitled through zoning, but have not submitted full construction documents (CDs) for permit issuance. Currently, the Building Code provides for issuing Foundation Only permits, however, it is unclear as to what conditions precipitate issuance, what security the Village should obtain as protection for a phased permitting process and what submittals are required to issue the permits. Staff is currently in the process of updating the Building Code, which presents an opportunity to address issues related to these permits and assist staff in providing consistent regulation for all development projects. Adoption of this policy would increase efficiencies within the department and improve customer service.

The Village has issued Foundation Only permits historically on a case-by-case basis at the discretion of the Building Official. Building Officials within other communities surveyed have found Foundation

Only permits not preferable and typically handled on a case-by-case basis. Issuance of a Foundation Only permit is viewed as a benefit, specifically helpful for large projects where development of CDs and the review process often follow a longer timeframe. These permits are considered the exception rather than the rule as the Village and developer both assume risks. It is expected that the CDs be far enough along and final engineering completed or there may be risks that changes may impact the footprint of the building. Most neighboring communities feel there should be extenuating circumstances warranting issuance of a Foundation Only permit.

Staff requested a Foundation Only permit policy adoption, specifying what projects would be eligible and document requirements. The final policy would include:

- Projects eligible for Foundation Only permits - Commercial or residential;
- Securities required - Letter of Credit if project does not move forward;
- Conditions for issuance of Foundation Only permits (weather, project size, significance to community);
- Submittal requirements;
- Department review process;
- Village Board approval - Reviewed by Village Board either through Committee approval or full Board approval.

Committee discussion encompassed all components above for final policy inclusion.

Motion was made by Trustee Berg, seconded by Trustee Galante, to recommend staff finalize a Foundation Only permit policy to be placed on the agenda of the Village Board meeting scheduled July 2, 2019. Vote by voice. Chairman Mueller declared the motion carried.

Item #4 – DISCUSS ADVIS-SPRINGFORT HALL - RECLASSIFICATION - Advis, President and CEO, Lyndean Brick, plans to invest \$500,000 in the vacant 8,000 sq. ft. commercial space of Springfort Hall, 17200 Oak Park Avenue. Advis also plans to relocate its headquarters from Mokena, IL and a total of 40 employees by January 1, 2020.

Advis is a Woman Owned Small Business (WOSB) health care consulting firm specializing in innovative revenue enhancement and savings protocols at the crossroads of regulation, compliance and provider operations.

Ms. Brick requested a Class 7a incentive to occupy 17200 Oak Park Avenue. The applicant has stated "but for..." the Class 7a reclassification Advis will not invest in the subject site. Cook County provides the Class 7a Incentive Program allowing reclassification of properties to effectively lower their tax assessment from the commercial rate of 25% to the residential rate of 10%. Class 7a reclassifications provide an assessment of 10% market value for the first ten (10) years, 15% in the eleventh year and 20% in the twelfth year. The Class 7a Incentive Program is intended to spur development in areas determined to be "in need of commercial development," commercial projects with total development costs, exclusive of land, under \$2 million, which would not be economically feasible without the incentive. High property taxes are a primary reason for Class 7a incentives and the competition with Will County and Indiana taxes. The building has been vacant since 2011.

The Economic and Commercial Commission (ECC) recommended approval of a Class 7a reclassification for Advis, Inc. on June 10, 2019.

Myron Brick of Advis, Inc. was present to answer any questions from the Committee. Advis, Inc. is only qualified for the requested Class 7a reclassification. Regular business hours would be 9 a.m. to 5 p.m. Chairman Mueller asked the Committee if there were further questions. No one came forward.

Motion was made by Trustee Galante, seconded by Trustee Berg, to recommend Advis, Inc. Class 7a reclassification request be placed on the agenda of the Village Board meeting scheduled July 2, 2019. Vote by voice. Chairman Mueller declared the motion carried.

Item #5 – DISCUSS GOVTEMPS - CONTRACT RENEWAL - Staff recommended the Village renew the annual Professional Services Agreement with GovTemps, which expires August 31, 2019, to fill the position of Planning Manager in the Community Development Department. Kimberly Clarke was promoted to Community Development Director June 4, 2019, and Paula Wallrich assumed the Planning Manager position at approximately 32 hours per week. The proposed contract renews Paula's service through August 31, 2020, at a rate of pay of \$77.49 hourly. This rate, paid to GovHR, is a proposed 2.5% over the current rate, effective June 10, 2019 through August 31, 2019. Effective September 1, 2019, Ms. Wallrich will be compensated \$55.35 hourly.

The Community Development Committee received a copy of the Professional Services Agreement with GovTemps for review and consideration. D. Niemeyer stated the rate paid to GovHR includes basic employee benefits. Kimberly Clarke and Paula Wallrich summarized the staffing plan for the Community Development Department.

Motion was made by Trustee Galante, seconded by Chairman Mueller, to recommend the Professional Services Agreement with GovTemps be placed on the agenda of the Village Board meeting scheduled July 2, 2019. Vote by voice. Chairman Mueller declared the motion carried.

Item #6 – DISCUSS FEE STUDY - TEXT AMENDMENT - Upon review of Village fees, staff identified a number of commercial and development-related fees that are comparatively low and many do not cover a standard level of upfront costs for most projects or services. Staff focused on creating adequate fee levels to cover appropriate costs for new projects as many fees have not been updated in 10-20 years.

Traditionally, municipalities have not charged an applicant all costs related to development projects, assuming these projects performed for a fee will increase property values and quality of life. Most fees are usually set with the goal of covering upfront costs related to the projects. However, due to decreasing revenue sources, many communities have begun to adopt a policy that private development projects should pay all costs to avoid existing residents subsidizing any portion of private projects. The proposed fee increases are primarily assessed for new development and commercial projects/events. Increased residential-related fees would include a Variation request and a minimum \$50 fee for building permits. The majority of increased fees would include those associated with public hearings, plan reviews, commercial building permits and new residential construction, which are currently subsidized at a high level by the General Fund compared to the upfront costs associated with each request.

The Committee received an analysis of fees charged in surrounding communities in comparison to Tinley Park. Comparisons showed there is room to cover a greater amount of upfront costs as well as remaining competitive in commercial and development areas. Staff recommended each fee be set at an average or slightly below average compared to local surrounding communities.

Other departments and respective committees will review fees including utility connections and usage of Police, Fire and Public Works staff for non-Village special events.

Village fees were also found scattered within many codes and ordinances, making it difficult for a customer to find specific fee information and also for the department to enforce or update fees consistently. To enhance efficiency and customer service, staff recommended development of a comprehensive fee schedule in the Code of Ordinances, which will list all Village fees. The timing of the fee amendments will coincide with the overall Building Code update planned in early September.

Chairman Mueller questioned why the Village did not charge a fee for certain items. D. Ritter, Senior Planner stated it has been a combination of oversight and confusion with fees scattered throughout the Code. Trustee Berg asked how fees are waived when working with a developer. Mr. Ritter stated the Village Attorney drafts the agreements and the agreements, which include fees, are brought to the Committee for recommendation. The fee increases would not be retroactive. Chairman Mueller asked if there were further questions from the Committee. No one came forward.

Motion was made by Trustee Berg, seconded by Trustee Galante, to recommend the proposed fee increases be presented to the meeting of the Committee of the Whole scheduled July 16, 2019. Vote by voice. Chairman Mueller declared the motion carried.

Item #7 – DISCUSS BANQUET USE - TEXT AGREEMENT - Staff recently received a banquet facility request in the Neighborhood Shopping District (B-1), which as per Code is not permitted. However, banquet facilities are allowed as a Permitted Use in the (Office and Restricted Industrial) ORI and (General Manufacturing) M-1 Zoning Districts. Upon review and discussions, Planning felt banquet facilities needed to be viewed as a distinct use with distinct characteristics and located in an appropriate district without a negative impact on surrounding land uses. Zoning codes were also researched in similar communities and staff identified banquet facilities are often permitted in business districts with the size of the facility dictating whether it is considered a Permitted or Special Use.

Staff recommendations and intended uses for specific zoning districts are noted below:

- B-1 Neighborhood Shopping District - Banquet facilities be allowed as a Special Use provided the use occupies a structure no greater than 5,000 sq. ft. Intended to provide areas for retail and service establishments to supply convenience goods or personal services for daily needs of residents living in adjacent residential neighborhoods.
- B-2 Community Shopping District - Banquet facilities be allowed as a Special Use provided the use occupies a structure no greater than 7,500 sq. ft. Intended to provide a wide variety of related retail-type businesses along with personal and complementary uses.
- B-3 General Business and Commercial District - Banquet facilities be allowed as a Permitted Use provided the use occupies a structure no greater than 30,000 sq. ft. A Special Use would be allowed for banquet facilities occupying a structure greater than 30,000 sq. ft., but not greater than 50,000 sq. ft. Intended to include uses not compatible in a neighborhood or community-type shopping center.
- B-4 Office and Service Business District - Banquet facilities be allowed as a Special Use provided the use occupies a structure no greater than 5,000 sq. ft. Intended primarily to provide office space for service-type businesses.
- B-5 Automotive Service District - Banquet facilities be prohibited. Intended to provide certain areas for automotive service and related types of uses.

Additionally, staff recommended the addition of specific parking requirements related to banquet facilities as follows: One space/100 sq. ft. in B-1 and B-4 Districts, ORI and M-1 Districts and 1 space/200 sq. ft. in B-2 and B-3 Districts.

Chairman Mueller asked if the Committee had any questions. Trustee Galante asked if all banquet facilities could be categorized as a Special Use for Village protection. P. Wallrich, Planning Manager stated the concerns with banquet facilities mainly are parking and traffic control and Planning recommended stricter parking requirements as a result. In response to Trustee Berg's question, P. Hoban, Economic Development Manager stated there have been car businesses interested in the B-5 District and currently the B-5 District is the primary location of interest. Trustee Glotz stated a concern of parking in a location of the B-1 District. Discussion continued relating to the proposed parking recommendations. P. Connelly, Village Attorney explained to the Committee specific locations for banquets and parking issues associated with them would be addressed in future if the text amendment is approved. The overall concept and guidelines above are to aid the Community Development Department moving forward in managing general banquet facility requests.

Motion was made by Trustee Berg, seconded by Chairman Mueller, to recommend Banquet Use - Text Agreement be forwarded to the Plan Commission meeting scheduled July 18, 2019. Vote by voice. Chairman Mueller declared the motion carried.

Item #8 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT

Motion was made by Trustee Berg, seconded by Trustee Chairman Mueller, to adjourn this Special Meeting of the Community Development Committee. Vote by voice call. Chairman Mueller declared the motion carried and adjourned the meeting at 7:34 p.m.

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