

**MINUTES**  
**Community Development Committee**  
**December 11, 2018 – 6:30 p.m.**  
**Village Hall of Tinley Park – Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

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

Members Absent: None

Other Board Members Present: None

Staff Present: D. Niemeyer, Village Manager  
P. Carr, Assistant Village Manager  
M. Walsh, Police Chief  
F. Reeder, Fire Chief  
D. Riordan, Deputy Fire Chief  
J. Urbanski, Assistant Public Works Director  
P. Wallrich, Interim Community Development Director  
K. Clarke, Planning Manager  
P. Connelly, Village Attorney  
L. Valley, Executive Assistant to the Manager & Trustees  
L. Godette, Deputy Village Clerk  
L. Carollo, Commission/Committee Secretary

**Item #1** - The Community Development Committee meeting was called to order at 6:30 p.m.

**Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ON SEPTEMBER 11, 2018** – Motion was made by Trustee Younker, seconded by Chairman Glotz, to approve the minutes of the Community Development Committee meeting held on September 11, 2018. Vote by voice call. Chairman Glotz declared the motion carried.

**Item #3 – DISCUSS SHORT-TERM VACATION RENTALS – TEXT AMENDMENT** – There have been complaints recently of renters causing disruption to the neighborhood, prompting a discussion on short-term rentals in the Village. Neighbors state the property owner does not reside at the address and issues with traffic and noise from the renters’ guests have been ongoing over a year. Due to this complaint, staff was requested to provide research to the Village Board how other surrounding communities have regulated short-term rentals. Staff provided recent articles on short-term rentals and examples of ordinances passed by other communities.

Airbnb is one of several short-term rental websites. Airbnb claims they bring visitors and money into the community, with Airbnb visitors staying longer and spending more money locally than hotel guests.

The Village regulates “bed and breakfast,” which is only permitted in the B-3 Zoning District.

Below are regulatory options for the Community Development Committee to consider concerning short-term rentals.

- Licensing - Short-term rentals would be licensed, which would allow the Village to track and collect fees to operate the program and also improve zoning/city code enforcement and reporting.
- Zoning – Rentals in a residential zone essentially allows commercial uses in an area prohibiting that type of use. The zoning ordinance would also need to be amended to specify the use and identify the allowed appropriate districts.
- Fees – Short-term rentals are much less expensive than hotels because they are not subject to the same city fees and taxes as hotels. Some communities are applying the hotel tax to short-term rentals and an agreement made with either the short-term rental provider or the property owner for tax collection.

Staff requested direction from the Village Board on how short-term rentals should be regulated within the Village.

Trustee Brady stated short-term rentals should have similar regulations as extended stay hotels within the community. Chairman Glotz stated necessary regulations should be placed in the meantime for relief.

The Village attorney drafted a letter to the property owner to cease and desist renting the home until further notice as a short-term remedy, and with concurrence from the Community Development Committee, the letter will be sent to the property owner.

Discussion continued regarding the available regulatory options and how the Village could execute said options. P. Connelly, Village Attorney stated his recommendation would be to move forward with a licensing scheme and continue to consider zoning. Chairman Glotz asked Community Development Committee approval for Mr. Connelly to send the cease and desist letter to the property owner, continued research to be provided to the Committee and then short-term rental enforcement would then move forward to the Committee of the Whole for further consideration and approval. The Committee concurred on the above plan of action.

Trustee Brady asked if there have been complaints about renters in the past with any other property in the community, for which K. Clarke, Planning Manager stated there have not been any prior complaints.

**Item #4 – DISCUSS CHANGE OF USE/OWNERSHIP POLICY** – Per Chairman Glotz’s request to review policy regarding Change of Use/Owner Application protocol, P. Wallrich, Interim Community Development Director presented an overview including background on code references providing the Village with authority for current protocol, information on Village policy for enforcement of regulations, status of current applications and a summary of comparative community code and enforcement policies.

Per the Comprehensive Building Code of the Village of Tinley Park and the Zoning Ordinance, staff created an application and protocol for the review of Change of Use and Change of Owner Applications. The application packet provides all necessary information for leasing and purchasing commercial, industrial or multi-family space/property. The packet addresses the opportunity for possible economic incentives, the \$30 application fee, inspections and basic items the inspection will cover, inspection report, the possible requirement of a building permit and the need for a final inspection prior to issuance a Certificate of Occupancy. Additionally, business license information is included.

Staff follows a protocol in processing the Change of Use/Change of Owner Applications. Upon receipt, applications are reviewed within five (5) business days for zoning compliance and an inspection is scheduled for all building and fire inspections. Within seven (7) business days of the inspection, a letter is sent to the applicant, outlining any code deficiencies and information is provided on code compliance. The applicant is instructed to contact the Building Department within seven (7) days to discuss a schedule

of repair and/or the necessity of permits. Occupancy permits are not issued until there is compliance; however, for non-life safety issues or if the Fire Department issued an extension, a temporary Certificate of Occupancy may be issued.

Unfortunately, while the intent of the ordinance is to require a property owner to comply with code, often this responsibility falls to the buyer or tenant. The Village has informed commercial property owners of their responsibility for compliance in the form of letters, posts on the Village website and meeting with realtors to recommend informing potential buyers of code compliance.

Chairman Glotz asked the Committee if there were any questions. No one came forward. Chairman Glotz asked the purpose of a business having up to 5 years to install/upgrade sprinkler systems. D. Riordan, Deputy Fire Chief stated 5 years has been used as an accommodation to help work and support business owners within the community. Trustee Younker and Trustee Brady stated 5 years is adequate and reasonable enough time regarding installation/upgrade of sprinkler systems. D. Niemeyer, Village Manager suggested meeting with key business owners in the community and staff to discuss items such as fire codes and provide the Village with feedback, as well as an opportunity for the Fire Department to inform business owners of fire code compliance.

**Item #5 – RECEIVE COMMENTS FROM THE PUBLIC** – Peter DeVries stated concerns regarding the Airbnb short-term rental property, regulations and enforcement regarding these types of rentals. Pertaining to the “bed and breakfast” definition regarding short-term rentals, Mike Elmer cited several building and fire codes posted on the Village website and thanked Ms. Clarke and Community Development staff for their hard work. Mr. Elmer also stated he is not in favor in downgrading the fire codes the Village currently has in place. Diane Galante stated she hopes regulating the short-term rentals would not entirely eliminate them. Due to safety issues, Ms. Galante asked the Community Development Committee not to downgrade fire suppression systems. Another resident stated she does not believe 5 years is enough time for businesses to comply with installation/upgrade of sprinkler systems and asked who enforces codes and how they are enforced. Nancy O’Connor stated Expedia owns Airbnb and suggested sending a letter to Expedia concerning the short-term rental complaints and proposed licensing. Regarding fire suppression, Ms. O’Connor suggested calculating a formula based on business components to determine a timeframe for sprinkler system compliance and Mr. Riordan stated currently there are other business components and codes already taken into consideration.

#### **ADJOURNMENT**

Motion was made by Chairman Glotz, seconded by Trustee Brady, to adjourn this meeting of the Community Development Committee. Vote by voice call. Chairman Glotz declared the motion carried and adjourned the meeting at 7:31 p.m.

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