



COMMUNITY DEVELOPMENT

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Dean Strzelecki

**BUILDING AND ZONING COMMITTEE MEETING
MINUTES
VILLAGE HALL – SECOND FLOOR CONFERENCE ROOM #218
August 18th, 2022**

Chairman

Craig Niedermaier – Trustee

Members

Kathy Thake – Deputy Village Manager
Charles Ostman – Community Development Director
Rich Wlodarski – Community Development Assistant Director
Tom Kanelos – Chairman Planning and Zoning
Danielle Grcic – Village Attorney
Rich Mangold – Resident

I. Call To Order/Roll Call

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

Present: 8 – Chairperson Niedermaier, Ostman, Grcic, Kanelos, Mangold, Thake, Bruemmer, Lockerby

Absent: 1 – Rich Wlodarski

Guests: 0

II. Approval of Building & Zoning Committee minutes from the meeting on August 18th, 2022

Niedermaier motioned to approve of meeting minutes for August 18th, 2022.

AYES: 6 – Chairperson Niedermaier, Thake, Ostman, Grcic, Kanelos, Mangold,

NAYS: 0

ABSTAIN: 0

Motion passed.

III. Old Business

IV. New Business

a) Housing Stock Improvement Program- Update

- I. Ostman provides an update on the program stating it is to improve the housing stock within the Village of Niles and staff are currently developing a plan. It is going in a good direction as staff has been communicating with various contractors, architects, and realtors as well as coordinating with the Niles Public Library regarding an educational program. The program is intended for residents of Niles to find out how they can expand their homes to accommodate large families and put an addition on their home. The goal is to have a program in place to support the cost of architectural services. The educational portion of this program is vital for residents who aren't sure where to begin when expanding their homes.
- II. Mangold agrees that it is a great program.
- III. Niedermaier states that this can draw more families to reside in the Village of Niles. Offering a path to education is an important resource and it will create a consistent and quality look to the homes. The program should undergo a lot of research in order for it to be successful.
- IV. Mangold states that the program should be advertised as much as possible.
- V. Niedermaier agrees and states that it should be advertised to not only residents, but also people considering moving into Niles which is why communicating with realtors is important.
- VI. Ostman states that updates will be provided throughout the process of developing this program.
- VII. Niedermaier states that incentivizing people to go in a certain direction in regard to the overall look of the house creates uniformity amongst the village. It creates a neighborhood that has a more cohesive feel.

B.) Comp Plan Update

- I. Lockerby states that the review for the first draft of the comp plan was completed. Comments were sent to the Lakota group and staff is waiting for revisions.
- II. Ostman reiterates that Lakota is taking longer due to a shortage of staff which has been challenging although there is ongoing communication.

C.) PUD Text Amendment Update

- I. Lockerby states that during the planning and zoning board meeting that occurred on August 8th, the modification of the PUD amendments were discussed. The recommendation that was brought up to the planning and zoning board was streamlining the process which is essentially condensing the preliminary and final process from two steps to one. This allows accepting bigger plans such as final engineering plans during the building application process rather than requiring it at the final PUD stage.
- II. Ostman brings up Golf Mill as an example. Their next phase is the concept plan in which the owners will make a presentation for the Village board.
- III. Lockerby states that staff has met with surrounding communities on how they streamline their process.

D.) Cross Control Update

- I. Ostman states that BSI conducted a survey (a requirement by the EPA) that was mailed to all residents of Niles to better understand what devices, equipment, and irrigation systems exist on their property. The response rate was very low which BSI expects as this occurs in other municipalities. Due to the low response rate, BSI sends out two inspectors to identify if there are sprinklers or irrigation systems present. Ostman states that the surveys showed that there were around 90 systems. After the inspections were conducted, it was determined that 250 more residents have these systems and they will be required to install RPZ valves into their irrigation systems. This is a costly process as this can cost up to \$500 but it protects the Village's water.
- II. Niedermaier states that the language on the surveys should be clearer.
- III. Ostman states that staff has been working with the IDPH in regards to cross contamination and improper protection that is not in place in a few nursing homes. The goal is to get additional backflow devices within nursing homes.
- IV. Mangold asks how often an inspection is required.
- V. Ostman states that it is required by the EPA to do it every 3 years.

E.) Department Software update

I. The community development department runs on City view which manages all of the licensing and inspection scheduling. The department has had a few hiccups with it, but has been cooperating with the IT director as well as going through training. The CD department is planning on using a software called Bluebeam in which staff has the ability to communicate with architects live when reviewing plans and making comments. The department has the ability to do this already, although it does not integrate smoothly with Energov which the IT department is working on while staff is preparing for the change. BlueBeam allows comments to be made and viewed in real time and it leaves a trail. The department has also been using a consultant for plan reviews on bigger commercial projects that has also shifted to electronic review. Ostman states that many business licenses have been paid online which is great as it is an easier and faster process, although there have been some issues with the village's online portal in having the ability to receive and complete reviews online.

F.) Fees/fines- discussion

I. Ostman states that the community development department is reviewing all the current building fees and looking at other municipalities in comparison. Once fees are determined, they will be presented to the building and zoning committee as well as the finance committee. The department will review fines as well with the help of the legal department. A large part of the review consists of looking at the fees/fines rates of other surrounding municipalities. Currently, the village charges under 2% of the value of construction for larger projects like additions and new construction.

II. Niedermaier agrees with comparing fees to other cities prior to determining them.

G.) Chapter 54- Article II – discussion for update

I. The community development department is working with Health Inspection Professionals which is an outside consultant that inspects all restaurants and food establishments. The health codes must be updated in regards to the enforcement of the IDPH and federal regulations. Additional information should be included such as pest control services as rodents are a large issue within the village. These services will be mandatory to reduce the rodent problem.

H.) Annual elevator inspections-discussion

I. Niedermaier asks why the village requires more inspections than necessary, particularly why elevator inspections occur twice a year rather than once a year.

II. Ostman states that in the past it was required more often. There have been discussions with Citywide, the outside service that completes the inspections, to only have them once a year which would make the process easier on the business. Part of Citywide's inspections consist of testing the elevators with heavy weights to ensure that the elevators can carry the maximum weight. If inspections are failed a second inspection is required.

III. Ostman states that the village also offers alarm monitoring services because the rate and service provided is much better than using an outside service. When a sprinkler system is down within a building, the village is notified on a regular daily basis and there are about 230 subscribers. It ensures that the business is protected by that sprinkler system because of how reliant the software is. This service is often promoted when new businesses come into the village and is much more favorable due to the cost and reliability of it.

I.) Murals- Discussion

I. Ostman states there have been requests for murals but language doesn't exist to support it. Murals are not signs and they are not regulated within the Village of Niles. There are other communities that do have regulations on murals and Niles should have the similar language to regulate them. Murals cannot advertise businesses.

V. Adjournment

Niedermaier asked for a motion to adjourn. Ostman motioned to adjourn until September 15th, 2022.