



COMMUNITY DEVELOPMENT

MAYOR

George D. Alpagianis

VILLAGE MANAGER

Joseph S. La Margo

VILLAGE CLERK

Marlene J. Victorine

TRUSTEES

John C. Jekot

Joe LoVerde

Danette O'Donovan Matyas

Denise M. McCreery

Craig Niedermaier

Dean Strzelecki

**BUILDING AND ZONING COMMITTEE MEETING
MINUTES
VILLAGE HALL – SECOND FLOOR CONFERENCE ROOM #218
October 20th, 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: 6 – Chairperson Niedermaier, Thake, Ostman, Wlodarski, Kanelos, Mangold

Absent: 1 – Grcic

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: 5 – Chairperson Niedermaier, Thake, Ostman, Kanelos, Mangold,

NAYS: 0

ABSTAIN: 1- Wlodarski

Motion passed.

III. Old Business

a) Housing Stock Improvement Program- Update

- I. Wlodarski states that the community development department has met with several architects regarding this program and have received a quote from an architect that was the best fit for this. The next step in this process is to have the chosen architect provide his services for potentially one to three houses within Niles. The architectural drawings would include various scenarios. These drawings will consist of houses with and without additions and will include potential different layouts. All drawings will include renderings. The renderings allow residents to better understand and visualize how they can expand their homes.
- II. Niedermaier states that this will also help visualize the cost as well.
- III. Kanelos asks if the architect will visit the homes prior to the service.
- IV. Wlodarski states the architect is very knowledgeable on layouts and will provide different scenarios.
- V. Kanelos states that this may not work because assumptions aren't able to work based on the current layout of a house.
- VI. Wlodarski reiterates that this is still a work in progress with the said architect.
- VII. Kanelos states that it is a great program and it will be very effective.
- VIII. Ostman states that the educational portion of this program may include a seminar with speakers covering many topics that will take place at the Niles Public Library. More information about the educational portion will be brought back in the next month's meeting.
- IX. Niedermaier states that these educational programs will be very helpful for residents and potential new residents because they will show them how to grow their home in a cost effective way without settling for cheaper materials. He proposes these seminars should provide a variety of discussions covering different topics.

B.) Comp Plan Update

- I. Ostman states that Lakota is in possession of the comprehensive plan in which the finalized copy should be received by the end of October.

C.) Cross Control Update

- I. Wlodarski states that 7,000 surveys were sent out to residents and about 1,800 responses came back. Once those were processed, letters were sent out to residents to ensure they have backflow protection devices installed if they had any irrigation systems. BSI also completed a walking survey in which they inspected every property in Niles for any sprinkler or irrigation systems due to the low response rate of the surveys. The surveys for commercial properties will be sent out late October and will follow a similar process to the residential one.
- II. Niedermaier asks how residents are notified.
- III. Wlodarski states residents are contacted by phone or mail to verify whether they do in fact have a sprinkler system in place or not.

D.) Department Software Update

- I. Ostman states the Community Development Department along with IT director Rehman Ali spent five days going over software issues and how to resolve them. A major issue for the department is that the server will occasionally go down. This affects every aspect of Energov including permitting, business licensing, and rental licensing. The department is also working on a new software package that will help speed up the process for writing citations as it currently takes 20 minutes to complete writing a citation. If the software worked properly, it would take around five minutes to write the citation which would be more efficient for the department.
- II. Ostman states a new program will be integrated that is called "See, Click, Fix." which will be very beneficial. This will allow residents to submit any complaint and will automatically notify code enforcement of the issues through the Energov software. This is currently being worked on among community development along with the IT department.
- III. Niedermaier agrees that it is a great program although it puts more responsibility on the department.
- IV. Ostman states that this program will allow all inspectors to address complaints with the residents more efficiently. Many surrounding communities use this and it is very effective.

E.) Development Updates

- I. Ostman provides a few development updates. He states that 9201 Milwaukee recently submitted construction drawings for a new apartment complex. A new 238 unit apartment complex will, which was previously known as Hesco, will be brought to the planning and zoning board.
- II. Kanelos asks for an update regarding the Golf Mill redevelopment
- III. Ostman states that currently there is no update. The planning and zoning board is waiting for the finalized concept plan that will be presented before the planning zoning board in the near future.
- IV.) Wlodarski provides an update on the gas station located at 7145 Dempster. He states the gas station plans to re-open with another pump. According to state regulations, tanks must be replaced if not used within a year which will have to take place in order to re-open since the property has been closed for over a year.

F.) Proposed Fees-Appendix D

- I. Wlodarski provides an update on new building fees. Fees in other communities along with consultant fees were examined in order to put together the current fees. Plan review fees for commercial sprinklers were changed to reflect the same fees charged by the consultant used by the Village.
- II. Wlodarski states minor changes were made to language that were not clear for occupancies and permit extensions. Permits can be extended for up to 90 days for 20% of the total permit fees whether it is a commercial or residential project. Overall, minor increases were made to some of the fees.
- III. Kanelos asks if the permitting fees are the same.
- IV. Wlodarski states that the fee remains \$9 per \$1000 of valuation. The fee schedule for Niles is in the middle of the spectrum amongst surrounding communities. While the fees are not the lowest, the turnaround time for permits is very quick in Niles in comparison to the surrounding communities.
- V. Niedermaier asks if there is a survey being done after the permitting process in order to get feedback from residents.
- VI. Wlodarski states that an automated survey through survey monkey is sent out to anyone involved in a project after it is completed.
- VII. Kanelos asks if everyone listed on the permit is receiving the survey.
- VIII. Wlodarski states that all contractors, architects, and the homeowner receive the survey.

G.) Health Inspection Services RFQ

- I. Wlodarski states that Community Development currently uses Health Inspection Pros for all health related plan reviews and inspections. The current contract is ending soon and the RFQ will be posted in the near future

Next Meeting November 17th, 2021 .

IV. Adjournment

Niedermaier asked for a motion to adjourn. Kanelos motioned to adjourn until November 17th, 2022.