

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
MEETING OF THE COMMITTEE OF THE WHOLE
VILLAGE HALL COUNCIL CHAMBERS
FEBRUARY 21, 2023**

Call to Order

President Patel called the Committee of the Whole Meeting of the Lincolnwood Board of Trustees to order at 6:04 P.M., Tuesday, February 21, 2023, in the Council Chambers of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Upon roll call by Village Clerk Beryl Herman, the following were:

PRESENT: President Patel, Trustees Klatzco, Diaz-Herrera, Sargon, Saleem, Halevi, Martel

ABSENT: None

A quorum was present.

Also present: Village Manager Anne Marie Gaura, Assistant Village Manager Charles Meyer, Finance Director Scott Magnum, Community Development Director Scott Magnum, Planning and Economic Development Manager Doug Hammel, Public Works Director Nadim Badran, Village Engineer Rachel Mieritz and Management Analyst Elijah Beborra.

Regular Business

1. Biennial Report of the Economic Development Commission

Economic Development Commission Chairperson James Kucienski and Scott Magnum were available for discussion and stated that the Economic Development Commission has been learning about zoning issues and has looked at properties around the Village. It was noted that the Commission visited sites such as the Lincolnwood Town Center. He stated that the Commission is attempting to look at economic development opportunities in the Village. Chairperson Kucienski stated that the Commission decided to look at developments and their impact on the Village and community. They also discussed property tax abatements, sales tax revenue, and, specifically, which businesses produce the most revenue. He stated that the Commission would continue looking at other economic incentives and sites. Chairperson Kucienski noted that the Commission would like to collaborate on sustainability issues and projects with the Environmental Commission. He stated that he would like to know the Village Board's priorities for economic development. He noted that the Commission is a group that is interested in making the Village a better place financially and with sustainability.

Trustee Sargon stated that she is glad to hear that the Commission is doing on-site visits, which is helpful in planning and development. She stated that with the Mayor's approval

they would work with the the Environmental Commission comprehensive plan regarding economic development.

President Patel stated that if the Commission has opinions or ideas to share, they should bring them up to the Village Board. He noted that he would like to see the Commission brainstorm ways to capitalize on and market the increasing number of businesses in the Village.

Trustee Martel asked Chairperson Kucienski what the Village Board could do to help the Commission achieve its goals.

Chairperson Kucienski stated that the Village Board's transparency had helped the Commission with direction by reading the Village Board meeting minutes, which gives the Commission a broader, wider experience of what is happening in the Village. He said he would inform the Village Board if the Commission needs more resources or information.

Trustee Klatzco stated that he would like the Economic Development Commission to jump in when development updates come for the mall.

Trustee Halevi thanked the Commission for their hard work and what they have added to the Village. She finds it interesting that they are collaborating with the Environmental Commission and thinks it's wonderful.

Trustee Saleem thanked the Commission for their work.

Trustee Herrera thanked Chairperson Kucienski and the Commission for their work.

The Village Board accepted the Economic Development Biennial report.

2. Discussion Concerning Combination Inspector Position

Community Development Department Director Scott Magnum stated that Staff recommends advertising for both a Combination Building Inspector I and II position, and hiring one employee based on the best match Combination Building Inspector II requires additional experience and results in an increased candidate pool. Staff looked at eight recent regional job postings and determined the salary range for the position shown, average starting salary of \$74,250 (four municipalities) and; Average range of \$68,719 to \$86,980 (four municipalities). Proposed Salary Range of \$69,300 to \$93,555 (Class 5 Grade); total compensation of \$106,470 to \$133,672 with benefits. Proposed Salary Range of \$76,230 to \$102,911 (Class 6 Grade); total compensation of \$117,570 to \$147,818 with benefits. Staff also recommends a hiring bonus of \$5,000 proposed if two additional certifications are achieved within one year of hire.

Director Magnum stated the position costs and benefits include Express Permits being completed 87% in-house, 86% of Quick Turn Around Permits inspections completed in-house, and 19% of Standard Permit inspections would have been completed in-house. Based

on the assumption of 50% of inspections and 70% of plan reviews, an estimated consultant reduction of \$61,400 per year is expected.

Director Magnum stated that the proposed position would fit into the Village's mission of Service First by achieving quicker turnaround for building permit plan reviews. Increased flexibility to allow for building inspections five days per week, which allows for quick turnaround inspections, such as on pre-pour and final inspections for flatwork. Increased coverage and responsiveness when the Building Official and Code Enforcement Officer are out of the office. Ability to assist customers at the front counter on permit review and inspection questions and more staff time to available to problem solve with customers.

Director Magnum stated that Building Permit Fees have been largely unchanged since at least 2004. A survey of seven comparable municipalities shows the range of permit fees based on project valuation from 0.8% to 3.5% (Lincolnwood 1.0%). Approximately \$300,000 in valuation-based permit fees in CY 2022. It could be nearly \$350,000 using the Skokie valuation fee (1.15%). It could be over \$600,000 using Wilmette valuation fee (2.02%). Increasing fee valuation within 1.15-1.29% could pay increased costs based on the assumption of \$300,000 per year revenue. Detailed analysis will be prepared for the March 16 Budget Workshop. Combination Inspector I or II could be funded with an increase in valuation fees.

Director Magnum stated that staff requests that the Village Board provide direction to include a Combination Building Inspector I or II position within the Stub Year 2023 Budget at Class 5 or 6 Salary Grade.

Trustee Klatzco stated that he would like to know how to increase the permit rate without being intrusive.

Director Magnum stated that it would be discussed at the March budget meeting.

Trustee Martel asked if they require an applicant to be certified as an electrical and plumbing inspector or if the Community Development Department is just looking at experience.

President Patel stated that the Village prefers an Inspector who is certified as an Electrical Inspector. However, in the event an applicant is certified both as an Electrical and Plumbing Inspector, that candidate would be favorable to get the position.

Trustee Sargon thanked staff for the detail that went into the presentation. She stated that she is in favor of moving forward with the position and is looking forward to the budget meeting to discuss funding for the position.

Trustee Saleem asked when the permit software was coming online.

Village Manager Gaura stated that the permit software would be online on July 1, 2023. She stated that Assistant Village Manager Meyer has been working on ensuring that the software would be online as scheduled.

Trustee Klatzco stated that the hiring bonus is a necessary thing because of the current job market.

Village Manager Gaura stated that Staff is seeking guidance on moving forward with the combined Inspector I and II position.

The consensus from the Village Board is to move forward with the hiring of the position and the pay structure.

3. Discussion Concerning Patio or Impervious Surface Permit Process

Community Development Director Scott Magnum stated that the need for stormwater mitigation includes an increase in private impervious surfaces that add to stormwater runoff which can lead to inundation from surface water, damage to adjacent properties, overloading of the sewer system (most is combined storm/sewer), diminished sewer capacity, storm/sewer water backup into homes.

The current Village Ordinance states that Chapter 12, Article 6 (Stormwater Management) is to promote the reduction of drainage or flood hazards from new and current development. To lessen the burden on the taxpayer for flood control projects, repairs to flood-damaged public facilities and utilities, and flood rescue and relief operations caused by increased stormwater runoff quantities from new development. Lastly, to protect, conserve, and promote the orderly development of land and water resources.

The Village Board viewed a guide that describes and illustrates stormwater techniques, clarifies submittal documents, provides contact information, and explains review processes.

Staff compared Morton Grove, Niles, Park Ridge, and Skokie stormwater mitigation measures. Skokie requires stormwater mitigation measures for the addition of over 400 square feet of impervious surface. All comparable communities have maximum impervious surface requirements that range between 50-70% of the Residential Zoning Lot.

Staff requests consensus from the Village Board to continue to utilize the current 500-square-foot threshold for new impervious surfaces and to utilize the new Stormwater Management Guide to simplify calculations for applicants. The Stormwater Management Guide pre-calculates the amounts of mitigation required and suggests techniques for mitigation.

Trustee Saleem asked, with the 50 to 70 % impervious requirement, will he need to go through the permit process if the work he would like to do goes beyond 500 feet.

Community Development Director Magnum stated that he would still need to go through the permit process.

Trustee Martel asked about the impervious requirement for residential lots.

Director Magnum stated that typically the range is 50-70%. However, in the Village, the maximum is 60% impervious.

President Patel asked staff if the purpose of the requirement is to make sure that water does not go into neighboring residential lots. He stated that Village Code doesn't prohibit water going to the street unless it is overland flooding. Nothing in the Village Code requires a property owner to retain the water. He also asked if the Village was looking to not send water to the neighbor.

Director Nadim Badran stated that it's not directly to the neighbor. He said that you create a path that is no longer able to absorb the water, so that water needs to be accounted for somewhere.

President Patel asked if a resident does not need to retain the water on their lot.

Director Badran stated that a property owner doesn't have to retain the water on their lot. They could theoretically install a pop-up drain or french drain to find a more appropriate place to disperse the water.

Director Badran stated that the Village has draining issues, whether it's on private property or public, due to our combined sewer system.

Trustee Saleem asked if there is a way to simplify what a 500-gallon tank solution looks like by creating a simple handout that is easy to understand for people who are not engineers.

Director Badran stated that the Village makes the Staff Engineer available to answer residents' questions before they start a project.

Trustee Martel stated that the issue the Village has right now is that there is a combined sewer system that cannot handle more water and the point of the requirements is that water is not sent to the storm sewer at a faster rate.

The consensus of the Village Board is to resume the discussion at the March 21 Committee of the Whole meeting.

President Patel stated that he would like a meeting with Director Badran and Trustee Martel to further discuss the topic.

4. Discussion Concerning Building Permits and Water Bill Coordination

The discussion was moved to the next meeting.

Adjournment

Trustee Sargon moved to adjourn the Committee of the Whole at 7:30 P.M., seconded by Trustee Saleem.

The meeting was adjourned unanimously by voice vote.

Meeting Adjourned

Respectfully Submitted,



Beryl Herman
Village Clerk