

**Economic Development Commission
Wednesday, August 28, 2013
Council Chambers Room
Minutes**

Commissioners Present

James Kucienski, Vice-Chair
James Persino, Chairman
Paul Levine
James Berger
Patrick McCoy
William Pabst
Maureen Ehrenberg
Terrance Strauch

Commissioners Absent

Nadia Seniuta

Staff Present

Timothy C Wiberg, Village Manager
Timothy M. Clarke AICP, Community Development Director
Aaron N. Cook AICP, Community Development Manager
Robert Merkel, Finance Director
Adam Brown, Community Development Intern

Others Present

Craig Klatzco, Village Trustee
Jacqueline Boland, Executive Director, Lincolnwood Chamber of Commerce

I. Call to Order/ Quorum Declaration

Noting that a quorum was present, the meeting was called to order at 8:07AM by Vice-Chairman Kucienski.

II. Minutes Approval

Commissioner Levine moved to approve the April 24, 2013 Minutes as presented. Commissioner Berger seconded. Motion approved 6-0. After Minutes approval, Chairman Persino and Commissioner Strauch arrived to the meeting.

III. Village Business and Development Processes

Director Clarke provided a power point presentation regarding three Village business and development processes. He began by noting that under state law, as a non-home rule community, the Village was only able to license certain types of businesses, which resulted in kiosks at the Town Center requiring a business license but not the Carson's or Kohl's stores. Clarke indicated that once the Village became home rule it had the power to license all businesses in the community and in approximately 2005, the Village amended its regulations to require essentially all businesses to obtain a Village business license.

Director Clarke continued his presentation by outlining the steps that are taken by the Village once a business license application is submitted. These steps include a zoning review by the Community Development Department and reviews by the fire, police, finance and administration departments as needed. He added that the process is intended to take no more than 15 business days. Discussion ensued.

Vice-Chair Kucienski inquired about the process the Village utilizes when a business changes hands, and of the term length of a business license. Director Clarke described the process used and indicated that licenses expire on April 30th of each year and renewals, which go through a different process are for one year. Commissioner Ehrenberg asked whether the Village employs a compliance verification process for businesses and Commissioner Levine asked about the costs of business licenses and whether businesses have been compliant overall. Development Manager Cook responded that license fees are based on a specific schedule but generally the cost is approximately \$100. It was further noted that business licenses are required to be posted on the premises in a conspicuous place and that the Fire Dept. while performing semi-annual inspections is tasked with verifying that the business has obtained a business license. Discussion ensued.

Director Clarke continued his presentation by next providing an overview of the steps involved in the Village's building permit process. During this presentation, Commissioner Pabst inquired on the status of the Jaffa Bagels construction project and voiced concerns regarding ongoing construction sites, poor property maintenance and lack of apparent enforcement of codes in the Village. Jacqueline Boland of the Lincolnwood Chamber of Commerce suggested that the Village could erect a green-canvassed fence to surround construction sites which would make construction sites more aesthetically pleasing. Village Manager Wiberg reiterated the challenges faced by the business in question and the limited number of options available to the Village.

Chairman Persino asked whether the Village requires that a property owner provide authorization for proposed property renovations, or if only the tenant is required to provide information. Manager Cook noted that the Village requires the property owner's signature on the permit application. Chairman Persino suggested that the Village be more proactive in communicating with property owners when issues about tenant construction occur. Discussion continued.

Director Clarke next gave an overview of the Village's process for zoning relief, such as for a Special Use, Planned Unit Development, Map or Text Amendment or when a zoning variation is requested. Director Clarke summarized the steps leading to a public hearing (held by either the Plan Commission or Zoning Board of Appeals). Commission discussion continued.

IV. Development Updates

Director Clarke provided an update on the upcoming Urban Land Institute (ULI) study of the Devon Avenue corridor. He noted this ULI technical assistance is being made possible through funds provided to ULI by the Chicago Metropolitan Agency for

Planning (CMAP). Chairman Persino noted that the Economic Development Commission had made a recommendation at the recent Special Commission meeting with the Village Board. He stated that this recommendation was to continue the scheduled September 3rd Public Hearing for the proposed Devon- Lincoln Tax Increment Finance (TIF) District, to a date that would occur after the results of the ULI study have been provided to the Village. He stated that by continuing the public hearing until after the ULI report is provided, would allow the Village Board to consider these recommendations in light of the Commission's recommendation to establish this TIF District.

Director Clarke next briefed the Commission on the status of the Purple Hotel redevelopment site. He stated that it appears that the concept plan being prepared appears consistent with the Village's vision for the property. Discussion ensued about the site's development.

Vice-Chairman Kucienski inquired whether the proposed development plan will be able to accommodate the expected traffic flow, particularly the main entrance to the planned development at Touhy Avenue. Director Clarke noted that a traffic impact study would be required to assess these concerns.

Director Clarke noted for the Commission that in July, the Village issued six new business licenses and per direction given by the Commission, a report listing these licenses was made part of the meeting packet for this meeting and would now become a standard report in the Commission's monthly meeting packet material.

Director Clarke concluded his briefing by referencing the recent CMAP Local Economic Development Incentives Report that was included in this month's Commission meeting packet.

V. Other Business

None.

VIII. Public Forum

No person present indicated a desire to address the Commission to provide comment.

IX. Adjournment

The meeting was adjourned by consensus at 9:58 AM.

Respectfully Submitted,

Timothy M. Clarke, AICP
Community Development Director