



License, Permits & Franchises Committee

Meeting Agenda

February 13, 2024

7:00 p.m.

1. Call to Order
2. Approval of Minutes - October 10, 2023  
(November 14, 2023, December 12, 2023, and January 9, 2024 meetings were canceled for lack of agenda)
3. Permit and Code Compliance Report
4. Business License Report
5. Vehicle Sticker Report
6. Discussion regarding signs placed in the public right-of-way
7. Approval of Bradford's proposal for Phase 1 of digitizing building plans and records, as previously approved as a capital expenditure for 2024.
8. New Business
9. Old Business
10. Comments from the Audience – please send public comments to [building@palosheights.org](mailto:building@palosheights.org)
11. Adjourn



City of Palos Heights  
License, Permits, & Franchises Meeting  
Tuesday, October 10, 2023  
7:00 p.m.  
MINUTES

**CALL TO ORDER**

Chairman Lewandowski called the License, Permits, and Franchises Committee meeting to order at 7:05 p.m. In attendance were Chairman Lewandowski, Alderman McGovern, Alderman Basso, Building Commissioner Frank Giordano, 4 members of the public and recording secretary Morgan Pukula. Absent was Alderman McGrogan.

**APPROVAL OF MINUTES**

Alderman McGovern moved to approve the minutes of the September 12, 2023, meeting, seconded by Alderman Basso. On a voice vote, the motion passed unanimously.

**PERMIT & CODE ENFORCEMENT REPORT**

Chairman Lewandowski referred to the permit report in the agenda packet. There were 84 permits issued from September 7, 2023, to October 3, 2023, totaling \$31,392.00. For the permit period from January 1, 2023, to October 3, 2023, the City has collected \$211,702.00 with 720 permits issued. From September 7, 2023, to October 3, 2023, the City has collected \$1,050.00 in re-inspection fees. There were 27 code enforcement cases and 23 code enforcement inspections from September 7, 2023, to October 3, 2023. From January 1, 2023, to October 3, 2023, there have been 133 code enforcement cases and 164 inspections. Year to date building fines collected total \$5,000.00; code enforcement fines total \$1,650.00.

**VEHICLE STICKER REPORT**

For the period of May 18, 2023, to October 3, 2023, approximately 6,480 stickers were sold and \$141,220.00 was collected.

Alderman Basso questioned the true count of stickers and vehicles for each resident in the city. Chairman Lewandowski stated, the city can compare city stickers sold year to year but to receive an exact number of vehicles, would not be obtainable. This year, there are also discounts, so the revenue may fluctuate from previous years. This topic would be revisited as to whether the city has or can create an ordinance to enforce city stickers.

**DISCUSSION OF VARIANCE REQUEST FOR EXISTING RESIDENTIAL DRIVEWAY AT 7620 CARMICHAEL DR TO BE WIDENED MORE THAN CODE ALLOWS**

The homeowner was in attendance for the extension of the driveway at 7620 Carmichael Dr. Alderman McGovern requested that the council bring the subject back to committee due to the absence of Mr. Welsh at the city council meeting. The extension of the driveway would be 6 feet over the existing flagstone. Alderman Basso and Alderman McGovern expressed concern on extending the driveway to the front of the home and extending the driveway considering the size of the garage. Conversation included suggestions for the replacement of the flagstone and questions about future improvements at the home. The Aldermen requested the homeowner return to the city council meeting for further questions on October 17. Chairman Lewandowski motioned to approve the variance request for the existing residential driveway at 7620 Carmichael Dr to be widened more than the code allows, seconded by Alderman McGovern.

On roll call, the motion to approve the variance was:

Ayes: (2) Lewandowski, McGovern

Nays: (1) Basso

Absent: (1) McGrogan

With two (2) affirmative votes the motion carried.

**VARIANCE REQUEST FOR EXISTING RESIDENTIAL DRIVEWAY AT 451 SHADOW CREEK DR TO BE WIDENED MORE THAN CODE ALLOWS**

The homeowner of 451 Shadow Creek Dr. was in attendance to explain the expansion of his driveway. There is a curvature towards the end of the driveway for the 3<sup>rd</sup> garage, and the request is to add concrete in its place. Chairman Lewandowski motioned to approve the variance request for the existing residential driveway at 451 Shadow Creek Dr to be widened more than code allows, seconded by Alderman McGovern.

On roll call, the motion to approve the variance was:

Ayes: (3) Lewandowski, McGovern, Basso

Absent: (1) McGrogan

With three (3) affirmative votes, the motion carried.

**VARIANCE REQUEST FOR INSTALLATION OF A NEW FENCE AT 12342 S 73<sup>RD</sup> CT BEYOND THE ALLOWABLE PLACEMENT THAT CODE ALLOWS**

The homeowner of 12342 73<sup>rd</sup> Ct. was in attendance to request the approval of a variance fence on a corner lot behind his home. The property is at the corner of 124<sup>th</sup> St and 73<sup>rd</sup> Ct. The homeowner stated there will be an installation of a pool in the near future and he stated the extension will be for the safe play of his children. Conversation included confirmation of the fence placement and protecting the openness of the city. Chairman Lewandowski motioned to approve the variance request for installation of a new fence at 12342 S 73<sup>rd</sup> Ct beyond the allowable placement that code allows, seconded by Alderman McGovern.

On roll call, the motion to approve the variance was:

Ayes: (2) Lewandowski, McGovern

Nays: (1) Basso

Absent: (1) McGrogan

With two (2) affirmative votes the motion carried.

Each homeowner was advised of the city council meeting on October 17, where their requests will go to council.

**NEW BUSINESS**

None.

**OLD BUSINESS**

None.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

There being no further business, Chairman Lewandowski made a motion to adjourn, seconded by Alderman McGovern. All in favor.

Meeting adjourned at 7:59 p.m.

Respectfully submitted,

---

Morgan Pukula, Recording Secretary

# Building Department



## Memo

To: License, Permits, & Franchises Committee  
From: Building Department  
Date: February 13, 2024  
Re: Permit and Code Compliance Report

---

### PERMITS

#### **Permits Issued**

January 3, 2024 to February 7, 2024 - **37**  
January 1, 2024 to February 7, 2024 - **39**

#### **Permit Fees Collected**

January 3, 2024 to February 7, 2024 - **\$13,960.00**  
January 1, 2024 to February 7, 2024 - **\$14,780.20**

#### **Re-inspection Fees Collected**

January 1, 2024 to February 7, 2024 - **\$225.00**

### CODE COMPLIANCES

#### **Code Compliance Violations**

January 3, 2024 to February 7, 2024 - **32**  
January 1, 2024 to February 7, 2024 - **33**

#### **Code Compliance Inspections**

January 3, 2024 to February 7, 2024 - **15**  
January 1, 2024 to February 7, 2024 - **16**

### FINES

#### **Building Fines Collected**

January 1, 2024 to February 7, 2024 - **\$450.00**

#### **Code Compliance Fines Collected**

January 1, 2024 to February 7, 2024 - **\$0**



## Memorandum

To: Alderman Lewandowski  
License, Permit and Franchise Committee

From: Ashley Pala

Date: February 9, 2024

RE: 2024 Business License Renewal Report

---

The following list of businesses have not paid for their 2024 Business License as of 2/9/24 and will be attending the adjudication hearing on 3/14/24.

- Chulu Fit
- North American Title Company
- Diliberto Real Estate Services, LLC.
- Modern Vascular, LLC.
- Lennox Rose Boutique

The following list of businesses will be attending the adjudication hearing but have paid after receiving the summons to appear.

- Van Gogh The Hair Artist
- Chase Bank
- Accel Entertainment @ X's & O's
- Healthy Natural Concession
- Huntington National Bank
- Accel Entertainment @ Joe Daniel's
- MCL Palos Inc.
- Westgate Music School
- Humanitarian Relief Foundation
- Xcellent Taekwondo Center
- House to Home PH, LLC.
- Victress, A Wellness Center for Women

Report Criteria:

Delinquent minimum amount of .00 compared to current balance

---

Account Number	Business Name	Balance	Non-Delinquent Amount	Delinquent Amount	Last Payment Date	Last Payment Amount
596	CHULO FIT	387.50	40.00	347.50	12/15/2022	729.75-
662	NORTH AMERICAN TITLE COMPANY	112.50	15.00	97.50	11/28/2022	97.50-
670	DILIBERTO REAL ESTATE SERVICES, LLC	90.00	15.00	75.00	04/03/2023	365.00-
696	MODERN VASCULAR LLC	90.00	15.00	75.00	12/12/2022	75.00-
705	LENNOX ROSE BOUTIQUE	90.00	15.00	75.00	11/23/2022	75.00-
Grand Totals:		770.00	100.00	670.00		

---



## MEMORANDUM

To: Alderman Lewandowski  
License, Permits and Franchises Committee

From: Charlotte Moore

Date: February 9, 2024

RE: Vehicle Stickers

---

2023-2024 vehicle stickers went on sale May 18, 2023.

This report is for vehicle sales from May 18, 2023 – February 8, 2024. Approximate number of stickers sold is 6,595.

Money taken in from Vehicle Tag fees:

32-00-320	New Stickers	\$	144,297.50
32-00-320.1	Replacements	\$	210.00
	<b>Total for stickers</b>	<b>\$</b>	<b>144,507.50</b>

Bradford Systems Corporation, Inc.  
945 N Oaklawn Ave  
Elmhurst, IL 60126

RE: City of Palos Heights  
**Phase 1: Digitize and Perform Quality Assurance of wide format Building Plans**

We are pleased to offer this response to your request for services. Bradford Systems Corporation, a privately held corporation, has been providing document solution services since 1971. We are experts in the records and information management industry assisting clients with all challenges related to managing information in both physical and digital formats.

We have a strong past performance for developing a process that can be executed within a specific timeframe and budget. We embrace quality control processes specifically related to sensitive documents (protecting Personal Identifiable Information,) and all document projects are managed using the same core requirements. Our internal quality control plan and resulting processes ensure that the work we do exceeds performance expectations in every aspect of a multifaceted scope, be it accuracy, timely completion, adherence to regulations, or any other criteria.

We include an outstanding team of multi-tiered experts for this project. Together, they provide the highest level of expertise in workflow, process development, RIM compliance and information management program development. Our internal quality control plan and resulting processes ensure that the work we do exceeds performance expectations in every aspect of a multifaceted scope, be it accuracy, timely completion, adherence to regulations, or any other criteria. Our significant past performance in similar work allows us to continuously fine-tune our internal processes.

Given our expertise, successful past performances, rigorous quality control, we believe we provide the best value proposition to the City of Minneapolis.

Experience. Ingenuity. Cleverness. Tenacity. One Team. One Vision. It's the way solution partners are supposed to be.

Kathleen Connolly  
Director, Document Management Services  
[kathleen@bradfordsystems.com](mailto:kathleen@bradfordsystems.com)  
773-507-3713



**SCOPE OF SERVICES / WORK PROVIDED**

**Investment Pricing Assumptions and Notations**

**Phase One:** Digitize and Perform Quality Assurance of approximately 2,300 building plans/20,000 pages.

1. Scan records to 300 DPI Color.
2. Provide electronic files and associated data in a secured format via secure portal method.

**Digital Conversion**

We validate, based on the assumptions noted, that the per image pricing is all inclusive of the following tasks:

- Kick-Off Site Meeting
- Project Plan and timeline
- Deployment (delivery & set up of all equipment and technology, servers, etc.)
- Intake & Manifest
- Barcode cover sheet match and processing
- Document prep as needed
- Scanning (300 DPI in Color)
- 100% QC viewing of each image
- Exceptions and corrections
- OCR/Text Searchable PDF

***Investment***

<u>Service</u>	<u>Unit*</u>	<u>Unit Price</u>	<u>Total Price*</u>
Prep, Scan, and Audit Building Plans	22,857 pages (# of plans unknown)	\$1.75/pg	\$40,000.00

<b>Total Cost</b>	\$40,000.00 (-)
-------------------	-----------------

---

### Noteworthy Items

1. We anticipate that Phase I will require 3 – 3.5 months to complete 50% of the Building Plans.
2. Bradford Systems will hold scanned plans for a period of 30 days post project completion at no charge. After which a fee of \$28 per crate per month will be invoiced monthly (approximately 8 crates out of 16 crates currently on our premises).
3. Additionally, four pallets containing Building Permit files will also be invoiced at \$28/month per pallet when we begin invoicing for the Building Plans' storage – approximately mid July 2024.
4. Please note: Building Plans and Permit files have been under our care since October 2023

### Production Time

We assign our teams based on production goals. Each project is likely to have some unexpected items that may require us to make adjustments in labor and equipment and we're agile enough to be able to make adjustments that align with our clients' expectations.

A key element of managing production is keeping like tasks together (i.e., scan operators, prep team, etc.) Our goal is to continually increase production as we become more familiar with the documents and hence, we review and amend our processes throughout the project as needed to meet the production and quality requirements.

Additionally, as discussed earlier, we utilize a technology tool that not only provides us with full tracking and chain of custody, but also *detailed production measurements by task and team member*. These production numbers are captured and reported every hour so that we can adjust as needed throughout the day.

### Access to files/File Requests

As we mentioned earlier, each project has a designated Project Manager, along with team leads in each production stage. One of the most important roles of the PM is to serve you. Regardless of the request process, the key to serving you best is knowing what the expectation is for turn-around time. This is a key item for discussion during the kick-off meeting.

### Test Run/Validation Phase/ Measure Twice ~ Cut Once

A validation phase is always part of our SOP. During the Validation process, the management and senior level team members take a sampling of records through the proposed process. This provides information and data necessary to amend and/or change the process if needed before production begins. Additionally, the validation process highlights areas and/or issues that no one may have known about and may need to be addressed. Finally, once the validation phase is completed, we amend and document the training tools and project plan to ensure the SOW is accurate.

### Deliverables

We are pleased to provide delivery options to our clients based on what works best within their environment and we have implemented all the above items. We have the technical capability to do a direct transfer and or provide a portal for a secure download using AWS security protocols. We have clients who request that we physically deliver an encrypted drive directly to their POC and others whereby we manage the direct transfer of images into their EMR or document management system. We expect that this is a decision that will be made during the project kick-off meeting and are prepared to meet your preferred method.