



License, Permits & Franchises Committee

Meeting Agenda

April 11, 2023

7:00 p.m.

1. Call to Order
2. Approval of Minutes – December 13, 2022
(January 10 and February 14, 2023 meetings were canceled for lack of agenda)
3. Permit and Code Enforcement Report
4. Business License Report
5. Vehicle Sticker Report
6. Special Event - Outdoor Sales May 12 - 21, 2023 at Richard's Bicycles 11933 S Harlem Ave
7. New Business
8. Old Business
9. Comments from the Audience – please send public comments to building@palosheights.org
10. Adjourn



City of Palos Heights
License, Permits, & Franchises Meeting
Tuesday, December 13, 2022
7:00 p.m.
MINUTES

CALL TO ORDER

Chairman Lewandowski called the License, Permits, and Franchises Committee meeting to order at 7:10 p.m. In attendance were Alderman McGovern, Alderman Basso, Building Commissioner Frank Giordano, City Administrator David Strohl and recording secretary Ashley Pala. Absent was Alderman McGrogan.

APPROVAL OF MINUTES

Alderman Lewandowski moved to approve the minutes of the November 8, 2022, meeting, seconded by Alderman McGovern. On a voice note, the motion passed unanimously.

PERMIT & CODE ENFORCEMENT REPORT

Chairman Lewandowski referred to the permit report in the agenda packet. There were 59 permits issued from November 2, 2022, to December 6, 2022, totaling \$16,670.37. For the permit period from January 1, 2022, to December 6, 2022 the City has collected \$257,116.05 with 847 permits issued. From January 1, 2022, to December 6, 2022, the City has collected \$1,700.00 in re-inspection fees. There were 8 code enforcement cases and 10 code enforcement inspections from November 2, 2022, to December 6, 2022. From January 1, 2022, to December 6, 2022 there have been 121 code enforcement cases and 128 inspections.

BUSINESS LICENSE REPORT

For the 2022 business licenses, \$89,287.50 was invoiced, of which \$87,172.75 has been paid. The amount owed is \$2,114.75.

VEHICLE STICKER REPORT

For the period from May 18, 2022, to December 8, 2022, approximately 6,790 stickers were sold and \$156,635.00 was collected.

NEW BUSINESS

Business License Enforcement: Discussion was had regarding delinquent businesses who are in violation of the code for not paying for and receiving their business license. The Committee members were in agreement that action needs to be taken. As the 2023 deadline is quickly approaching, the Alderman determined that on January 3rd, the Deputy City Clerk shall issue a letter to businesses not in compliance to make them aware of the penalty fee applied to their account and if payment is not received by the 17th of January, a citation would be issued from the Building Commissioner.

OLD BUSINESS

Alderman Basso expressed to the Committee a neighbor dispute regarding six (6) dogs on the premises. The Committee concluded that this matter would be better suited for the Public Safety Committee.

PUBLIC COMMENT**ADJOURNMENT**

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

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Ashley Pala, Recording Secretary

Building Department

Phone: 708-361-1804 • Fax: 708-923-7112



Memo

To: License, Permits, & Franchises Committee
From: Building Department
Date: April 5, 2023
Re: Permit and Code Enforcement Report

PERMITS

Permits Issued

March 9, 2023 to April 5, 2023 - **54**
January 1, 2023 to April 5, 2023 - **128**

Permit Fees Collected

March 9, 2023 to April 5, 2023 - **\$13,624.00**
January 1, 2023 to April 5, 2023 - **\$41,812.60**

Re-inspection Fees Collected

March 9, 2023 to April 5, 2023 - **\$250.00**
January 1, 2023 to April 5, 2023 - **\$550.00**

CODE ENFORCEMENTS

Code Enforcement Cases

March 9, 2023 to April 5, 2023 - **18**
January 1, 2023 to April 5, 2023 - **47**

Code Enforcement Inspections

March 9, 2023 to April 5, 2023 - **18**
January 1, 2023 to April 5, 2023 - **42**

FINES

Building Fines Collected

January 1, 2023 to April 5, 2023 - **\$1250.00**

Code Enforcement Fines Collected

January 1, 2023 to April 5, 2023 - **\$200.00**

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
143	PARK VILLA NURSING AND REHABILITATION	1,052.50	277.50	775.00	04/25/2022	852.50-
Grand Totals:		<u>1,052.50</u>	<u>277.50</u>	<u>775.00</u>		



MEMORANDUM

To: Alderman Lewandowski
License, Permits and Franchises Committee

From: Charlotte Moore

Date: April 6, 2023
RE: Vehicle Stickers

2022-2023 vehicle stickers went on sale May 18, 2022.

This report is for vehicle sales from May 18, 2022 – April 5, 2023. Approximate number of stickers sold is 6,880.

Money taken in from Vehicle Tag fees:

32-00-320	New Stickers	\$	159,152.50
32-00-320.1	Replacements	\$	140.00
	Total for stickers	\$	159,292.50

RECEIVED

APR 05 2023

CITY OF PALOS HEIGHTS
BUILDING DEPT

CITY OF PALOS HEIGHTS
7607 W. College Drive
Palos Heights, IL 60463
(708) 361-1800



**OUTDOOR SALES OF MERCHANDISE
IN B DISTRICT PERMIT APPLICATION
FEE: \$75.00**

Name of Applicant: Richard Dziejdzic Date: 04/03/2023
Name of Business: RED Bicycle Inc DBA Richard's Bicycles
Address: 11933 S Harlem Avenue City Palos Heights State IL Zip 60463
Phone 708 448 4601 Fax No. _____ Email mtb@rbikes.com
Federal Employer I.D. # 81 4548928 Illinois Sales Tax # 4234-8188

PERMIT REQUESTED FOR:

Description of merchandise to be sold:
Bicycles, parts, accessories

Dates and hours of sale (no more than 10 days allowed)

(12 Days)

~~Saturday April 22nd and Sunday April 23rd 2023~~
Friday May 12th thru Sunday May 21st 2023 ONLY 10 days to abide by code

Location of Sale _____
Please attach copy of Permission Letter from property owner

Additional permits and associated fees are required for the following. Please check if applicable.

I will be using a tent

I will have electrical hook-up

I will advertise with signs

Signature of Applicant: Richard Dziejdzic

Office Use:

To License, Permits & Franchise Committee: _____

Approved by City Council on _____ Meeting Date & Time _____

Permit Issued by: _____ Fee Paid: _____ Date: _____

Copy of permit distributed to: Clerk's Office, Building Department, and Police Department

RECEIVED

APR 05 2023

APPLICATION FOR TENT/TEMPORARY STRUCTURE PERMIT

CITY OF PALOS HEIGHTS BUILDING DEPT.

507 W College Drive

REAL ESTATE TAX I.D. #:

APPLICANTS: COMPLETE ALL ITEMS AND SUBMIT WITH ALL SUPPORT DOCUMENTATIONS

LOCATION OF IMPROVEMENT	ADDRESS <u>11933 Harlem Ave</u>	
	SUBDIVISION	LOT
OWNER	NAME <u>RICHARA DZIEDZIC</u>	PHONE <u>708-508-4601</u>
	ADDRESS <u>11933 HARLEM</u>	Home: <u>4601</u>
	EMAIL <u>MTB@RBikes.com</u>	Business: <u>708-648-4601</u> Cell: <u>4601</u>
CONTRACTOR	NAME <u>SAME</u>	Business:
	ADDRESS	
	CONTACT	Cell:
	EMAIL	
Call Building Department once tent/structure is erected. Prior to use.		TOTAL COST OF IMPROVEMENT
<p><u>20' x 20' tent</u></p> <p><u>dates: 5/15 - 5/21</u></p>		
24 Hours Notice Required For All Inspections		\$ _____
<p>**BUILDING DEPARTMENT USE ONLY**</p> <p>BUILDING PERMIT NO. <u>P23-0146</u></p> <p>BUILDING PERMIT FEE \$ <u>53000</u></p> <p><u>[Signature]</u></p> <p>APPROVED BY</p>		<p>I hereby declare that the above information is correct, and I do agree, in consideration of and upon issuance of a building permit, to perform only such work as described herein. I further declare that I am the owner, his contractor or authorized agent and have permission from the owner to apply for this permit.</p> <p>I/WE AGREE TO CONFORM TO ALL APPLICABLE LAWS, ORDINANCES AND CODES OF THIS JURISDICTION.</p> <p><u>RICHARA DZIEDZIC</u></p> <p>Print Name</p> <p><u>[Signature]</u> <u>4-5-23</u></p> <p>Signature of Applicant Date</p>