



**City of Palos Heights**

License, Permits & Franchises Committee Meeting

Tuesday, July 14, 2020

7:00 PM

*Via Electronic Participation*

**MINUTES**

**CALL TO ORDER**

Chairman Lewandowski called the meeting to order at 7:00 p.m. on July 14, 2020 via GoToMeeting. In attendance were Chairman Lewandowski, Alderman McGrogan, Alderman Kramarski and Alderman Basso, Building Commissioner Chris Kransberger, City Administrator Dan Nisavic, Recording Secretary/Deputy Clerk Margaret Carey. Absent was Alderman McGrogan. Also in attendance: Mr. Bowes, Mr. Antkiewicz, Mr. Doyle, Ms. Bridges (School Dist. 128).

**APPROVAL OF MINUTES**

Alderman Lewandowski made a motion to approve the minutes of the June 9, 2020 meeting, seconded by Alderman Kramarski. On a voice vote, the motion passed unanimously.

**PERMIT & CODE ENFORCEMENT REPORT**

Chairman Lewandowski referred to the permit report in the agenda packet. For the permit period from 1-1-2020 to 7-9-2020, the City has collected \$107,802.01, with 414 permits issued. For that same time period, there have been 137 code enforcement cases and 192 code enforcement inspections.

**BUSINESS LICENSE REPORT**

Chairman Lewandowski referred to the Business License report in the agenda packet. For the 2020 business licenses, \$73,571.25 was invoiced and \$69,997.50 was collected.

**DRIVEWAY REQUEST – 7240 W. 120<sup>TH</sup> STREET (BOWES)**

Mr. Bowes explained his request. Asphalt driveway expanded on both sides. The request does not exceed the 30% front yard restriction.

Alderman Kramarski made a motion to approve the driveway request for 7240 W. 120<sup>th</sup> Street, seconded by Alderman Lewandowski. On a voice vote, the motion passed unanimously.

**DRIVEWAY REQUEST – 12701 S. 69<sup>TH</sup> COURT (ANTKIEWICZ)**

Mr. Antkiewicz explained his request. The request does not exceed the 30% front yard restriction.

Alderman Kramarski made a motion to approve the driveway request for 12701 S. 69<sup>th</sup> Court, seconded by Alderman Lewandowski. On a voice vote, the motion passed unanimously.

**DRIVEWAY REQUEST – 12561 S. 68<sup>TH</sup> COURT (DOYLE)**

Mr. Doyle explained his request. The request does not exceed the 30% front yard restriction.

Alderman Lewandowski made a motion to approve the driveway request for 12561 S. 68<sup>th</sup> Court, seconded by Alderman Kramarski. On a voice vote, the motion passed unanimously.

**DRIVEWAY REQUEST – 12401 S. OAK PARK AVENUE (NAVAJO HEIGHTS SCHOOL)**

Ms. Bridges spoke on behalf of School District 128 and explained this request. Asphalt driveway expanded to allow room for busses to turn around.

Alderman Lewandowski made a motion to approve the driveway request for Navajo Heights School, seconded by Alderman Basso. On a voice vote, the motion passed unanimously.

**RELEASE OF PARK VILLA NURSING HOME’S MAINTENANCE BOND**

Building Commissioner Kransberger explained the bond was required when the addition was added. At this point all requirements have been satisfied.

Alderman Lewandowski made a motion to approve the release of Park Villa’s maintenance bond, seconded by Alderman Kramarski. On a voice vote, the motion passed unanimously. **AGENDA**

**CONSIDERATION TO APPROVE CHANGES TO THE CITY CODE REGARDING SOLICITOR PERMITS**

Deputy Clerk Carey explained the process for door-to-door solicitor permit approval includes criminal background checks. These checks were previously completed in-house by the Palos Heights PD at no cost. That is no longer possible and all checks must be run through the Illinois State Police for a fee. Carey suggested adding the fee and adjusting current fees for the application requirements. The City Code would need to be adjusted, as follows, to reflect the new fees: Current actual cost of background check + \$20 admin fee, \$100 annual fee, and \$20 per day per person fee. In addition, Ms. Carey asked the Committee for direction to establish an acceptable timeframe which background checks would be valid.

The Committee asked Ms. Carey to survey other communities to ask the question about time limits for the background checks and present the information at a future committee meeting.

Alderman Lewandowski made a motion to approve the fee changes to the City Code section regarding solicitor permits, seconded by Alderman Kramarski. On a voice vote, the motion passed unanimously.

**NEW BUSINESS**

**STEEL BUILDINGS**

Building Commissioner Kransberger presented examples of steel structures that are gaining popularity. He asked the Committee for their opinion of them and whether the Committee wanted to adjust the City Code to address these types of structures. The Committee agreed these types of structures would not be appropriate for our City lots. Kransberger will work on a draft ordinance.

**FOOD TRUCKS**

Building Commissioner Kransberger updated the Committee about food trucks. The City does not mention them in the City Code. The committee discussed possible restrictions and directed Kransberger to survey other communities to learn how others are regulating food trucks.

**OLD BUSINESS**

- 1. DISCUSSION OF DRIVEWAY REQUEST FROM MAY 12, 2020 MEETING – 12859 SHOSHONE ROAD (PERKOVIC)

This matter was voted on at the May 12, 2020 meeting. It was a 2/2 vote and was denied. Chairman Lewandowski would like to refer this item to the City Council for consideration, without recommendation from the committee. The Committee members agreed. **AGENDA**

**PUBLIC COMMENT** – none.

**ADJOURNMENT**

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

Meeting adjourned at 7:35 p.m.

Respectfully submitted,

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Margaret Carey, Recording Secretary