

I have reviewed the Minutes, and they correctly represent the action taken by the Committee.

**PLANNING, BUILDING & DEVELOPMENT COMMITTEE
VILLAGE OF SCHAUMBURG
MUNICIPAL CENTER – CONFERENCE ROOM B
THURSDAY, MARCH 21, 2024**

Members Present: Jack Sullivan, Chairman
George Dunham, Trustee
Esha Patel, Trustee

Others Present: Paula Hewson, Assistant Village Manager
Julie Fitzgerald, Director, Community Development Department
Debbie Parran, Code Enforcement Supervisor
Parth Joshi, Community Planner
Joe Dugan, Deputy Police Chief
Ryan Ratliff, Hotel

The Chairman called the meeting to order at 7:00 p.m.

APPROVAL OF MINUTES:

A motion was made by Trustee George Dunham and seconded by Trustee Esha Patel to approve the minutes of the February 15, 2024, meeting of the Planning, Building & Development Committee.

All Ayes.

MOTION CARRIED

CONSENT AGENDA:

NEW BUSINESS:

1. Recommendation to Amend Title 11, Chapter 129C.07, Regarding Tax on Hotel Stays of 30 Days and Longer

Ms. Hewson said last November the Village Board passed an Ordinance instituting a \$1,000/month tax for stays over 30 days. Since that was passed, police staff has had additional conversations with the hoteliers and those discussions revolve around providing exceptions to that rule.

Deputy Chief Dugan explained that a couple of hotels raised various concerns about the large percentage of their past and present business including corporate business travelers, domestic and international travelers who are staying in the village for an extended period of time. Staff looked back at some of the previous inspections that were performed from the original exceptions and noted a large amount of those exceptions were due to work-related exceptions, or corporate business travelers in town for an extended project. In order to exempt this, we had to exempt contractual arrangements for employees being housed at Schaumburg hotels for work purposes.

We would like to increase the allowable stays without the tax being imposed for the rest of the exceptions from 10% to 15%. After speaking with some of the hoteliers, staff feels this will allow the hotels to operate as they have been doing and not put them in a competitive disadvantage to other hotels in the area.

Trustees Dunham and Sullivan agreed it was a reasonable change. Mr. Ratliff thanked the committee and added that he thought moving it to 15% was fair and asked when this would be effective. Trustee Sullivan said this would go to the Village Board meeting on April 9th, where it will be voted on and go into effect. He added that there were other trustees that may have questions and suggested that Mr. Ratliff attend the meeting to represent.

A motion was made by Trustee Esha Patel and seconded by Trustee George Dunham to recommend the Village Board adopt an Ordinance Amending the Municipal Code Title 11, Chapter 129C.07 (Hotel Establishments; Maximum Stay Length) Pertaining to Hotel and Motel Tax on Extended Stays.

All Ayes.

MOTION CARRIED

2. Recommendation to Approve an Annual Amusement License for Gamers World at G138B Woodfield Mall

Ms. Parran said this establishment holds trading card and board games and tournaments in one of their rooms adjacent to the retail store. They charge a fee for that, so therefore they are required to have an annual Amusement License. Staff reviewed the application and determined they were compliant with Zoning and Occupancy.

A motion was made by Trustee Esha Patel and seconded by Trustee George Dunham to recommend the Village Board approve an Annual Amusement License for Gamers World located at G138B Woodfield Mall for 2024.

All Ayes.

MOTION CARRIED

3. Recommendation to Approve an Annual Amusement License for The Radio Flyer Store at N120 Woodfield Mall

Ms. Parran said the store applied for this license after deciding to charge for the rides on the track in the store. Staff has determined they are compliant with Zoning and Occupancy approvals. Trustee Dunham asked how much they were charging. Ms. Parran indicated she believes it was either \$3 or \$5 depending on the time of day or the item they are testing.

A motion was made by Trustee Esha Patel and seconded by Trustee George Dunham to recommend the Village Board approve an Annual Amusement License for The Radio Flyer Store located at N120 Woodfield Mall for 2024.

All Ayes.

MOTION CARRIED

4. Recommendation to Approve an Annual Amusement License for Sixty to Escape at D215 Woodfield Mall

Ms. Parran said this establishment charges to play/participate in escape games and miniature golf. They operate regularly 7 days a week on mall hours. Staff reviewed their application and determined they were compliant with Zoning and Occupancy approvals.

Trustee Dunham asked where they were located. Ms. Fitzgerald indicated it was near where the old Sears was located.

A motion was made by Trustee Esha Patel and seconded by Trustee George Dunham to recommend the Village Board approve an Annual Amusement License for Sixty to Escape located at D215 Woodfield Mall for 2024.

All Ayes.

MOTION CARRIED

5. Recommendation to Approve a Contract Extension with J. Davito Design, Inc. for Community Development Department Code Enforcement and Plan Review Services Landscape Inspections for FY 24/25

Ms. Parran said this is the 3rd of 3 annual renewal options for the original agreement in 2021 with J. Davito Design, Inc. Staff has been pleased with the performance of this contractor and have received compliments from residents and businesses.

The scope of the work involves landscape maintenance inspections for Code Enforcement as well as Planning inspections. The rate of service is not changing, and the total payment would not exceed \$67,500 for the coming fiscal year. Staff is requesting authorization to proceed with the contract extension pending Village Board approval of the proposed fiscal year 2025 budget.

A motion was made by Trustee Esha Patel and seconded by Trustee George Dunham to recommend the Village Board authorize the Village Manager to execute the Renewal of a Professional Services Agreement with J. Davito Design, Inc. for Code Enforcement and Planning Landscape inspections for FY 25 in an amount not to exceed \$67,500 contingent upon approval of the proposed FY 25 budget and approve the required resolution.

All Ayes.

MOTION CARRIED

6. Recommendation to Approve a Contract Extension with Christopher Burke Engineering for Community Development Engineering

Ms. Fitzgerald explained we have been utilizing this company for interim engineering services since January 2023. We have tried to recruit for our Engineering Supervisor position. We have been unsuccessful in hiring for that position so our proposal for fiscal year 2025 beginning May 1st is to pause on recruitment. We are not actively recruiting for

this position now and would like to take a year and plan proactively to use these services rather than bring this item back to committee every few months.

Christopher Burke has placed an individual in the role who has been here 3 days/week. We have increased that to 4 days/week. Our proposal is to keep it at 4 days/week through next fiscal year. He is a professional engineer who worked in a similar capacity for another suburb for many years. He is retired but working for Christopher Burke. He has been a very good fit for us, and we are recommending 4 days/week for fiscal year 2025 pending approval of the fiscal year 2025 budget.

Trustee Dunham asked if we would hire someone for this position if we did happen to locate someone sooner than the contract ended. Ms. Fitzgerald said we haven't talked about that, but we wouldn't rule it out. It is important to note that staff kept this position in the budget, we just aren't funding the position. We are not proposing to eliminate the position. We think that ideally, we would be able to fill it, but it has been enough time that continuing to advertise for the position unsuccessfully does not seem like a stable plan nor does it make the position look desirable. The engineering field is very competitive to hire, and our Public Works department faced similar challenges when trying to fill positions.

A motion was made by Trustee Esha Patel and seconded by Trustee George Dunham to recommend the Village Board authorize the Village Manager to execute a contract with Christopher Burke Engineering, Ltd. for Interim Engineering Services in an amount not to exceed \$307,840 pending approval of the FY 25 budget and approve the required resolution.

All Ayes.

MOTION CARRIED

7. Recommendation to Approve a Contract Extension with TPI Building Code Consultants for Community Development Department Inspection and Plan Review Services

Ms. Fitzgerald said this is an increase to the existing purchase order with TPI. We have an existing contract with TPI. This increases the amount of the purchase order. We had some staffing vacancies early in the fiscal year, so we increased our consulting services in order to accommodate for that and still provide services for plan review. Staff proposed a mid-year budget amendment which was approved by the Village Board, but we didn't come back to the Village Board to increase the actual amount of the contract. This is to increase the contract specifically from \$500,000 to \$616,000. The Village Manager approved an increase of \$49,999, and this request is to increase to \$616,000. The original budget was \$500,000, we did amend the budget to align with \$616,000 and now we are recommending we increase the contract to align with that as well. Most of the money has already been spent, this is to get us through the end of the fiscal year.

A motion was made by Trustee Esha Patel and seconded by Trustee George Dunham to recommend the Village Board authorize the Village Manager to execute an increase in the Purchase Order with TPI Code Consultants, Inc up to \$616,000 for building inspection and plan review services and approve the required Resolution.

All Ayes.

MOTION CARRIED

UNFINISHED BUSINESS:

CONTINUING ITEMS:

1. Recommendation to Approve Ordinance Amendments Relating to Exterior Storage for Auto Repair Businesses

Ms. Fitzgerald said we were here 2 months ago and gave an update on where we are at in terms of enforcement for compliance with the new auto repair licensing ordinance. Based on the feedback from this committee, we are back with a code amendment. The only thing we are proposing to change based on the feedback from this committee is to clarify the storage requirements. The ordinance created a definition of a storage yard that was confusing. What staff has done is delete that and include a very simple definition of what they can and cannot store, and where they can store it in the back of their property. The other thing is staff is proposing to allow 1 storage container for a single tenant property.

We talked about shipping containers and storage containers that some of the businesses have put on their sites. There was some feedback from this committee that you were open to those in a limited number with screening. The ordinance redline would allow for 1 only on single tenant properties, they would not be permitted on the multi-tenant properties. The maximum height of the containers would be 9 feet 6 inches, and the containers would have to have a minimum 8-foot screening around them. The committee seemed somewhat open to having some showing over the top in the industrial park. Staff presented pictures of examples to show the committee what this looks like.

Some places within the industrial park do not have an 8-foot fence, they only have a 6-foot fence. The code would allow this but if they want to have a shipping/storage container, as it is proposed now, the fence will have to be 8 feet. Shipping containers would be allowed for auto repair businesses, but they wouldn't be allowed for other kinds of businesses. There were stricter standards enacted for the auto repair businesses in late 2022. We have been enforcing them since that time and doing education and inspections. The committee had expressed a willingness to work with them to allow the shipping containers. Staff has drafted the ordinance to allow the shipping containers for the auto repair businesses but that as written is not extended to other businesses in the manufacturing district. Trustee Dunham asked if any other types of businesses have requested or are currently using storage containers. Ms. Parran said they haven't requested but code enforcement performs a systematic inspection in that industrial park every 3 years. Staff has noticed the number has increased.

Trustee Dunham said one of his concerns was that since we are considering doing a TIF in that industrial development – if this happens will it have the potential to change anything in relation to these containers. Ms. Fitzgerald said she didn't know that it would impact the TIF. It would be incentivizing businesses to stay there. It could be viewed as good since you are giving the business an opportunity to utilize a storage container and continue to operate within their space. On the other hand part of the thing you want to see with the

TIF is you want to see these businesses redevelop; you want to see consolidation of properties to create larger sites.

A motion was made by Trustee Esha Patel and seconded by Trustee George Dunham to recommend the Village Board approve amendments relating to exterior storage for auto repair businesses for Chapters 129F and Chapter 154 and refer the revisions to Chapter 154 to the Zoning Board of Appeals for public hearing.

All Ayes.

MOTION CARRIED

2. Administrative Amendment and Exception Update for February 2024 - Informational

Ms. Fitzgerald indicated there were a total of 3. 500 Commerce was a spec building. There is a tenant going in that wants to make enhancements by adding windows. Field Point is just east of the convention center, and they are installing a designated area for dogs. Versailles on the Lake is doing some vestibule modifications.

A motion was made by Trustee Esha Patel and seconded by Trustee George Dunham to accept as informational.

All Ayes.

MOTION CARRIED

DEFERRALS:

COMMENTS FROM THE PUBLIC:

COMMENTS FOR THE GOOD OF THE ORDER:

ADJOURNMENT:

A motion was made by Trustee George Dunham and seconded by Trustee Esha Patel to adjourn the meeting at 7:25 p.m.

All Ayes.

MOTION CARRIED

NEXT VILLAGE BOARD MEETING: April 9, 2024

Respectfully submitted,

Vicki Bloomer
Recording Secretary