

**Committee of the Whole Meeting
Planning & Zoning
April 20, 2017 - 7:00 a.m.
Village Hall Conference Room**

Attendance

Committee Members:	
Timothy Nugent, Mayor	x
Todd Crockett, Trustee	x
Diane Dole, Trustee	x
Wendell Phillips, Trustee	x
Other Attendees:	
Chris LaRocque, Dir. Of Bldg/Zoning	x
Bernie Thompson, Village Admin	x
Ryan Marion, Code Official	x

Meeting was opened by Trustee Crockett at 7:04 a.m.

There was no Public Participation.

There was a quorum.

MOTION: A motion by Mayor Nugent, second by Trustee Crockett to approve the minutes from January 19, 2017 meeting. Voice vote – Ayes: Nugent, Crockett, Dole, and Phillips. Nays: None. Motion approved.

1. Window Advertising:

Mr. LaRocque stated this subject came up during the last Planning Commission meeting where Manteno Gardens was requesting an additional sign. John Fetherling asked to have the board discuss whether it might be necessary to adopt some type of restriction for window advertising. Mr. LaRocque passed around some pictures of existing window advertising. Mr. LaRocque added that most of the window advertising consists of professionally designed and produced signage and therefore is not necessarily an eyesore. Mayor Nugent stated that sometimes it can get too substantial depending on the number of windows and also wondered how effective all that signage is for the businesses. That being said we want businesses to thrive and rather than impose restrictions for all businesses he would rather see code enforcement suggest restraint on a case by case basis. All trustees seemed to agree that would be a better approach than a new ordinance.

2. Demolition Permits:

Mr. LaRocque began the discussion with some examples of “discovered” remodels that needed permits, but were not applied for in part because the remodel starts as something simple, but changes as the demolition process progresses. Mayor Nugent asked what other communities require. Mr. LaRocque stated most have the same permit requirements as Manteno, that permits are only required when plumbing, electrical or hvac systems are altered or added. The issue is that a lot of the time, the contractor doesn’t know what they will have to do until the demolition is completed. That’s why we were contemplating a demolition permit with one inspection after the demo to determine if a permit is required. Mayor Nugent was leery of adding another process that

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contractors will perceive as making Manteno more difficult to deal with. Trustee Crockett agreed that most municipalities that he deals with are on the same page with our requirements and added that sometimes if they add minor items like a new light, most contractors will not bother to get a permit for those. Mr. Marion passed around a new hand-out sheet that he developed specifically for remodels. He stated that we might be able to get better compliance by communicating better to contractors, both verbally and with this new hand-out sheet, about what is required by a permit. Mr. LaRocque stated that no matter what efforts we put in place, there will always be a certain amount of non-compliance, and it will be up to the code department to be as diligent as possible to watch for remodels in the village.

3. 2015 Code Adoption Update:

Mr. LaRocque stated he has had four meetings with Chuck Keslin, our code consultant, to determine what needs to be amended in the 2015 code version. One reason to adopt the new code is that our new Code Official, Mr. Marion, will need to get certifications and the current adopted version is no longer available for certification testing. Mr. Thompson asked which of the other municipalities have adopted this version. Mr. LaRocque replied that Kankakee County adopted it earlier this year, Bourbonnais adopted the 2012 version, and Bradley is close to adoption, the same as Manteno. Mayor Nugent stated he is ok with going to the new code as long as it doesn't add cost or more restrictions to the building process. Mr. LaRocque should have the ordinance ready for adoption at the second board meeting in May.

4. Commercial Building Escrow:

Mr. LaRocque stated he would like to update the \$2,500.00 required escrow fee for commercial building reviews to \$5,000.00. Previous projects have well exceeded current requirement, and given that most of the village's commercial properties are full, we may have some new projects in the near future. Some discussion followed about the Curwick building where Durbin's is located. That building will be split into two units with Durbin's remaining in the rear and a physical therapy business going into the soon to be remodeled front. Mr. LaRocque will prepare the ordinance for the change to the escrow amount to \$5,000.00

Motion by Trustee Crockett, seconded by Mayor Nugent to adjourn the meeting at 7:45 a.m. Voice vote: all ayes.

Minutes respectfully submitted by Darla Hurley, Deputy Village Clerk