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## **PLANNING, ZONING & BUILDING COMMITTEE MINUTES**

Committee Date: April 25, 2024  
Present: Alderman Art Woods, Alderman Curiale, Alderman Messina,  
Alderman Jakab, Alderman Susmarski, Alderman Ames,  
Alderman Artie Woods, Alderman Catalano  
Absent: None  
Also Present: Mayor Pulice, Manager Mermuys, Director Springer, Director  
Lange, Director Wilson, Chief Zito, Treasurer Porch  
Meeting Convened at: 07:30pm

### **APPROVAL OF MINUTES:**

Ald. Ames made a motion, seconded by Ald. Susmarski, to approve the minutes of the March 28, 2024, meeting as presented. A voice vote was taken, with all members voting aye.

### **REPORT & RECOMMENDATION**

- i. ZONING VARIATION TO REDUCE THE MINIMUM LOT WIDTH FOR 118 HOMESTEAD DRIVE
- ii. 2024 UPDATE TO THE MASTER FEE SCHEDULE
- iii. FAÇADE IMPROVEMENT PROGRAM POLICY UPDATE

### **DISCUSSION:**

Alderman Catalano began with stating that we have before us a zoning variation to reduce the minimum lot width for 188 Homestead Drive. He then introduced Director Springer who began her presentation. Director Springer began with some background information. On April 15, 2024, at the Community Development Commission (CDC) meeting, a public hearing was conducted for the requested zoning petition, testimony was provided, and the CDC recommended approval of the request. The property is currently a vacant lot and does not yet have an assigned address but will be known as 118 Homestead Drive. It is located on a private street connecting it to South Wood Dale Rd, between Sunnyside and Windsor Ave. The property is only 65 feet wide, which has a lot width appropriate for the R3 designation, and it is currently zoned R2. With an R2 designation it is required to have an 80 feet wide lot, so they are here to ask for a variation. Alderman Messina asked if Homestead is a private road? Director Springer answered yes. Alderman Catalano inquired if there were any concerns from the surrounding residents? Director Springer stated that no one showed up for



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the public hearing. Alderman Jakab stated that he knows that road has been a private drive since the 1940's, so who maintains the roadway? Director Springer stated that the homeowners are required to maintain it, although they just recently repaved the road, we assisted them, but the residents paid for it.

**VOTE:**

Ald. Messina made a motion, seconded by Ald. Art Woods, to Approve the Zoning Variation to Reduce the Minimum Lot Width for 118 Homestead Drive. A roll call vote was taken, with the following results:

Ayes: Alderman Art Woods, Alderman Curiale, Alderman Messina,  
Alderman Jakab, Alderman Susmarski, Alderman Ames,  
Alderman Artie Woods, Alderman Catalano  
Nays: None  
Abstained: None  
Motion: Passed

**DISCUSSION:**

Alderman Catalano then moved onto the presentation for the update to the Master Fee Schedule by asking Director Springer to continue with her presentation. Director Springer began by stating that this motion is really bringing forward some updates to the Master Fee Schedule we often approve various ordinances throughout the year, or amendments to ordinances or codes, and there is often associated with that some required fees. So, we must come and update the schedule, so that is what we're doing at this time, and we are adding a bunch of fees that were already approved. She added that she didn't need to go through all of them but pointed out that the updates affect Community Development, Public Works, Police, and Finance update. She then went over several of the Chapters that are to be updated. She did want to point out the updating of a required \$1,000 bond for remodeling permits in Chapter 12 which will hopefully give people incentives to close out their permits and schedule their inspections.

The mayor asked if this would pertain to driveway projects? Director Springer stated no this is only for larger projects that would be way over \$25,000 or \$30,000. Alderman Messina asked what constitutes a big project? Director Springer stated that the way it is worded as interior residential and commercial remodeling permits only if the scope of work includes any site work. So, it's just additions. Alderman Messina then asked when they post a bond can it be only cash or check, or can they do it with a credit card? Director Springer said yes. Alderman Messina continued, has there ever been an instance where a builder or contractor

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goes under and then they will challenge the fee? Director Springer stated that they don't challenge the fee, but a builder will go under, and we are not quite sure who to return bond to, so that requires a lot of investigation. But we have never had any issues other than who do we return the money to at the end. Alderman Art Woods stated that the Director said two things that contradict each other. On is that it only applies to additions, but you also said interior remodeling, so what would constitute site work in those cases? Director Springer said that we could refine and clarify some language on that, because really the intention is not if you are doing an interior remodel, or adding a deck for example, it is really the footprint of the house has changed. She continued that we could modify that language to be more accurate. Alderman Art Woods asked if to close out the permit if we could attach it a part of the issuance of the certificate of occupancy? That could be part of the solutions to get people to follow through with the final inspections. Director Springer stated that it is tied to that because of the process. So, we don't return these bonds until the permit is closed out and we've issued the occupancy certificate.

**VOTE:**

Ald. Curiale made a motion, seconded by Ald. Jakab, to Approve the Update to the Master Fee Schedule. A roll call vote was taken, with the following results:

Ayes: Alderman Curiale, Alderman Messina,  
Alderman Jakab, Alderman Susmarski, Alderman Ames,  
Alderman Artie Woods, Alderman Catalano

Nays: Art Woods

Abstained: None

Motion: None

**DISCUSSION:**

Director Springer began her presentation by stating that during the strategic planning session that not a lot of business's haven't been taking advantage of this program and we wanted to reduce any kind of barriers that may be stopping people from applying and making it more available and making businesses aware of the program. So, we are planning on putting out letters to all the businesses annually that will notify them of the availability of this, and once we revise it and approve it, that will be our trigger and we will send it out every year. Alderman Art Woods wanted to know if we presently notify people every year. Director Springer says that we have in the past, but it wasn't every year it was periodically, and it hasn't happened since I've been here in the last 2 years. Alderman Art Woods stated that he is not against the program it is rather robust, but we also need to know why people are not coming forward to take advantage of this program. Director Springer says we know a few reasons such as getting

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the three quotes, and sometimes they will start the work, and someone will tell them about the façade program, and they were not aware of it. Other people tell the streetscape committee that they don't have the money to come up with the first \$10,000 for the project. So, the minimum cost of the project has been an issue also. Director Springer then went over the history of the Façade Improvement Program.

Director Springer then went over the prepared improvements to the program. Such as expanding the area, increase the maximum award amount, clarify the authority of the Council to award larger amounts for exceptional projects, re-categorize business licenses as "Commercial Occupancy Certificates, reduce contractor estimates to 2, change the requirement for submitted before work, to before final inspections, and reduce the minimum project cost to \$5,000. Streetscape did vote on the changes, and they voted, and they recommended the changes 4 to 0.

Alderman Ames asked if Irving Park Rd would it include Georgetown Square? Director Springer replied yes that we have made them aware. Alderman Catalano asked if it doesn't include roofs and siding? Director Springer, it does not include the roof, and the sheet that list the eligible expenses in the packet. There are for instance a couple of businesses interested in painting their business and it is currently available. Alderman Ames asked about item number 6, so if I have already started the work and just learned about the program I can then apply, but what if I am not approved it just seems a little backwards. Director Springer states that it may no longer be an issue if we start sending out annual letters. She continued that some of the projects they will want to get started but there is a defect that they need to address, so stopping to fill out the form, get the drawings that they need to submit in conjunction with that, and getting the 3 quotes will slow them down. We could include the businesses that after the permit is issued, but before the work starts. We were trying to look for something that would allow more people to take advantage of the program. Alderman Ames asked if the process is confusing and people don't understand how to do it, is there someone in Community Development that coaches them along, and helps make things easier during application? Director Springer stated that yes, and we have 2 people that are specifically involved, and spend a lot of time with people to help them through the process.

Alderman Art Woods brought up concerns about it being counterintuitive to offer it to older buildings instead of encouraging new buildings. And he is not sure about the payout of upgrading in the industrial park instead of Irving Park Rd. He continued that he thinks the move from \$130,000 to \$150,000 is a good move to increase the maximum award reimbursement. But then you go to change #3 and we award more than that maximum amount for exceptional projects, how do you budget for that? And then it becomes very subjective for a group of 4 people who can now theoretically give away half a million dollars.

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That makes it too open-ended, and he would rather see you raise the maximum award amount to \$200,000. Alderman Artie Woods asked if #6 directly contradict #5? If we change the requirement that the application should be submitted before the work is started, and if they have already started the work how do we know how many proposals they acquired? Director Springer said that they would still have to produce paperwork that they received 2 proposals.

Manager Mermuys stated that when Community Development first started working on this project my first question was to #6. Mr. Mermuys asked why would we want to do this? I did not want to put it into the proposed amendments. It was put into the proposal because the goal was to increase participation, but my concern is why would we want to put money into a project that is almost completed when there are other potential businesses that could use the funding for projects. The mayor had some concerns that those who are applying might not realize that they might not get the 50%, because of the scoring part of the program? Director Springer stated that we could stricken #6, and instead say as soon as you know and you have submitted your application you don't have to wait until its fully executed just as long as you realize that it has not been approved by the council. The mayor also asked if the applicant gets to see the scoring prior to the work getting started? Director Springer says that during the Streetscape Committee meeting they show it on the screen when proposed, and they get a copy of the scoring sheet. Alderman Ames asked at what point in the process does the applicant know what they would be getting? When they come in to drop off the application, we would start analyzing their plans by saying that may only be 25% reimbursement, and this would get a higher reimbursement.

**VOTE:**

Ald. Art Woods made a motion, seconded by Ald. Ames, to Approve the Updated Façade Improvement Program Policy with the Removal of Item 3 and 6. A roll call vote was taken, with the following results:

Ayes: Alderman Art Woods, Alderman Curiale, Alderman Messina, Alderman Jakab, Alderman Susmarski, Alderman Ames, Alderman Artie Woods, Alderman Catalano.  
Nays: None  
Abstained: None  
Motion: Passed

**VOTE:**

Ald. Ames made a motion, seconded by Ald. Susmarski, to Approve the Updated Façade Improvement Program Policy the Removal of 3 and 6, and Increasing the Maximum Award

Amount in Item Number 2 from \$130,000 to \$200,000. A roll call vote was taken, with the following results:

Ayes: Alderman Art Woods, Alderman Curiale, Alderman Messina, Alderman Jakab, Alderman Susmarski, Alderman Ames, Alderman Artie Woods, Alderman Catalano  
Nays: None  
Abstained: None  
Motion: Passed

**ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:**

- Streetscape Benches – May 9
- Downtown Park Site Plan RFP – May 9

**ADJOURNMENT:**

Ald. Catalano made a motion, seconded by Ald. Art Woods, to adjourn the meeting at 08:28 p.m. Upon a voice vote, the motion carried unanimously.

*Minutes taken by Julie Szabo*



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**PUBLIC WORKS**  
**COMMITTEE MINUTES**

Committee Date: April 25, 2024  
Present: Alderman Art Woods, Alderman Curiale, Alderman Messina, Alderman Jakab, Alderman Susmarski, Alderman Ames, Alderman Artie Woods, Alderman Catalano  
Absent: None  
Also Present: Mayor Pulice, Manager Mermuys, Director Springer, Director Lange, Director Wilson, Chief Zito, Treasurer Porch  
Meeting Convened at: 08:28pm

**APPROVAL OF MINUTES:**

Ald. Jakab made a motion, seconded by Ald. Susmarski, to approve the minutes of the April 11, 2024, meeting as presented. A voice vote was taken, with all members voting aye.

**REPORT & RECOMMENDATION**

- I. APPROVAL OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WOOD DALE AND HR GREEN FOR THE TOWER 1 RECONSTRUCTION PROJECT IN AN AMOUNT NOT TO EXCEED \$142,930
- II. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WOOD DALE AND CHRISTOPHER B. BURKE ENGINEERING, LTD. FOR THE ASH LIFT STATION MODERNIZATION PROJECT IN AN AMOUNT NOT TO EXCEED \$99,705

**DISCUSSION:**

No questions.

**VOTE:**

Ald. Jakab, made a motion, seconded by Ald. Ames, to Approve Amendment No. 1 to the Professional Services Agreement Between the City of Wood Dale and HR Green for the Tower 1 Reconstruction Project in an Amount not to Exceed \$142,930. A roll call vote was taken, with the following results:

Ayes: Alderman Art Woods, Alderman Curiale, Alderman Messina, Alderman Jakab, Alderman Susmarski, Alderman Ames, Alderman Artie Woods, Alderman Catalano

Nay: None

Abstained: None

Motion: Passed

**DISCUSSION:**

No questions.

**VOTE:**

Ald. Jakab, made a motion, seconded by Ald. Ames, to Approve a Professional Services Agreement Between the City of Wood Dale and Christopher B. Burke Engineering, Ltd. For the Ash Lift Station Modernization Project in an Amount not to Exceed \$99,705. A roll call vote was taken, with the following results:

Ayes: Alderman Curiale, Alderman Messina, Alderman Jakab, Alderman Ames, Alderman Artie Woods, Alderman Catalano

Nay: Alderman Art Woods, Alderman Susmarski

Abstained: None

Motion: Passed

**ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:**

- FY 25 Salt Purchase – May 9
- Robinson Pretreatment Program – May 9
- Rat Mitigation Program – May 9
- Spruce Road Sidewalk – June 13
- Bensenville Park District IGA for Sidewalk Installation – June 13
- Stormwater/Wood Dale for a Greener Tomorrow Merge – June 13

**ADJOURNMENT:**

Ald. Jakab made a motion, seconded by Ald. Ames, to adjourn the meeting at 08:31pm. Upon a voice vote, the motion carried unanimously.





Public Works  
Committee  
April 25, 2024

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*Minutes taken by Julie Szabo*