

**VILLAGE OF HINSDALE  
VILLAGE BOARD OF TRUSTEES  
MINUTES OF SPECIAL  
COMMITTEE OF THE WHOLE  
October 19, 2015**

**1. CALL TO ORDER - Acting Chair/Trustee Hughes**

The specially scheduled Committee of the Whole meeting of the Hinsdale Village Board of Trustees was called to order by Chair/Trustee Gerald J. Hughes in Memorial Hall of the Memorial Building on Monday, October 19, 2015 at 7:08 p.m.

**2. ROLL CALL**

Present: Chair/Trustee Gerald J. Hughes, Trustees Christopher Elder, J. Kimberley Angelo, Luke Stifflear, Laura LaPlaca and Bob Saigh

Absent: None

Also Present: Village Manager Kathleen A. Gargano, Assistant Village Manager/Finance Director Darrell Langlois, Police Chief Brad Bloom, Deputy Fire Chief Tim McElroy, Director of Public Services George Peluso, Director of Community Development Robb McGinnis, Village Engineer Dan Deeter, Management Analyst Suzanne Ostrovsky, Economic Development Coordinator/Human Resources Administrator Emily Wagner and Village Clerk Christine Bruton

**3. DISCUSSION ITEMS**

**Liquor Code Revision**

Village Manager Gargano referenced the memo provided to the Board from Economic Development Coordinator/Human Resources Administrator Emily Wagner which reflects the work of Police Chief Brad Bloom, Assistant Village Manager/Finance Director Darrell Langlois, Village Clerk Christine Bruton and Trustees LaPlaca and Hughes. They have reviewed the current liquor code which is cumbersome to draft something more streamlined for the end user and staff. They have condensed 19 liquor classifications to 5. Ms. Gargano identified the five new classifications and briefly explained each one.

1. Packaged sales – the wine boutiques appear here, but there was discussion about how best to categorize these businesses, which should be addressed tonight
2. Full service restaurants including various options
3. Concierge licenses are the newest class created for Trunk Club and 10 Friends 4.
4. Annual Special Event for licensees who have multiple events, such as the Chamber of Commerce's Uniquely Thursdays events
5. Special Event – one-time events

Ms. Gargano explained that new code language would not be drafted until it is determined that the Board is comfortable with the new classifications; to confirm if staff is moving in the right direction. If so, the code can be reviewed line by line to create a revised ordinance to bring to the Board. Valuable elements from the old code would remain, but this will essentially be a new code.

Discussion about a Class A Walgreens or Hinsdale Food Mart selling spirits:

It could be permitted if they make application. The number of licensees within a classification is always at cap; discussion would occur to determine if another would be permitted. Trustee Elder feels classifications are logical, but wants to make sure we maintain some control.

Discussion about the difference between a Class D Annual Event license and a Class E Special Event license:

An annual event license allows one entity to hold more events per year than the Special Event license which stipulates that one entity may have no more than five special events per year. Discussion followed regarding whether there is a substantive risk difference between the two, controlling eligibility, and the potential for abuse. Is the event open to the public and what is the risk of service to minors. The Board suggested limiting annual event licenses to non-profits and service organizations, discussion followed regarding the possible difference between those types of entities and a business. It was noted that insurance is provided by annual events applicants.

Discussion about the elimination of the Boutique/Gourmet Food classification:

Is this a different classification than Packaged sales because, for example, the Village Cellar sells by the glass. The wine boutiques are limited by square footage. Trustee LaPlaca and Chief Bloom recommend a stand-alone classification for the wine boutiques; Trustee Hughes thinks it comes back to Board approval. The Board agreed to add an A3 Classification to describe packaged sales with service of wine or beer by the glass.

Discussion regarding fee increases:

Trustee Saigh concerned that increased fees might overtax new enterprises, but Trustee Hughes pointed out this is an attractive place to do business and fees do not currently deter business. Should a smaller business pay what a corporation pays; less volume in the smaller business? The cost of administration is included in the fees, but staff can keep track of any business owner concerns for a possible future revision.

## **Review of Village Fees**

Ms. Gargano introduced the item stating this had been discussed earlier this year for demolition and permit fees. The Board recommended a complete review of fees. Staff has reviewed key fees, and those recommendations are before the Board.

1. **Ambulance fees.** The last increase to ambulance fees was in 2010. There is a recommendation included that would allow staff the flexibility to adjust bills in hardship cases; they could determine to waive or set up a payment plan. Trustee LaPlaca remarked the fee should be a fair and accurate representation of the service and within the realm of what insurance companies will pay. Discussion of specific fees followed. Mr. Langlois explained staff looks at what is usual and customary. The new rates do not push the limit of insurance coverage. Trustee Hughes is concerned with the

resident vs. non-resident fees and wondered if more credit should be given to residents who pay taxes. Ms. Gargano recommended a \$200 increase across the board for residents, which the Board agreed to.

**2. Vehicle licenses:**

These were last adjusted in 2006; staff is recommending an increase from \$30 to \$40. Discussion followed regarding the survey data; Mr. Langlois would not recommend changing this fee annually. Partial residency will be eliminated because it is unenforceable. Ms. Gargano will identify the charitable organizations before eliminating this category. The Board agreed to raise the fee for trucks over 8,000 tons to mirror the State fees. The Board agreed to leave the late fees as they are.

**3. Business licenses:**

The current fee was established in 2005, staff is recommending an increase to \$100 from \$75. Staff is also recommending discontinuing the licensing of home-based businesses as there is no way to identify them. This will not adversely affect revenues because of the recommended increase.

Staff is also recommending levying a late fee for non-payment; \$20 each month after a 30 day grace period. The Board agreed to eliminate the home-based licensing, but wants the fee to remain \$75.

**4. Commercial filming:**

Ms. Gargano explained processing these requests requires a lot of time and energy on the part of Police Department staff and Ms. Wagner. Staff is recommending the codification of the fee. She said staff will do a community comparison for an appropriate fee and bring this item back to the Board. The Board feels the current fee is too low because of the large trucks often involved in the filming.

**5. General contractor licensing:**

Staff feels by licensing general contractors, the Village has an enforcement tool and can pull the license for non-compliance with Village rules and regulations. Mr. McGinnis will build a database for this calendar year, but estimates there would be approximately 150-200 licenses issued annually. The actual process to issue the license is not too involved, but enforcement would be. The code enforcement officer is currently part time; it would make sense to increase those hours to actively enforce the ordinance. This will not apply to sub-contractors, other building trades or if someone was serving as their own general contractor. The Board agreed to this recommendation.

**6. Annual building permit fee increases:**

Building permit fees were increased in 2015; staff is not making a recommendation to increase fees at this time, but to review them each year at budget time and increase as salary costs increase, therefore the fees would be indexed to reflect inflation. This would also result in a small, manageable increase. Mr. McGinnis confirmed this will adequately address truck damage. Trustee Saigh asked if landscapers fall within some permitting process. Mr. McGinnis said accessory structures, grading permits and driveways address larger landscaping companies.

Trustee Hughes said it is a good thing the Village won't fall behind because of the 2% increase, but he is concerned the issue won't be examined in its entirety moving forward. He would like to look at this issue in a few years. Ms. Gargano said when setting a fee it must be reasonable and demonstrable to a court; it has to stand the test of someone appealing the fee. Mr. McGinnis explained how the fee for a demolition permit was determined and confirmed that new housing starts in Hinsdale are much higher than other communities. Trustee Stifflear concerned that we may not be starting with the correct costs, and would like staff to keep an eye on this issue and revisit. Trustee Hughes suggested we define comparable communities. Ms. Gargano agreed, but we need to determine our fees on our own. She said it would be most beneficial to create a list of communities that would also work for collective bargaining.

**7. Parking fines:**

Staff is recommending a minor increase from \$5 to \$8. Analysis indicates a cost of \$7.17 to write a citation. Discussion followed increasing the ticket to \$10, but the Board agreed to the proposed \$8.

**8. False alarm fees:**

Staff is recommending a minor increase for burglar and fire false alarm fees. There has been a decline in fire alarms, most are burglar alarms. The Board agrees these proposed increases are reasonable.

**9. Fire Department fees:**

These fees were last adjusted in 2010, this recommendation will adjust various fees. The Board agrees to these proposed fees.

Ms. Gargano said these items, in the form of ordinances including the Board's recommendations, will be brought forward for a first read in November and a second read in December and will be codified by the beginning of 2016.

### **Bollards - 100 block of Washington Street**

The goal is to prevent vehicles from driving up onto the sidewalk; however, the bollards are not aesthetically appealing. Proposed streetscaping would include planters, bike racks, and benches. One suggestion was to research changing Washington to a northbound one-way street and change to downward parking. Before spending the \$60,000 budgeted for this project, HR Green would be employed to do a traffic study to look at how businesses would be impacted and where traffic would go. Discussion followed that this would be problematic for businesses and residents living in the immediate area and traffic flow as well as the reduction in the number of parking spaces. Some streetscape ideas are less desirable than others and it was noted they should not impede pedestrian flow. It was pointed out that the middle school presents unique problems, too.

The Board directed staff to look at streetscape issues first.

### **Update on implementation of CMAP parking recommendations**

Chief Bloom recapped there are 476 metered spots in the CBD. CMAP found 15-30% are being used by merchants and employees and recommended a change in pricing to deter this practice. The goal is to raise the fee to affect permanent change to get spaces back for shoppers. The Garfield lot was converted to pay boxes as a trial in October 2014; there has been 85% occupancy in the lot and 44% of users use their smartphone app to pay. There have been no complaints from shoppers.

The next step is to go forward with additional pay box installation. Discussion followed as to whether to install more pay boxes incrementally or to install the total remaining 19 recommended. An incremental installation will push the problem to the \$.25 spots. CMAP recommends 4-5 spaces at each corner be 10 minutes spaces to be used for quick stops. Chief Bloom said we could look at the types of businesses on the block to determine how many 10-15 minutes spaces might be necessary. Trustee Hughes recommended completing the installation; the experiment is a success and there has not a big back lash. Chief Bloom noted that if the merchants and their employees no longer park in the shopper spaces, we maximize our parking stock, but still won't know if there is enough parking.

Ms. Gargano said the item can be brought back to another Committee of the Whole after Chief Bloom looks at specific space needs and options. Trustee Hughes suggested rolling this out in about six months. Trustee Saigh is concerned by more spillover traffic to residential areas. Trustee Angelo said he has been resistant, but changed his mind because of the app flexibility. Trustee LaPlaca commented that many communities are using pay box technology. It was suggested this matter could go hand in hand with the bollards and perhaps Hitchcock could address making the pay boxes as attractive as possible. Chief Bloom noted parking revenue could be benchmarked for downtown beautification, but Ms. Gargano and Mr. Langlois are not necessarily on board with that option because of necessary infrastructure improvements.

Ms. Gargano said staff will review and schedule another Committee of the Whole for this matter; merchants will be notified so they can hear what an implementation schedule might be.

### **Other Parking Questions**

Chief Bloom introduced the matter of a blue permit commuter waiting list and said 35 unused red permit spaces on Hinsdale Avenue could be changed to red and blue parking. Discussion followed regarding the displacement of vehicles. It was noted that if the Village goes forward with the CMAP recommendations there will be an increased demand for red spaces, therefore, no change was recommended by the Board until the pay box issue is decided.

#### 4. ADJOURNMENT

There being no further business before the Committee, Trustee LaPlaca **moved to adjourn the special Committee of the Whole meeting of the Hinsdale Village Board of Trustees on October 19, 2015.** Trustee Saigh seconded the motion. Voice vote, all in favor, motion carried.

Meeting adjourned at 10:03 p.m.

ATTEST: \_\_\_\_\_  
Christine M. Bruton, Village Clerk