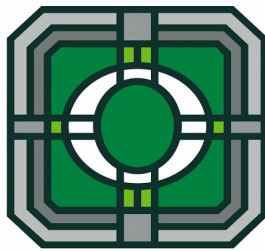


# VILLAGE OF ORLAND PARK

14700 S. Ravinia Avenue  
Orland Park, IL 60462  
[www.orlandpark.org](http://www.orlandpark.org)



## Meeting Minutes

Monday, September 16, 2024

6:00 PM

Village Hall

## Committee of the Whole

*Village President Keith Pekau  
Village Clerk Brian L. Gaspardo  
Trustees, William R. Healy, Cynthia Nelson Katsenes, Michael R. Milani,  
Sean Kampas, Brian Riordan and Joni Radaszewski*

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 6:02 P.M.

**Present:** 7 - President Pekau; Trustee Healy; Trustee Nelson Katsenes; Trustee Milani; Trustee Kampas; Trustee Riordan and Trustee Radaszewski

**APPROVAL OF MINUTES****2024-0705 Approval of the August 19, 2024, Committee of the Whole Minutes**

I move to approve the Minutes of the Regular Meeting of the Committee of the Whole of August 19, 2024.

**A motion was made by Trustee Nelson Katsenes, seconded by Trustee Milani, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 7 - President Pekau, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

**Nay:** 0

**ITEMS FOR SEPARATE ACTION****2024-0294 Application Fees and Fees per Square Foot**

The Lean Enterprise Institute (LEI) initiative in which Development Services staff participated identified opportunities to make development-related processes more efficient and effective. Feedback regarding two of these opportunities, the concepts of application fees and fees per square foot, is being requested tonight. Implementation details, such as Village Code updates, will be brought forward at a future date should the Committee of the Whole be supportive of the concepts.

The purpose of this communication is twofold: (1) to discuss the potential implementation of an application fee for all permit requests; and (2) to propose transitioning to a fee calculation based on building square footage rather than our current system, which is a combination of fees per fixture, outlet, pipe diameter, etc. for new attached and detached single family homes.

Development Services is aiming to enhance the efficiency and effectiveness of its current processes, including covering a portion of administrative expenses when processing permit applications, and minimizing staff time to calculate permit fees. The proposed fee structure is intended to fully cover Village costs related to the improvements single family residential owners want to make to their properties.

The Committee of the Whole supported the two concepts at its July 1 meeting. Concept details will be presented on Monday, September 16, 2024, and will return to a future BOT meeting date with a proposed ordinance.

Staff recommends the following:

1. A non-refundable application fee of \$95. This will cover the permit costs for most fixed-fee permits and the initial costs borne by staff reviewing permit applications that are not issued. This initial application fee is based on a \$75 fee established in November 2017 with Ordinance No. 5247 for multiple permit types, including roof permits, and utilizing the Consumer Price Index (CPI) calculator to adjust for inflation. A CPI adjustment every January 1 is also recommended.
2. A per square foot (SF) fee for new construction and additions to single family attached and single family detached building permits:
  - a. \$1.70/SF for the first 2,000 SF
  - b. \$0.50/SF for each additional SF of 2,001 SF or greater
  - c. CPI adjustment every January 1

Assistant Director of Development Services Carrie Haberstich and Director of Development Services Steve Marciani presented information regarding this matter. (refer to audio)

President Pekau had comments regarding the matter. (refer to audio)

Director Marciani responded to President Pekau. (refer to audio)

President Pekau had additional comments and questions. (refer to audio)

Village Manager George Koczwara had comments. (refer to audio)

President Pekau had comments and recommended to table this item. (refer to audio)

Trustee Riordan had comments. (refer to audio)

President Pekau had comments. (refer to audio)

Trustee Kampas had comments and question. (refer to audio)

Director Marciani responded to Trustee Kampas. (refer to audio)

Trustee Katsenes had questions. (refer to audio)

Director Marciani and Assistant Director Haberstich responded to Trustee Katsenes. (refer to audio)

Trustee Riordan had comments and questions. (refer to audio)

Director Marciani responded to Trustee Riordan. (refer to audio)

President Pekau had comments. (refer to audio)

Trustee Riordan had comments and questions. (refer to audio)

Director Marciani responded to Trustee Riordan. (refer to audio)

President Pekau had comments. (refer to audio)

Trustee Kampas had comments and questions. (refer to audio)

Village Manager George Koczwara responded to Trustee Kampas. (refer to audio)

President Pekau had comments and questions. (refer to audio)

Director of Marciani and Village Manager Koczwara responded to President Pekau. (refer to audio)

President Pekau entertained a motion to table this item.

I move to recommend to the Village Board to approve the Staff Recommended Action as presented in the attached memo regarding case number 2024-0294;

AND

Direct staff to return on Monday, October 7, 2024, with ordinance amendments to the applicable sections of the Village Code and Land Development Code to establish regulations for application fees and fees per square foot.

**A motion was made by Trustee Kampas, seconded by Trustee Milani, that this matter be TABLED. The motion carried by the following vote:**

**Aye:** 7 - President Pekau, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

**Nay:** 0

**2023-0915 Substantive Amendment: Revise and Update Development and Subdivision Exactions: Dedication of Land and Fees in Lieu of Dedication**

**AMENDMENT SUMMARY**

On July 1, 2024, the Committee of the Whole reviewed the proposed amendments and referred the amendments back to the Plan Commission, as some minor modifications were made since the November 2023 recommendation. Changes to the proposed language include changing “park district” to “parks department” or “park entity”, collecting fees upon issuance of each individual permit (removing the “lump sum” option for ease of fee calculation and administration by Village staff),

and including the highest and lowest capital improvement costs in the impact fee calculations.

On August 20, 2024, the Plan Commission reviewed the proposed modifications and recommended by a vote of 5-1-1 to approve the amendments to Section 5-112.H. The dissenting vote expressed concern regarding the potential of the fees being enough of a burden that developers will look to other communities to develop. The abstaining vote preferred a track changes approach to the proposed regulations document.

Section 5-112.H Development and Subdivision Exactions  
Rewrite of the Development and Subdivision Exactions: Dedication of Land and Fees in Lieu of Dedication section of the Land Development Code to conform to industry standards associated with residential development.

#### AMENDMENT EXPLANATION

The proposed amendment for development and subdivision exactions focuses on ensuring adequate resources, facilities, and other development-related capital expenses to support new residential land development are provided. Although some portions have undergone updates over the years, a comprehensive overhaul of the current impact fee regulations has not occurred since 1994.

While there is no mandatory requirement to collect impact fees, the Village must adhere to specific state laws if such fees are gathered, which have been updated in this amendment. Additionally, if approved, each taxing district would be required to sign an intergovernmental agreement (IGA) to disburse the fees. Since November 2023, the Village has been in communication with the impacted taxing districts.

Updating the impact fees aligns the Village with other comparable municipalities and will ensure development-related capital expenses will reflect the actual costs anticipated by the Village and other taxing districts. Law enforcement, fire and emergency response, and Village public infrastructure were not previously collected, but are proposed to be specifically tied to new residential development.

President Pekau entertained a motion to table this item. (refer to audio)

I move to recommend to the Village Board to approve the Plan Commission Recommended Action regarding case number 2023-0915 as presented.

THIS PART IS FOR REFERENCE ONLY (NOT NECESSARY TO BE READ OUT LOUD)

I move to recommend the Village Board approve the Plan Commission Recommended Action for the Land Development Code Amendments for Section 5-112.H as presented in the attached draft ordinance titled "AN ORDINANCE

AMENDING SECTION 5-112.H OF THE VILLAGE OF ORLAND PARK LAND DEVELOPMENT CODE, ORDINANCE NO. 2084, TO REVISE AND UPDATE DEVELOPMENT AND SUBDIVISION EXACTIONS; DEDICATION OF LAND AND FEES IN LIEU OF DEDICATION".

**A motion was made by Trustee Nelson Katsenes, seconded by Trustee Riordan, that this matter be TABLED. The motion carried by the following vote:**

**Aye:** 7 - President Pekau, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

**Nay:** 0

#### **2024-0710 Former Sears Building Redevelopment - Discussion**

The Board had a discussion regarding the former Sears property.

President Pekau had questions regarding this matter. (refer to audio)

Director of Development Services Steve Marciani responded to President Pekau. (refer to audio)

President Pekau had comments regarding this matter. (refer to audio)

Trustee Riordan had a question. (refer to audio)

President Pekau responded to Trustee Riordan. (refer to audio)

**ADJOURNMENT: 6:33 P.M.**

**A motion was made by Trustee Kampas, seconded by Trustee Nelson Katsenes, that this matter be ADJOURNED. The motion carried by the following vote:**

**Aye:** 7 - President Pekau, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

**Nay:** 0

**2024-0739 Audio Recording for the September 16, 2024, Committee of the Whole Meeting**

**NO ACTION**

**/AS**

**APPROVED:**

Respectfully Submitted,

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**Brian L. Gaspardo, Village Clerk**