

## Community Development Committee

### Minutes of the Special Meeting on May 21, 2013

The meeting was called to order at 7:00 pm

Present: Aldermen Hawley, Bilotto, Carr, Ostling, Frausto, Thompson  
Absent: Alderman Vieyra

Also Present: Fire Chief Terry Vrshek, Building Commissioner Robert Adams, Planning Director Nick Crite, City Clerk Randy Heuser, City Treasurer Bilotto, Aldermen Rita, Donahue, Stone, Janko, Johansen, Business Owners Tiffanie Andoh, Christian Fears, Corliss Smith and Sandy Besiri

The purpose of the special meeting was to approve business licenses for three businesses who have completed all inspections and are ready to open.

**T.A.K.E. 5 Experience**, 12757 S. Western Ave. Owner Tiffanie Andoh came before the committee. Chief Vrshek said all fire inspections were complete and the only requirement needed was the purchase of a fire extinguisher. Ms. Andoh stated she had purchased one. He also requested the contact information for three emergency contacts which she provided before the end of the meeting. Building Commissioner Adams reported that all building inspections were complete. The business provides mentoring for girls. Up to 5 girls at a time are mentored through meetings and field trips. Girls are grade school aged through age 13. Mr. Crite presented a memo to the committee saying they conform with the Zoning Ordinance and have the required parking available in the City lot south of the Masonic Temple Building and recommends to approve a business license for T.A.K.E. 5 Experience.

Moved by Ald. Ostling, seconded by Ald. Carr to approve the business license. Motion carried.

**Zav's Treasure Chest**, 12541 S. Western Ave. Owner Christian Fears came before the committee. Chief Vrshek said all fire inspections were complete. The requested addition of a knox box to the building had been done by the building owner. He also requested the contact information for three emergency contacts which she provided before the end of the meeting. Building Commissioner Adams reported that all building inspections were complete. The business is a boutique selling new clothing, jewelry and handbags for women. Eventually she may resell clothing because there is a high demand. Mr. Crite presented a memo to the committee saying they conform with the Zoning Ordinance and have the required parking and recommends to approve a business license for Zav's Treasure Chest.

Moved by Ald. Thompson, seconded by Ald. Bilotto to approve the business license. Motion carried.

**Back to Basics Tutoring**, 12757 S. Western Ave. Owner Corliss Smith came before the committee. Chief Vrshek said all fire inspections were complete and the only requirement needed was the purchase of a fire extinguisher. Ms. Smith stated she had purchased one. He also requested the contact information for three emergency contacts which she provided before the end of the meeting. Building Commissioner Adams reported that all building inspections were complete. The business tutors children of all ages in various subjects that may be struggling in school. They can have up to 30 students total with 20 at a time working with 2 or 3 teachers. Mr. Crite presented a memo to the committee saying they conform with the Zoning Ordinance and have the required parking available in the City lot south of the Masonic Temple Building and recommends to approve a business license for Back to Basics Tutoring.

Moved by Ald. Carr, seconded by Ald. Frausto to approve the business license. Motion carried.

New Business:

Sandy Besiri, previous owner of Islands Café came before the committee in regard to opening a new restaurant in the same location called the Tuscan Grill. She wanted to open by June 1 and wanted to know what had to be done. No inspections have been done, they aren't done remodeling yet, signage and awning plans have not been submitted for approval. She was told to get everything done by the June 12<sup>th</sup> meeting and we can approve business licenses. We talked about the façade painting that still needs to be finished as well.

The time and dates of the Committee meeting was set to be the 2<sup>nd</sup> Wednesday of every month at 7 pm in the City Council Chambers in the East Annex.

The Chair wants to look at the process for opening a business in Blue Island. Working with the members of the Committee, the Building Commissioner Robert Adams, Fire Chief Terry Vrshek, Planning Director Nick Crite, City Clerk Randy Heuser, a representative from the Plan Commission, and Jason Berry, they would like to revamp the process and make it easier for someone to follow it. It should be concise and there should not be any doubt in a potential business owner's mind where they are in the process and what they need to do to move on to the next step. The goal is to have a packet put together that will be available at the Mayor's Office, City Clerk's Office, Building Department and the Chamber of Commerce so that no matter where someone goes for the initial contact, they will get the same information and everyone will be made aware of who the main point of contact is for the process so they may tell the potential business owner where to go and who to talk to. Members were asked to think about the process as it is now and think about what works, what doesn't work and how they would like the process to work. Initial discussions will start at the June 12<sup>th</sup> meeting. Copies of the current Business License Application will be sent to the members of the Committee before the June 12<sup>th</sup> meeting.

Mr. Adams presented the Building Department report for March and April 2013:

March 2013

• Building Permits Issued	53
• Apartment Inspections	52
• Residential Inspections	35
• Commercial Inspections	21
• Letter of Conditions	10
• Demand Notices	-
• Court Summons Issued	-
• Complaints Checked	60
• Not Approved for Occupancy	4
• Code Violation door tags	30
• Notice of Christmas Decorations	1
• Stop Work Notices	8
• Housing Court Fines Issued	\$1,250.00
• Vacant Properties Registered	17
• Vacant Properties Inspected	14

April 2013

• Building Permits Issued	101
• Apartment Inspections	39
• Residential Inspections	45
• Commercial Inspections	20
• Letter of Conditions	8
• Demand Notices	-
• Court Summons Issued	15
• Complaints Checked	25
• Not Approved for Occupancy	7
• Code Violation door tags	25
• Notice of Christmas Decorations	10
• Stop Work Notices	10
• Housing Court Fines Issued	-
• Vacant Properties Registered	9
• Vacant Properties Inspected	7

There being no further business, the meeting adjourned at 7:49 pm.

The next meeting is scheduled for Wednesday, June 12<sup>th</sup> at 7 pm in the City Council Chambers.

Respectfully submitted,

Tom Hawley, Chairman