

Village of Richmond  
5600 Hunter Drive  
Community Development Committee  
Regular Meeting – 5:00pm  
Minutes for May 19, 2015

Meeting was called to order at 5:00pm by Scott Drabant

**Roll Call:** Scott Drabant, Stan Maravelias, David Nelson, and Ram Wardanian

**Approval of Minutes:** This was the first meeting with the new trustees, David Nelson and Stan Maravelias as members of CDC. Motion to approve the minutes as written for May 5, 2015 was made by Ram Wardanian, seconded by Scott Drabant. Motion was passed by Scott Drabant and Ram Wardanian. Stan Maravelias and David Nelson abstained.

**Unfinished Business:**

Scott gave a brief history of the CDC for the benefit of the new trustees. The following topics were discussed:

Permits: Signs

- 1) Need a written procedure from start to finish of the permit process including a review of the permit form.
- 2) Notification to adjacent properties prior to approval of a variance.
- 3) Sign variance to be granted need to demonstrate a hardship.
- 4) Sign Ordinance language needs to be reviewed to include issues missed in the last rewrite.
- 5) Revise procedures to have the same day the office receives a sign permit application, the CDC notified. This will give the CDC adequate time prior to the scheduled CDC meeting to review the sign ordinance and consider the sign request and variance, if requested
- 6) When a request for a sign permit is on the CDC agenda, it should automatically be on the Village Board Agenda for action.

Ordinances and Permits in General:

- 1) Considering having all permits go through the CDC for review to insure compliance with the Village Ordinances.
- 2) Review of the previous Ordinance Chapter 2 - Board of Trustees and Chapter 3 - Village Administration – consider re-establishing the following Committees:
  - a) Architectural Committee
  - b) General Services Committee
- 3) Regarding usual permits, approval will be issued in 30 days or less, from application date, in order to give adequate time to review and approve. More complicated permits will take longer. Applicants will be so notified
- 4) Develop a new chapter in the UDO – Vacant/Non-Compliant Properties

Separate CDC and EDC functions –address each function every other meeting. Exceptions - emergencies and permit approvals will always be on the agenda. Consider having an article about Community Development and Economic Development in the newsletter sent out with the water bill. Transparency to the residents.

Economic Development:

- 1) Promotion of Richmond
  - a) Open house for developers
  - b) Possible Property Development – just to name a few:
    - a) Bear Development – Steve Mills

- b) The Golf Course
- c) Sunset Ridge (7.4 acres)
- d) LuAnns (stand alone video parlor)
- e) David Brint of Brinshore Development - 62+ affordable senior living. Waiting for grant to be approved. 32 units. Need parking spaces variance. Target completion date 2017.
- f) Lindsey Haines of Full Circle – Creekview Apartments 55+ affordable senior living. Waiting for grant to be approved. 25 units. Target completion date 2017.
- g) Andre Restaurant property
- h) Peter Bell property (Scott Lessor, property manager)
- c) Use recent community survey for direction on key issues
- d) Seek more community input

Community Development: Need to increase foot traffic in downtown and pride in Richmond. Committee discussed coordinating events with the Chamber of Commerce and other organizations. Also discussed the possibility of a paid Events Coordinator. Also need volunteers to organize, advertise and manage the events. So far only two (2) people have responded to the request in the water bill.

Events being considered and organized:

- 1) Jim May event in Memorial Hall.
- 2) Movies at Memorial Hall – having issues with acquiring the proper projector. Scott is working on this. David mentioned that the Grade School sells off its old equipment. They have website with the inventory for sale.
- 3) Bingo – Stan will take a look at this event and see just how complicated it really is regarding the State’s requirements.
- 4) Farmer’s Market – Stan will take a look at this event and see what he can put together.
- 5) Craft Fair in conjunction with Farmer’s Market or another event that makes sense.
- 6) Richmond Fall Fest and Scare Crow Fest – David will see what he can do with the event.
- 7) Mario Crim, re-purposing objects – David contacted him by text during the meeting and Mario responded that he would like to meet with CDC. He is now scheduled for the June 2<sup>nd</sup> meeting.
- 8) Village Picnic – possibly work together with the Fire Department and their pig roast in the fall.
- 9) Memorial Hall –
  - a. Create a Foundation – “Friends of Memorial Hall” which would need to be a 501(c)3. Scott will talk to the Village Attorney to see how complicated this would be.
  - b. Use Memorial Hall as a Senior Center.

Trustee Nelson requested that the CDC members have business cards so when they are talking to perspective and/or interested parties they can be contacted directly without going through the Village office.

Stan Maravelias brought to the attention of the committee that there are many items of misinformation on the internet about Richmond. He had several examples of what he recently found.

CDC will discuss the volunteer form and volunteers at the next meeting.

Will review, discuss and take action on the updated Memorial Hall Rental Agreement at the next meeting.

**Public Comments:**

Gary Tiritilli expressed his support to have CDC take part in the permit process by approving all permits. Also, to require Public Hearings for all permit applications submitted by a non residential property adjacent to a residential property whether a variance is needed or not. When a permit application is submitted all the plans for the application should be

submitted at that time and not piecemeal. He also expressed concerns about Joyce McArdle's contract because there has been no measurable performance. The Village will have spent \$24,000 over the last two (2) years for her services.

New Business:

The sign variance request for Industrial Systems Ltd was discussed. The sign is on the building, not on the road. Industrial Systems Ltd did not have a permit prior to putting up the sign. Based on the greater distance from the public road the variance will be granted subject to the full Village Board approval. In addition to the permit fee, there will be a penalty assessed of 100% of the permit fee in accordance with the Sign Ordinance.

Motion was made by David Nelson to recommend to the Village Board for approval to grant the requested variance due to the greater distance from the public road and according to the Sign Ordinance, in addition to the permit fee, assess a penalty fee of 100% of the permit fee, seconded by Stan Maravelias. Motion was passed by unanimous voice vote.

Presentation by Joyce McArdle will be made at the CDC meeting on June 16, 2015.

The next meeting will be Tuesday, June 2, 2015 at 5:00pm in the Village Hall.

Motion to adjourn was made by Scott Drabant and seconded by David Nelson. Motion was passed by unanimous voice vote.

Meeting was adjourned at 6:55pm.

Minutes by Debbie Tiritilli