



DEPARTMENT OF COMMUNITY PRESERVATION AND DEVELOPMENT (CP&D)

CITY OF PARK RIDGE

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Date: January 23, 2017
To: City Council
From: Jim Brown, Interim CP&D Director
Subject: CP&D Activity Report for the Month of December 2016

I submit for your review the Community Preservation and Development Department's activity report for the month of December 2016.

General

- On 1 Dec Director and Zoning Coordinator met with representative of Airbnb operator to discuss potential regulations for short-term rentals. Throughout the month staff began accumulating information on Airbnbs in the region.
- On 9 Dec Director attended Economic Development luncheon in Oak Park.
- Throughout the month Director and staff followed up on complaint regarding new home construction and attendant infill activity at Murphy Lake. Engineering review did not identify any code violations. Director met with concerned neighbor, and attorney. It was determined that (1) homebuilder is not violating any City ordinances, and (2) the City does not enforce homeowner association covenants.
- On 2 and 20 Dec staff participated in web-based demonstrations of potential new software for the department.
- Staff refused to grant Certificate of Occupancy to house that had exterior completed contrary to Appearance Commission approval and architectural plan approval. Homeowners altered exterior materials to bring exterior into compliance with approvals.
- On Dec 28 Director attended ribbon-cutting for the opening of Formula Fitness Club (FCC) at 826 W. Touhy Ave.

Key Complaints

Staff responded to complaints, including:

- Devon: Driveway installed in non-compliance with City Ord. Resolution agreed upon by all parties. Adjudication held 11/15/16. Contractor will remediate next spring. Resolved (closure pending action next spring).
- S. Prospect: neighbor complaint re flooding at garage, remedial work ongoing, revised as-builts submitted, under review.
- N. Dee: Flatwork installed without permit, resolution (permit) in-progress.
- Parkside Drive: neighbor dispute re fence repair over 5'-2" tall. Ongoing.
- Columbia: neighbor takes issue with location of foundation and state of sidewalk. No cause. Closed
- N Merrill: neighbor complaint re sump pump discharge noise. Ongoing.
- S. Fairview: neighbor at 404 S. Fairview (complaint re dehumidifier running constantly causing noise, location of equipment allegedly not in compliance with zoning ordinance), ongoing.
- Morris: water infiltration, resolved.

- S Fairview. Garage in disrepair. Property owner fined. Clean-up work on garage and debris began last week of Dec; property owner has indicated intention to apply for permit to repair garage. Ongoing.
- Grant/Washington. Neighbor complaints about parking lot. Ongoing.

Building Division

Seasonal decline in permit approvals. The department issued 108 building permits for the month, about half of the typical number for the preceding three months and well off the peak of 289 permits issued in May. There were three permits for demolitions of single-family homes and four permits for new single-family home construction. No permits for multi-family dwelling units were issued. We expect permit activity to remain *relatively* slow in January and February. See attached charts.

Review of plan review and inspection procedures. On Dec 6 Director met with building official, admin personnel and inspectors to discuss department's policies and procedures regarding building plan review, permitting, and field inspections.

Key Commercial Permit and Inspection Activity

1775 Dempster (INR, ALGH Parkside Center): Permit Issued, construction ongoing.
 9 S. Fairview (COR, Tea Lula): Permit Issued, construction ongoing.
 707 Devon Ave (COR, Flower Shop): Permit Issued, construction ongoing.
 624 Devon (COR, Renata's Organic Skincare): Permit Issued.
 826 W. Touhy (Fitness Formula Club): TCO issued.
 304 Higgins (COR, AGA Weddings): Permit Issued.
 104 Euclid (Silver's Bar and Grill):_construction ongoing.
 10 N. Summit (memory care unit): construction ongoing.
 1200 Elm (MFN): building 1, 2, 3 and 4 of 5 permits issued, construction ongoing on buildings 1, 2 and 3.
 112 S. NW HWY (CON): shell building, permit issued, construction ongoing.
 1775 Dempster (INR): Radiology Department Renovation, construction ongoing.
 325 W. Touhy (COR): Million Dollar Roundtable, construction ongoing.
 705 Devon (COR): Architect's Office, construction ongoing.
 426 W. Touhy (COR): Nancy Sells Flowers, permit issued, construction ongoing.
 106 Main (COR): Beer on the Wall, TCO issued.
 622 N. Prospect (COA): PRCC Paddle Tennis, permit issued, construction ongoing..
 444 N. NW HWY (COR): Perfect Workout, TCO issued.
 145 Vine (COR): Permit issued, construction ongoing.
 139 Vine (COR): Permit issued, construction ongoing.

Environmental Division

In addition to the day-to-day responses to nuisance and animal control issues, the Environmental Division worked on the following items during the month of December:

- Annual licensing of all businesses, including walk-throughs, mailings.
- Preparation for training on new Food Code. Letters sent to food establishments offering training dates.

FOIA Responses

Total staff time responding to FOIA requests for the month totaled approximately 9.5 hours.

Property Transfer Tax

For the month of December the CP&D Department collected 104 property transfer tax fees for a total of \$55,895. Twenty-one fees exceeded \$1,000. A table of addresses and fees is available upon request.

Commissions

P&Z meeting of Jan 10. Public hearing for special use for office on ground floor, 132 S Prospect

ZBA meeting of Jan 24. Annual training presented by attorney and CP&D staff on: legal issues, procedures, staff reports.

Historic Preservation Commission meeting of 4 Jan. Annual poster contest.

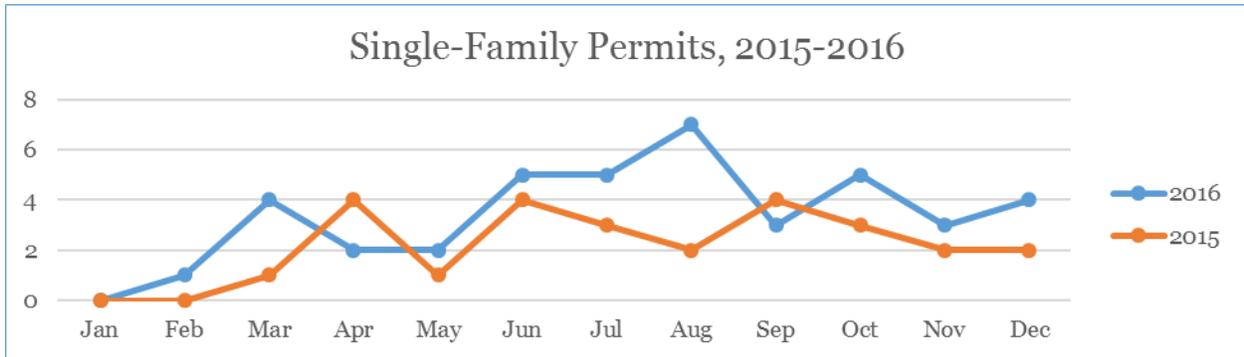
Appearance Commission. At its December meeting the Appearance Commission reviewed: two single-family home alterations (one for solar panels); one new single-family residence; one commercial alteration; and one new mixed-use building (600 Talcott).

Zoning ordinance review. Staff continues to work with the P&Z on zoning ordinance review. The director is compiling a list of items for attention. Staff will schedule a public hearing in February for zoning amendments discussed at the COW in November.

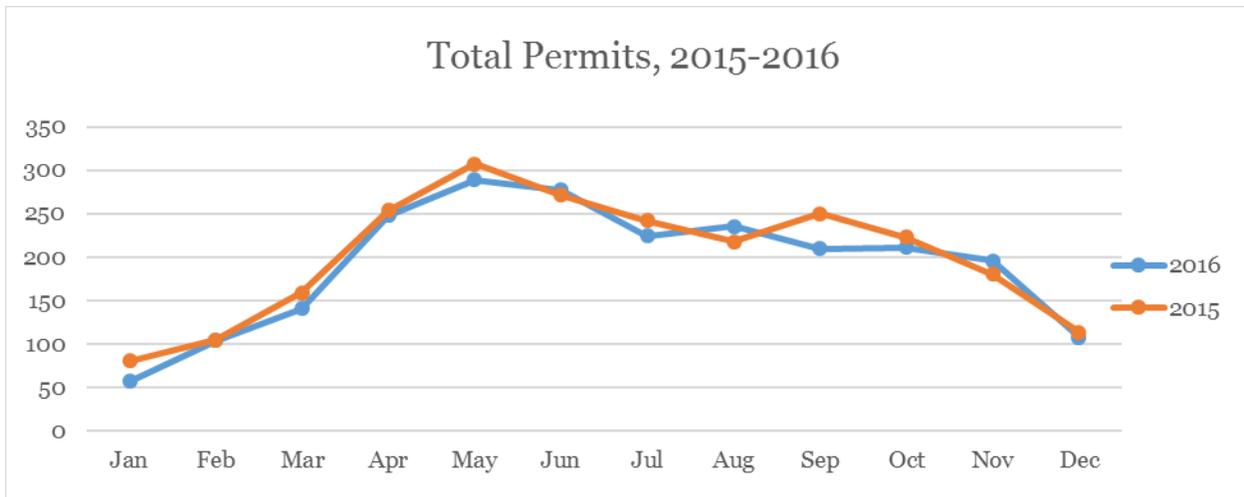
Attachments:

- Chart, Single-Family Permits, 2015-2016
- Chart, Total Permits, 2015-2016

**COMMUNITY PRESERVATION & DEVELOPMENT DEPARTMENT BUILDING PERMITS ISSUED
THRU DECEMBER 2016**



TOTAL SINGLE-FAMILY HOME PERMITS ISSUED: 2015 = 29; 2016 = 41



TOTAL PERMITS ISSUED: 2015 = 2,377; 2016 = 2,300