



DEPARTMENT OF COMMUNITY PRESERVATION AND DEVELOPMENT (CP&D)

CITY OF PARK RIDGE

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Date: March 27, 2017
To: Committee of the Whole
From: Jim Brown, Interim CP&D Director
Subject: CP&D Activity Report for the Month of February 2017

I submit for your review the Community Preservation and Development Department's activity report for the month of February 2017.

General

- On Feb 3 Director met with building inspectors to discuss new accountability and scheduling procedures.
- On 21 Feb Director met with contractors to discuss issues with plan review and building inspections.
- On 23 Feb Director, HR Director, Acting City Manager met with union representatives to discuss new accountability and scheduling procedures.
- 17-21 Feb, sick absence of plumbing inspector
- 22 Feb, plumbing inspector begins scheduled medical absence; duration anticipated to extend beyond one month
- 23 Feb, electrical inspector begins scheduled medical absence; duration anticipated to extend approx. one month

Building Division

Flooding. Unusually warm weather with heavy rains coupled with frozen soil conditions created a lot of telephone calls this month regarding flooding on properties. Heavy staff time spent investigating inquiries/complaints.

Training. Two administrative assistants attended a two-day class, "Building Department Basics," at the B&F Academy in Elgin. One more administrative assistant will attend this class in the upcoming fiscal year.

Office clean-up. Clean-up continued through the end of February. Three years' worth of old files were boxed, tubed and put in storage.

Consultant plan review. To assist in coverage of plumbing plan review during scheduled medical absence of Plumbing Inspector, TPI Code Consultants begin review of five commercial projects.

Status Adjustment for Part-Time Plan Reviewer/Inspector. To cover for scheduled medical absence of electrical inspector, one part-time reviewer/inspector went to full-time status; will revert to part-time status upon return of electrical inspector.

Sibley engineering discrepancies. Building Division coordinated two meetings between CP&D and PW staff and developers of project on Sibley. Purpose was to investigate and correct discrepancies in grading. Corrections subsequently made.

Seasonal increase in permit applications. See Chart of the Month at the end of this report.

Key Commercial Permit and Inspection Activity

- 1775 Dempster (remodel, ALGH Parkside Center): Permit Issued, construction ongoing.
- 9 S. Fairview (COR, Tea Lula): Permit Issued, construction ongoing.
- 104 Euclid (Silver's Bar and Grill): construction ongoing.
- 10 N. Summit (memory care unit): construction ongoing (Phase 3 permit issued).
- 1200 Elm (new multi-family): building 1-5, permits issued, construction ongoing.
- 112 S. NW HWY (CON): shell building, 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.
- 622 N. Prospect (COA): PRCC Paddle Tennis, construction ongoing.
- 444 N. NW HWY (COR): Perfect Workout, TCO extended.
- 145 Vine (COR): construction ongoing.
- 139 Vine (COR): construction ongoing.
- 1600 N. Greenwood: Church renovation, FCO pending engineering approval.
- 112 S. NW HWY (COR, Mattress Factory): interior buildout permit issued.
- 1775 Dempster (1700 Luther Ln, INR, Dr. Miller Fertility Suite): construction ongoing.
- 114 Main (COR, IT Crepes): permit issued, construction ongoing.
- 2701 W. Sibley (COR, PRPD Community Center): permit issued, construction ongoing.
- 5 S. Prospect (COR, Pickwick Theatre No. 5): permit issued.

Key Complaints

- 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).
- N. Dee: Flatwork installed without permit, resolution (permit) in-progress.
- Main: Windbreak installed without permit. Permit applied for, review denied on accessibility issues. Notified Owner that installation must be removed within 30 days (3/6/17) or daily fines will be assessed for each day violation exists.
- Talcott Pl: new single-family residence, slope of driveway pitched towards neighbors. Spoke with applicant who will modify installation.
- S. Home: Concern re water runoff from neighboring properties. Investigated, no cause.
- Columbia: Debris pile blocking driveway, PW removed. Closed.
- S. Prospect: new single-family residence, collapsed shoring. Owners requested information about 1305's yard drainage installation and indicated they may be pursuing a claim.

Certificates of Occupancy for Businesses

- Residential
 - 421 S Chester Ave-Temp

- 934 Elm St-Temp
 - 112 East Ave-Temp
 - 112 East Ave-Final
 - 805 S Hamlin
 - 1715 Woodland Ave-Temp
 - 837 S Cumberland Ave
 - 1028 Prairie Ave-Temp
- Commercial/Institutional
 - 1600 N Greenwood Ave-Iglesia Ni Cristo, Church of Christ-Temp
 - 106 Main St-Beer on the Wall
 - 444 N Northwest Hwy., Suite 204-The Perfect Workout, Inc.-Temp
 - 912 Busse Hwy-Family Dental Care Park Ridge
 - 100 S Prospect Ave-Red Arrow Recruiting, Inc.
 - 422 N Northwest Hwy., Suite 210-Assential Therapies, Inc.

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 February:

- Completing annual licensing of all businesses—in particular late submissions
Mock inspections using new Food Code being conducted upon request
- Issue of feral cats in 2nd ward; “feral cat colony” licensed per Cook County ordinance; coordination with Police Department
- Fairview garage and property. Clean-up of garage and property on Fairview on going. Property owner again fined, although much clean-up has occurred. Dept did not accept building permit application because of lack of plans signed and stamped by licensed architect.

FOIA Responses

Total staff time responding to FOIA requests for the month totaled at least ten hours.

Planning & Zoning

Fairview, Addition to Single-Family Home. Director, Zoning Coordinator and Environmental Health Official all made separate visits to new single-family addition on Fairview to investigate complaints. Homeowner submitting revision to architectural plans.

400 Talcott. On 24 Feb Director met with two plaintiffs in 400 Talcott lawsuit to discuss the project.

Economic Development

Chamber of Commerce. On 15 Feb Director attended Chamber of Commerce’s Young Professionals meeting; on 28 Feb Director attended Chamber’s Board of Directors meeting and provided summary of CP&D activity and some potential economic development initiatives.

Commercial permit activity. See above section on commercial permits as indication of investment in Park Ridge.

Consultant proposal. Received proposal for economic development assistance to City from consultant.

Property Transfer Tax

For the month of January the CP&D Department collected 92 property transfer tax fees for a total of \$44,008, up approximately \$2,000 from January.

Commissions

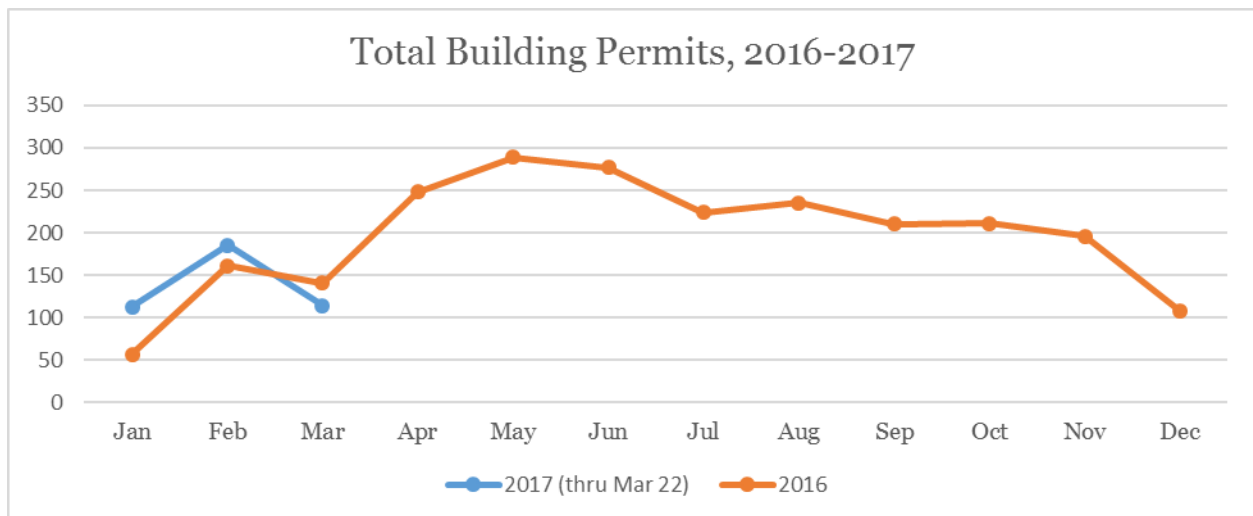
ZBA meeting of Feb. No meeting due to lack of variance applications or other business.

Appearance Commission. At its February meeting the Appearance Commission reviewed 13 properties: 12 single-family homes and one detached garage.

Historic Preservation Commission: Agenda items were poster contest and awards discussion.

P&Z meeting - Zoning Ordinance review. Public hearing for zoning amendments opened at the P&Z's 28 Feb meeting. Zoning amendments under consideration were: B-1/B-2 purpose statements, planned developments, and short-term rentals. Hearing continued until March 14 for first two items, and until March 28 for the short-term rental amendments.

Chart of the Month



The number of approved building permits for the first 2-1/2 months of 2017 is higher than the same period for 2016. Through March 22, 2017, the department had issued 412 permits compared to 359 through the end of March 2016. Additionally, the department received 25 permit applications on March 20-21.

Since each permit generates approximately 3 or more inspections, the workload of the staff as compared to last year is up and will continue to be up through at least the near future. Several large projects are planned and are in various stages of permit approval, including the Lutheran General garage expansion and the mixed use project at 600 Talcott. These will generate a significant number of field inspections over the coming months. Moreover, the Appearance Commission's load has been heavy for the first three months of the year, with over two dozen projects reviewed.