

MINUTES OF COMMITTEE MEETING

March 12, 2012

6:00 p.m.

DEVELOPMENT, PLANNING AND ZONING COMMITTEE (DP&Z)

- RE: 1) TIF Qualification Reports by Kane, McKenna and Associates
- 2) Review of Transcription Services
- 3) Other Business
- 4) Public Comments

Committee Members Present: Morley, Polomsky, Leader

Committee Members Absent: None

City Staff Present: Kopp, Werner, Grabowski (part time), Bough

Elected Officials Present: None

Others Present: Rychlicki, Biondo,

Chairman Morley called the meeting to order at 6:00 p.m.

Chairman Morley, with the concurrence of the Committee, moved Agenda Item #4, Public Comments, to the beginning of the meeting rather than the end of the meeting as shown on the agenda. Chairman Morley opened Public Comments for anyone in attendance who wanted to address the Committee. There being no one in the audience who wanted to address the Committee under Public Comments, Chairman Morley closed the Public Comments portion of the meeting.

Agenda Item #1 - Discussion: TIF Qualification Reports by Kane, McKenna and Associates

The Committee continued review of the proposed York and Vallette TIF. Mr. Rychlicki described the physical aspects of the York and Vallette area. He discussed Chapter 5 of the report and noted that in order for a proposed TIF district to qualify as a Conservation Area more than 50% of the buildings in the proposed area must be over 35 years of age. Once it is

established that more than 50% of the buildings within the proposed area are over 35 years of age, the proposed district must meet at least three (3) of thirteen (13) other qualifying factors. The Proposed York and Vallette District has five (5) qualifying factors: Obsolescence, Deterioration, Deleterious Land Use or Layout, Lack of Community Planning, and Lag in Equalized Assessed Value (EAV).

The Committee then reviewed the Qualification Report for the proposed Riverside Drive TIF. Mr. Rychlicki described the physical aspects of the Riverside Drive area. He discussed Chapter 5 of the report and noted that the Proposed Riverside Drive TIF District qualifies as a Conservation Area and has five (5) qualifying factors: Obsolescence, Deterioration, Deleterious Land Use or Layout, Lack of Community Planning, and Lag in Equalized Assessed Value (EAV). A portion of the Riverside Drive proposed TIF also qualifies as "Blighted" due to the vacant parcels located in the floodway/floodplain.

The Committee discussed the processes and timetable relative to Phase II of the contract between the City of Elmhurst and Kane, McKenna and Associates, Inc. The process, which concludes with the approval of Ordinances establishing the TIF(s), is estimated to take about 6 months.

The Letter of Agreement drafted by Kane, McKenna and Associates, Inc., dated July 29, 2011 states that "Phase II services for the three (3) TIF Districts are estimated to (be) in the range of \$60,000.00 to \$75,000.00." Chairman Morley requested that the dollar amount be modified to no more than \$70,000.00; Mr. Charles Biondo, Senior Vice President of Kane, McKenna and Associates, Inc. agreed.

The Committee agreed to prepare a report recommending that the City Council approve the continuation of the contract with Kane, McKenna and Associates, Inc. for Phase II services not to exceed \$70,000.00.

Agenda Item #2 – Review of transcription Services

Mr. Werner stated that staff continues to compile historical billing information regarding transcription service costs, and additional information from other communities. This item was continued to a future meeting of the DPZ.

Other Business – None

The meeting was adjourned at 8:00 p.m.

Submitted by: Nathaniel J. Werner, AICP, Planning and Zoning Administrator