



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
December 7, 2021**

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CALL TO ORDER

President Wallace called the Committee of the Whole meeting of December 7, 2021 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:35 p.m.

ROLL CALL

**PRESENT:** Chairmen Deyne, Gandsey, Gunsteen, Hopkins, Reinke, Suwanski  
President Wallace

**ABSENT:** None

**ALSO PRESENT:** Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Economic Development Coordinator Tony Fradin, Sr. Management Analyst Sam Hughes, Management Analyst Joey Dienberg, Planning & Development Director Roberta Grill, Finance Director Todd Dowden, Public Works Director Dan Dinges, Public Works Engineer Bob Allen, Grounds Superintendent Matt Giermak, Chief Patrick Ullrich, Deputy Chief Geoff Pretkelis, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

**BUILDING & ZONING, CHAIRMAN HOPKINS**  
**Wheaton Eye Clinic Variance and Site Plan**

Chairman Hopkins stated the first item on the agenda is the Wheaton Eye Clinic. The petitioner is requesting a site plan amendment for a 2,150 square feet addition on the existing medical facility located at 980 S. Rt. 59.

Roberta Grill, Planning and Development Services Director stated it is a 2,100 sq.ft. addition to the back of existing Wheaton Eye Clinic. It essentially will be enclosing the drive through area in the back. This addition would require more parking spaces and this site plan satisfies the zoning ordinance requirement of 34 spaces. Because of the additional parking spaces, they had to be added to the side yard which requires a variation request.

Chairman Deyne asked if it will interfere with any of the businesses near it.

Ms. Grill stated it would not.

The item was forwarded on to the Plan Commission and ZBA for the required public hearing.



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### **Amending Municipal Code Title 9, Bartlett Building Code**

Ms. Grill stated this was spurred on primarily from the International Swimming and Spa Code which used to be an appendix to the International Residential Code. It has since been modified to be its own code book and essentially, what we would like to do is formally adopt this code book as part of our building code.

Chairman Deyne asked if this would affect any current construction.

Ms. Grill stated it would apply when you get a new building permit.

Chairman Hopkins asked if this will help reduce costs for our residents.

Ms. Grill stated we have had our inspectors go out to look at a base from an old pool for example and even though they are 20 years old, they are still fine so it doesn't make sense to make residents replace it.

Chairman Suwanski asked if this will replace some of the codes we currently have.

Ms. Grill stated the spa code would be formally adopted as part of the building code. We have some formal amendments that we have outlined here, a few minor changes. Nothing is being eliminated, if anything we are adding safety measures.

Chairman Hopkins stated this item will be forwarded on to the Village Board for a vote.

### **LICENSE & ORDINANCE, CHAIRMAN GUNSTEEN**

#### **Business License Code Update**

Management Analyst, Joey Dienberg stated staff has completed a long overdue review of the business license code. When a business opens within the village, they must first contact village hall to apply for a license. For some businesses, this process can require one specific license, or several, depending on the nature of that business. Throughout the review of current license fee and category structure, staff has identified a number of categories that do not line-up with current needs of businesses in the village today. Through the review process, the goal was to increase the efficiency and simplify the application process for all new and current businesses. After surveying other communities, Bartlett by far had one of the most complex business license fee schedules, having over 200 categories that were redundant and overcomplicated, as well as some even being outdated.

Chairman Deyne asked if this would streamline the number of business licenses.



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---

Mr. Dienberg stated we have a lot of specific categories in place, so one of the big changes would be just looking at more businesses based on the square footage of space they are in rather than the specific type of use they are.

Chairman Deyne stated he would like to move forward with this.

Chairman Gunsteen asked if the charts included the existing fee structure.

Mr. Dienberg stated that was correct. Staff is just reorganizing the existing fee structure and eliminating some of the categories and recategorizing those businesses.

Chairman Reinke confirmed that we are not requiring a permit for a business that did not need a permit previously.

Mr. Dienberg stated there were only certain types that were added that were part of the reclassification. If we eliminated a category, we are looking at them via square footage rather than what it used to be.

Chairman Hopkins asked if staff reviewed some of the fee schedules at the same time as the categories.

Mr. Dienberg stated that none of the fees were raised and we are in the middle compared to other communities. We sent out a survey and looked at some of the immediate surrounding towns.

Chairman Hopkins asked out of curiosity if a mining operation and gravel pit typically pay \$200 in other communities.

Mr. Dienberg stated some of it was apples to oranges. Some towns had a flat \$125 fee for a business license. It was apples to oranges for a lot of those types of categories so I would have to take a look at that one specifically.

Village Administrator Paula Schumacher stated we had over 200 classifications of liquor licenses based on use and there was a lot of confusion when a new business would come in and not understand how they were categorized. The use of the square footage is a really cut and dry way of calculating the license fees. The survey that Joey had mentioned really showed that there were a number of different ways to handle business licenses, but we tried to find a way that was clear to the business owner and didn't have any wiggle room for interpretation.

Chairman Gandsey asked if this was online or does it take staff time to figure out their fee.



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---

Ms. Schumacher stated initially, with the first business license, we spent more time with them to determine what they need, but all of the renewals are online.

Mr. Dienberg stated square footage is something we already ask for so we have some of this information already.

There being no further business to discuss, Chairman Deyne moved to adjourn the committee meeting and that motion was seconded by Chairman Gunsteen.

**ROLL CALL VOTE TO ADJOURN**

AYES: Chairman Gandsey, Gunsteen, Hopkins, Reinke, Suwanski, Deyne

NAYS: None

ABSENT: None

**MOTION CARRIED**

The meeting was adjourned at 7:45 p.m.

Samuel Hughes  
Deputy Village Clerk