

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF DES PLAINES, ILLINOIS HELD IN THE ELEANOR ROHRBACH MEMORIAL COUNCIL CHAMBERS, DES PLAINES CIVIC CENTER, MONDAY, AUGUST 21, 2023**

**CALL TO ORDER**

The regular meeting of the City Council of the City of Des Plaines, Illinois, was called to order by Mayor Goczkowski at 6:01 p.m. in the Eleanor Rohrbach Memorial Council Chambers, Des Plaines Civic Center on Monday, August 21, 2023.

**ROLL CALL**

Roll call indicated the following Aldermen present: Moylan, Oskerka, Sayad, Brookman, Walsten, Smith, Charewicz. Absent: Lysakowski. A quorum was present.

**CLOSED SESSION**

Moved by Sayad, seconded by Brookman, to convene into Closed Session under the following sections of the Open Meetings Act – Probable or Imminent Litigation, Personnel, Sale of Property, Purchase or Lease of Property, and Litigation.

Upon roll call, the vote was:

AYES: 7 - Moylan, Oskerka, Sayad,  
Brookman, Walsten, Smith, Charewicz

NAYS: 0 - None

ABSENT: 1 - Lysakowski

Motion declared unanimously carried.

The City Council recessed at 6:01 p.m.

The City Council reconvened at 7:04 p.m.

Roll call indicated the following Alderman present: Moylan, Oskerka, Sayad, Brookman, Walsten, Smith, Charewicz. Absent: Lysakowski. A quorum was present.

Also present were: City Manager Bartholomew, Assistant City Manager/Director of Finance Wisniewski, Director of Public Works and Engineering Oakley, Director of Community and Economic Development Carlisle, Fire Chief Anderson, Police Chief Anderson, and General Counsel Friedman.

**PRAYER AND PLEDGE**

The prayer and the Pledge of Allegiance to the Flag of the United States of America were offered by Alderman Walsten.

**PUBLIC COMMENT**

Resident Phil Schloss, a recently retired Public Works employee, expressed concern over the high number of water main breaks and personnel reporting issues.

**ALDERMAN COMMENTS**

Alderman Sayad enjoyed the Food Truck event at the Des Plaines Library and expressed appreciation to the Public Works department for their assistance at Terrace Elementary School. The next fourth ward meeting will be in October.

Alderman Walsten inquired as to when Northwest Mosquito Abatement will be spraying in the city and where the revenue from Rivers Casino is being utilized. Director of Public Works and Engineering Oakley will report back to the City Council with a date from Northwest Mosquito Abatement. City Manager Bartholomew explained that the funds received from Rivers Casino was used to pay off debt, install a new pipeline, and flooding. Now the focus may need to be on the water mains.

Alderman Charewicz expressed his appreciation to the Media department for their work on the Food Truck event. Alderman Charewicz announced that Fall Fest is September 15-17 at Lake Park and that subsidized rain barrels available at [MWRD.org/rain-barrels](http://MWRD.org/rain-barrels). The next eighth ward meeting will be on October 3, 7:00 p.m., at Friendship Park Conservatory.

**MAYORAL  
ANNOUNCEMENTS**

Mayor Goczkowski thanked all who were involved in putting together the Food Truck Round Up event; it was a very enjoyable.

**CONSENT AGENDA**

Alderman Walsten requested Item # 6 to be removed from the Consent Agenda.

Moved by Brookman, seconded by Smith, to Establish the Consent Agenda without Item #6.

Upon voice vote, the vote was:

AYES: 7 - Moylan, Oskerka, Sayad,  
Brookman, Walsten, Smith, Charewicz

NAYS: 0 - None

ABSENT: 1 - Lysakowski

Motion declared carried.

Moved by Brookman, seconded by Walsten, to Approve the Consent Agenda without Item #6.

Upon roll call, the vote was:

AYES: 7 - Moylan, Oskerka, Sayad,  
Brookman, Walsten, Smith, Charewicz

NAYS: 0 - None

ABSENT: 1 - Lysakowski

Motion declared carried.

Minutes were approved; Resolutions R-142-23, R-149-23, R-150-23, R-151-23, R-152-23, R-156-23, Ordinances Z-17-23, Z-20-23, Z-21-23-Z-22-23.

**APPROVE  
PURCHASE/  
THERMAL IMAGING  
CAMERAS/DINGES  
FIRE COMPANY**

Moved by Brookman, seconded by Walsten, to Approve Resolution R-142-23, A RESOLUTION ACKNOWLEDGING THE PURCHASE OF BULLARD QXT THERMAL IMAGING CAMERAS FOR THE FIRE DEPARTMENT BY THE FOREIGN FIRE INSURANCE BOARD. Motion declared carried as approved unanimously under Consent Agenda.

Consent Agenda

Resolution  
R-142-23

**APPROVE  
PURCHASE/LAPTOPS  
POLICE  
DEPARTMENT**

Moved by Brookman, seconded by Walsten, to Approve Resolution R-149-23, A RESOLUTION APPROVING THE PURCHASE OF 18 DELL LAPTOPS FOR THE POLICE DEPARTMENT. Motion declared carried as approved unanimously under Consent Agenda.

Consent Agenda

Resolution  
R-149-23

**APPROVE AUDIO-  
VISUAL  
TECHNOLOGY/AVI  
SYSTEMS**

Moved by Brookman, seconded by Walsten, to Approve Resolution R-150-23, A RESOLUTION APPROVING AN AGREEMENT WITH AVI SYSTEMS, INC. FOR AUDIO/VISUAL EQUIPMENT PROCUREMENT AND INSTALLATION. Motion declared carried as approved unanimously under Consent Agenda.

Consent Agenda

Resolution  
R-150-23

**APPROVE**  
**AGMT/MECROSOFT**  
**OFFICE 365/**  
**SPEEDLINK**  
**Consent Agenda**

Moved by Brookman, seconded by Walsten, to Approve Resolution R-151-23, A RESOLUTION APPROVING SECOND ANNUAL PAYMENT TO SPEEDLINK SOLUTIONS INC. FOR THE PURCHASE AND IMPLEMENTATION OF BARRACUDA O365 EMAIL PROTECTION. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution**  
**R-151-23**

**AWARD BID/**  
**SIDEWALK SNOW**  
**REMOVAL/SNOW**  
**SYSTEMS**  
**Consent Agenda**

Moved by Brookman, seconded by Walsten, to Approve Resolution R-152-23, A RESOLUTION APPROVING AN AGREEMENT WITH SNOW SYSTEMS, INC. FOR THE REMOVAL OF SNOW FROM VARIOUS CITY SIDEWALKS DURING THE 2023/2024 WINTER. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution**  
**R-152-23**

**AWARD BID/ TREE**  
**MAINTENANCE/**  
**LANDSCAPE**  
**CONCEPTS**  
**MANAGEMENT**  
**Consent Agenda**

Item #6 was removed from the Consent Agenda at the request of Alderman Walsten.

Alderman Walsten expressed his displeasure with the way some of the trees in the city were pruned and presented examples. Alderman Walsten requested that the Public Works department ensure that the tree company is pruning the trees correctly.

**Resolution**  
**R-153-23**

Moved by Walsten, seconded by Sayad, to Approve Resolution R-153-23, A RESOLUTION APPROVING AN AGREEMENT WITH LANDSCAPE CONCEPTS MANAGEMENT, INC. FOR THE PROCUREMENT OF TREE MAINTENANCE AND EMERGENCY TREE SERVICES.

Upon roll call, the vote was:

AYES: 7 - Moylan, Oskerka, Sayad, Brookman,  
Walsten, Smith, Charewicz

NAYS: 0 - None

ABSENT: 1 - Lysakowski

Motion declared carried.

**APPROVE**  
**VOLUNTARY**  
**SEPARATION AGMT**  
**Consent Agenda**

Moved by Brookman, seconded by Walsten, to Approve Resolution R-156-23, A RESOLUTION APPROVING A VOLUNTARY SEPARATION AGREEMENT. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution**  
**R-156-23**

**SECOND READING –**  
**ORD Z-17-23**  
**Consent Agenda**

Moved by Brookman, seconded by Walsten, to Approve Second Reading – Ordinance Z-17-23, AN ORDINANCE AMENDING THE TEXT OF THE ZONING ORDINANCE OF THE CITY OF DES PLAINES REGARDING CONVENIENCE MART FUELING OR CHARGING STATIONS (CASE #23-049-TA). Motion declared carried as approved unanimously under Consent Agenda.

**SECOND READING –**  
**ORD Z-20-23**  
**Consent Agenda**

Moved by Brookman, seconded by Walsten, to Approve Second Reading – Ordinance Z-20-23, AN ORDINANCE AMENDING THE TEXT OF THE DES PLAINES ZONING ORDINANCE REGARDING THE ALLOWANCE OF PRIVATE SCHOOLS IN THE C-5 CENTRAL BUSINESS DISTRICT. Motion declared carried as approved unanimously under Consent Agenda.

**SECOND READING –  
ORD Z-21-23  
Consent Agenda**

Moved by Brookman, seconded by Walsten, to Approve Second Reading – Ordinance Z-21-23, AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT AND MAJOR VARIATIONS FOR A PRIVATE SCHOOL AT 733 LEE STREET, DES PLAINES, ILLINOIS (CASE #23-038-TA-CU-V). Motion declared carried as approved unanimously under Consent Agenda.

**SECOND READING –  
ORD Z-22-23  
Consent Agenda**

Moved by Brookman, seconded by Walsten, to Approve Second Reading – Ordinance Z-22-23, AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR A COMMERCIAL ZONED ASSEMBLY USE AT 733 LEE STREET, DES PLAINES, ILLINOIS (CASE #23-038-TA-CU-V). Motion declared carried as approved unanimously under Consent Agenda.

**APPROVE  
MINUTES  
Consent Agenda**

Moved by Brookman, seconded by Walsten, to Approve the Minutes of the City Council meeting of August 7, 2023, as published. Motion declared carried as approved unanimously under Consent Agenda.

**APPROVE  
MINUTES  
Consent Agenda**

Moved by Brookman, seconded by Walsten, to Approve the Closed Session Minutes of the City Council meeting of August 7, 2023, as published. Motion declared carried as approved unanimously under Consent Agenda.

**UNFINISHED  
BUSINESS**

**CONSIDER A  
CONDITIONAL USE  
FOR  
81 N BROADWAY ST  
Ordinance  
Z-19-23**

At the August 7, 2023 City Council meeting, the Council voted to defer the first-reading consideration of approving Ordinance Z-19-23 to August 21. The approving Ordinance is unchanged from the previous packet. However, the report is revised (i) to clarify the off-street parking minimum under Section 12-9-7 and (ii) to explain the Council’s ability through the conditional use standards to evaluate if the petitioner’s total parking plan, which combines on-site parking with off-site parking through lease agreements with other private property owners, is sufficient to grant approval for the desired assemblies.

The petitioner has requested a Conditional Use Permit to host meetings and events (assembly) within the proposed library/media space at the Romanian Heritage Center NFP, 81 N. Broadway Street. This type of activity is categorized under the commercially zoned assembly use as defined below.

COMMERCIAL ZONED ASSEMBLY USES: A use that is primarily for the purpose of the assembly of people, which can contain a combination of uses that take place in both principal and accessory structures. Such uses include: commercial theater, banquet halls, nightclubs, church, synagogue, temple, meeting house, mosque, or other place of worship. For allowable accessory uses, refer to the specific land uses defined in this chapter. Such uses shall adhere to the off-street parking requirements under "assembly uses".

The property at 81 N. Broadway Street is in the C-3 zoning district, along Broadway between Cumberland Circle (i.e. the intersection of Broadway, Golf Road, Wolf Road, and State Street) and Northwest Highway, near the Cumberland Metra Station. The subject property contains a one-story commercial building with on-street public parking in the front (currently limited to three hours, Monday-Friday, between 10 a.m. and 6 p.m.) and an accessory parking lot at the rear as shown on the attached Plat of Survey. The petitioner currently operates an office, which is a permitted use and has a valid business registration, on a property at 83 N. Broadway Street directly north of the subject property. The 83 Broadway space is an office for the Romanian-American Network and a law office for the Leahu Law Group, LLC.

The petitioner plans to completely remodel the interior of the existing building to locate a library/multi-media room, which will occupy most of the space. In addition, there is a Romanian heritage exhibit area, along with restrooms, and storage areas. The need for the Conditional Use stems from conducting meetings and events. Section 12-13-3 of the Zoning Ordinance, in defining commercially zoned assembly, includes the example of a “meeting house,” and the petitioner intends to conduct meeting events of various professional and civic groups tied to the organization. On the other hand, the private library is a permitted use, and the classes and art workshops would be considered accessory to the library and therefore permitted. The true focus of this request is using the property for meetings and events.

The petitioner intends to utilize the subject property for various uses. The Fire Prevention Bureau reviewed the plans and visited the space. The maximum occupancy load is 73 people.

The subject property contains a surface off-street parking area shared between 81 and 83 N. Broadway Street. As such, the off-street parking requirement must consider the existing office uses at 83 N. Broadway Street and the proposed assembly uses at 81 N. Broadway Street, pursuant to Sections 12-9-7 and 12-9-8 of the Zoning Ordinance:

- One parking space for every 250 square feet of gross floor area for office areas; and
- One parking space for 200 square feet of gross activity area for the commercially zoned assembly area (library).

Note: A library has a parking minimum of only 1 space per every 750 square feet of gross floor area. However, for the purposes of this request, the requirement for commercially zoned assembly must be used because it is more restrictive (i.e. contemplates more people). Nonetheless, should the commercially zoned assembly not be approved, staff preliminarily believes the total parking requirement for office at 83 N. Broadway and Library at 81 N. Broadway could be met by the rear parking lot.

The existing office area at 83 N. Broadway Street consists of 840 square feet and the total gross activity area for the proposed use at 81 N. Broadway Street consists of 1,100 square feet, requiring a total of 11 off-street parking spaces, including a minimum of one accessible space.

The Site and Parking Plan shows the existing parking area at the rear of the building is designed to accommodate 13 off-street parking spaces including one accessible space on the subject property and 83 Broadway Street. Staff has added a condition that a revised Site and Parking Plan prepared by a design professional is submitted with full dimensions on the parking area in conformance with Sections 12-9-7 and 12-9-8 of the Zoning Ordinance at time of building permit.

The Council may consider that the parking minimum is a baseline ratio that applies at all days of the week and times of day. The inexact nature of the requirement is part of the reason that commercially zoned assemblies are conditional uses. The Council may find that because of the nature of the proposal and likely spikes in demand and usage to accommodate meetings and events, the baseline agreement is not sufficient. To a certain extent, the petitioner has acknowledged this fact through seeking and obtaining various parking agreements with private property owners in the general area.

The petitioner has submitted a Proposed Parking Use Plan to identify how the parking area will be utilized during their operations throughout the week. It appears that on regular weekdays from 9 a.m. to 7 p.m. and Saturdays from 9 a.m. to 1 p.m., the off-street parking available on the subject property would be sufficient for their operations. However, the

petitioner does indicate that more parking—in addition to the spaces available on the subject property—is necessary on regular weekdays from 6 p.m. to 9 p.m., Saturdays after 5 p.m., and Sundays from 1 p.m. to 5 p.m.

To address these additional parking needs, the petitioner sought private parking agreements from six nearby properties: three on the east side of Broadway and three on the west side of Broadway. As such, staff added a condition that the petitioner must obtain, execute, and submit to staff a parking agreement with each property it intends to use for additional parking to address all parking requirements for the proposed assembly use events.

At the June 27, 2023 PZB public hearing, the petitioner entered into the record executed parking agreements for three sites on their off-site parking plan (all west of Broadway), totaling an approximate 20 off-street parking spaces in addition to the 13 off-street spaces available on the subject property. In its review of the proposal and part of its recommendation of approval of the request, the PZB amended staff's condition to require that the petitioner obtain executed parking agreements from the three identified properties located on the east side of Broadway in an effort to address resident parking concerns in the nearby neighborhood along Yale Court.

Prior to the staff submittal to City Council, executed parking agreements were submitted for four sites, bringing the total off-site parking space count to 56. On August 1, the petitioner submitted to staff an additional parking agreement for eight parking spaces, bringing the total number of off-site parking spaces to 64.

The Council may determine whether the number of available on-site and off-site parking spaces, as presented by the petitioner, are sufficient for the proposed assembly use and the anticipated events and meetings associated with it. The Conditional Use Standards in Section 12-3-4.E. include factors such as the use being "... operated ... so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity," "...not hazardous or disturbing to existing neighboring uses....," and "... served adequately by essential public facilities and services such as ... streets ...." Note there is a recommended condition to maintain the parking agreements as presented to the City.

The PZB opened a public hearing on June 13, 2023 and, pursuant to a request by the petitioner, continued the case to the June 27, 2023 meeting. The PZB voted 6-0 to recommend approval of the conditional use request. The Board's rationale for its recommendation is captured in the excerpt to the approved minutes of the June 27, 2023 meeting.

Pursuant to Section 12-3-4.D.4 of the Zoning Ordinance, the City Council has final authority to approve, approve with modifications, or deny the request, which will be included in Ordinance Z-19-23. Should the City Council vote to approve the request, staff and the PZB recommend the following conditions:

#### Conditions of Approval:

1. The Site Plan must be revised by a design professional and submitted at time of building permit to show the full dimensions of the parking area in conformance with Chapter 9 of the Zoning Ordinance.
2. Petitioner must obtain and maintain executed parking agreements for off-site parking sufficient to accommodate the parking needs for the proposed assembly events. Petitioner must submit copies of all executed parking agreements to City staff.
3. All appropriate building permit documents and details, including all dimensions and labels necessary to denote all proposed improvements to the Subject Property must

be submitted as necessary for the Proposed Development. All permit documents must be sealed and signed by a design professional licensed in the State of Illinois and must comply with all City of Des Plaines building and life safety codes.

Several residents spoke against allowing a Conditional Use Permit at the Romanian Heritage Center NFP, 81 N. Broadway Street citing the lack of parking as the main reason and increased traffic. Residents of the area expressed that parking is already limited and due to the number of parking agreements the possibility of an agreement not being renewed is high.

Petitioner Bonica stated that not many events will be held throughout the year and multiple people come in one car.

Moved by Smith, seconded by Sayad to deny Ordinance Z-19-23, AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR A COMMERCIAL ZONED ASSEMBLY USE AT 81 N. BROADWAY STREET, DES PLAINES, ILLINOIS (CASE #23-028-CU).

Upon roll call, the vote was:

AYES: 7 - Moylan, Oskerka, Sayad, Brookman, Walsten, Smith, Charewicz

NAYS: 0 - None

ABSENT: 1 - Lysakowski

Motion declared carried.

**NEW BUSINESS**

**FINANCE & ADMINISTRATION** – Alderman Sayad, Chair

Alderman Sayad presented the Warrant Register.

**WARRANT REGISTER**  
**Resolution R-155-23**

Moved by Brookman, seconded by Sayad, to Approve the Warrant Register of August 21, 2023 in the Amount of \$3,113,811.49 and Approve Resolution R-155-23.

Upon roll call, the vote was:

AYES: 7 - Moylan, Oskerka, Sayad, Brookman, Walsten, Smith, Charewicz

NAYS: 0 - None

ABSENT: 1 - Lysakowski

Motion declared carried.

**COMMUNITY DEVELOPMENT** – Alderman Moylan, Chair

**DISCUSS BUSINESS ASSISTANCE REQUEST FROM HOT POT 757 PROPOSED RESTAURANT AT 1417-1425 ELLINWOOD**

Director of Community & Economic Development Carlisle reviewed a memorandum dated August 10, 2023.

Applicant Yun Lin of Hot Pot 757, a brand with locations in Virginia but none yet in Illinois, is asking the City Council to approve a GROWTH grant – provided as a lump reimbursement after competition of build-out construction – for \$100,000 toward \$780,000 of identified, eligible project expenses under the adopted BAP guidelines. As listed in the attached contractor quote from Chicago-based Newtech Engineering, the project includes components such as a hood system (\$150,000), waterline installation (\$150,000), electrical wiring (\$150,000), duct work (\$50,000), refrigeration and freezer (\$130,000), and restrooms (\$150,000). The \$780,000 is not comprehensive for the entire project cost but instead isolates the proposed work by the identified contractor. Because the BAP guidelines allow an award to cover up to 50 percent of eligible project costs, \$100,000 would fall well within that threshold, and therefore the \$780,000 quote amount is sufficient to demonstrate eligibility for the award. The project budget indicates an 8-12-month project with a target opening in April 2024.

Additionally, the applicant is proposing the City agree to rebate 1 percent of the total 2 percent of municipal sales tax for the first five years of operation, up to a maximum amount, or cap, of \$250,000. The applicant has provided sales projections showing Year 1 gross sales of \$5 million, which would generate \$100,000 in municipal sales tax, half of which (or 1 percent of gross sales) is \$50,000. The projections assume an annual 5 percent increase in gross sales.

The business plan articulates the concept for the restaurant and why they are choosing downtown Des Plaines and The Welkin specifically. The plan identifies risk in launching the first location in the area, a challenge that could be aided with an award. Nonetheless, the submission notes the experience of the partners and operators, who have operated other restaurant brands in Chicagoland.

The Council's current five-year strategic plan calls for adding and retaining restaurants in the downtown area, which this award would contribute toward. At nearly 9,000 square feet, the footprint is substantial and will be able to serve a wide variety of customers at different times and for different purposes (i.e., lunch, dinner, etc.) Their establishment should contribute toward the additional evening activity envisioned for downtown Des Plaines.

The Council may discuss and indicate a consensus to support all, some, or none of the assistance request from Hot Pot 757. The Council may consider the total assistance amount and the proposed breakdown and structure (\$100,000 in a grant + up to \$250,000 over five years in tax sharing = up to \$350,000 total). The grant award is a reimbursement and would be disbursed all at once at the time of (or in close succession to) initial opening. The expense would be expected to be drawn from the Fiscal Year 2024 budget. The sharing (partial rebate) of sales tax would be based on revenue not yet generated and does not require a budget allocation.

Staff requests direction on which components of business assistance (i.e., resolution approving grant, resolution approving sales tax sharing agreement and agreement itself) to prepare for formal consideration.

The consensus was to provide the total assistance amount, a grant of \$100,000 and up to \$250,000 over five years in tax sharing

**DISCUSS CURRENT  
REGULATIONS FOR  
DURATION OF  
RESIDENTIAL  
RENTALS**

Assistant Director of Community and Economic Development Johnson reviewed a memorandum dated August 10, 2023.

During Summer 2023, staff has experienced an uptick in inquiries about existing regulations regarding the use of properties for short-term rental (also known as "vacation rental" and common through platforms such as Airbnb and Vrbo). In summary, the current rental licensing regulations (City Code Chapter 4-17, "Residential Properties Used for Rentals") define a "Rental Property" as being rented for "...part of the year or all year," which means there is no minimum period. However, the City imposes certain additional administrative requirements designed to promote harmonious operation within neighborhoods where properties are typically occupied (owned or rented) long term: months, years, etc. We believe it is prudent to review with the current City Council and discuss whether the Council desires any changes at this time.

The residential rental license rules fall under Title 4: Business Regulations. While the licensing rules do not establish a minimum period to qualify as a rental, they do address the following:

- The City has interpreted and enforced the code such that entire residential units must be rented; the rental of individual rooms or portions of a residence are prohibited.
- License applicants must sign an affidavit that they will not rent out portions or individual rooms of the residence.
- Licenses are not valid for more than a year and must be renewed after December 31 of each year.
- The property owner or property manager must complete a crime free multi-housing class.
- All rental units are subject to Code Enforcement inspections, particularly if violations are noted or if there is a complaint pertaining to a licensed property.

Because the City does not stipulate whether the rentals are for short- or long-term stays, the application form does not request information regarding anticipated length of rental stays. Nonetheless, staff estimates there are fewer than 10 short-term rental units licensed at this time.

These are the annual fees per unit:

- Single Family House: \$100.00
- Single Family Condo: \$20.00
- Single Family Townhouse: \$50.00
- Apartment: \$20.00

In 2017, the topic of short-term rentals was brought to Council first for discussion and then for action. At that time, a Northwest Municipal Conference (NWMC) survey indicated that three of 14 neighboring municipalities specifically regulated short-term rentals, and these three permitted the use. At the direction of Council, staff collaborated with the General Counsel at the time and brought forward draft ordinances that would have amended both Zoning and the Business Regulations to allow “Short Term Rental Property” in residential districts and regulate short-term rentals distinctly from long-term rentals, with 30 days as the threshold in defining something a rental long-term. Short-term rentals would have had other requirements, such as not being booked for overlapping periods, not being allowed to rent for less than 24 hours, and not being allowed to be used as a short-term rental for more than 10 days in a calendar year. These amendments were indefinitely deferred by the Council and have not since been revisited.

Local governments have wrestled with how to best regulate short-term rentals for at least the past decade. Policy arguments range from short-term rentals should be allowed with minimal regulation because they are a fundamental property right to short-term rentals are problematic and incongruous with residential neighborhoods so they should be banned under zoning, licensing, or both. Communities can struggle with tracking and enforcement, as a person can offer their residence on one of the online platforms without the city being aware. Listings on the platforms do not include addresses, so city staff cannot easily verify whether the property is within City limits, or currently licensed as a rental property. Cities have finite resources and capacity in code enforcement and must prioritize where problems and complaints are most severe. The summary of the most recent NWMC survey on the topic (2023) is below, and the full results are attached:

- Ten of the 20 responding municipalities have adopted an ordinance to specifically regulate short-term rentals. Eight have prohibited short-term rentals entirely, and one more (Bartlett) is considering a prohibition. Of the 11 municipalities that do not specifically prohibit short-term rentals, several have restrictive rental property policies.
  - Palatine and Barrington: rentals must be for a duration of more than 30 days.
  - Lincolnshire: rentals must be for a duration of more than 3 months.

- Lincolnwood: a residence may only be rented out only one time within a period of 365 days.

The Council may discuss and decide whether it would like further research or reach a consensus to direct staff to prepare any necessary code amendments. A non-exhaustive breakdown of options is the following:

- Continue to regulate short-term rental properties with the same process in place;
- Amend City Code to clarify the duration and definition of a short-term rental, with any additional desired restrictions (i.e., continue to allow short-term terms but with further regulation); or
- Prohibit short-term rentals altogether, with any necessary code amendments to affirm this prohibition.

The consensus was to bring back the 2017 proposal for City Council to review.

**ADJOURNMENT**

Moved by Brookman, seconded by Smith to adjourn the meeting. Upon voice vote, motion declared carried. The meeting adjourned at 8:36 p.m.

/s/ Laura Fast  
 Laura Fast – DEPUTY CITY CLERK

APPROVED BY ME THIS   5th  
 DAY OF   September  , 2023

/s/ Andrew Goczkowski  
 Andrew Goczkowski, MAYOR