



Agenda
Village of Glen Ellyn
Special Village Board Workshop
Monday, June 20, 2022
7:00 PM
Glen Ellyn Police Department Community Room

Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda at the meeting or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting.

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Audience Participation**

- 1) Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, their topic and the group, if any, they are representing prior to addressing the Village Board. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

In lieu of participating in the live meeting, the public may also complete a public comment form, which will be read into the record during the meeting. This form can be found at www.glenellyn.org/publiccomment.

- E. Taylor Avenue Tunnel Public Art Project**
 - 1) Presentation of Project by Diana Martinez
 - 2) Review & Discussion of Artists' Proposals
- F. Community Development Department Project Updates**
 - 1) Building Code Amendments (Building and Zoning Official Witt)
 - 2) Builder's Forum Update (Interim Community Development Director/AVM Rodman)

- 3) Permit Automation Project (Interim Community Development Director/AVM Rodman)

G. Reminders

- 1)
 - Design Charrette for Roosevelt Road/Taft Avenue site June 22 at 7 pm at Glen Crest School, Spartan Hall, at 725 Sheehan Avenue
 - Village Board Special Meeting June 27 at the Police Department Community Room (Special meeting due to location change)

H. Other Business

I. Adjourn



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 6/20/2022 7:00 PM
Department: Administration
Department Head:
Category: Discussion Item
Prepared By: Grant Paplauskas

**AGENDA ITEM (ID
2022-2338)**

DOC ID: 2022-2338

Review & Discussion of Artists' Proposals

Statement of the Issue:

The Village Board approved a Memorandum of Understanding with the College of DuPage (COD) during the October 12, 2020, Village Board meeting, to establish a Public Art Initiative. The Village Board cited a number of locations in Glen Ellyn for public art to be installed, one of which is the Taylor Avenue Pedestrian Tunnel.

Analysis:

The COD Public Art Project Committee put out a call for and received 46 proposals from artists for a public mural to be installed in the Taylor Avenue pedestrian tunnel. The project is designed to create a work that activates this unique walkway while providing Glen Ellyn with a positive and engaging public art piece. The committee sought proposals that reference, are inspired by or are connected to the Glen Ellyn, its history or environment. After narrowing down the submissions to seven finalists, the committee opened the finalists to evaluation and feedback and online voting from the community to finalize a selection. Once a submission has been finalized, the Committee will submit a mural application for Board approval and work with the Village and the artist to fabricate installation later this summer.

Budget Impact:

The JCS Fund of the DuPage Foundation has awarded the Village a \$25,000 grant for the project, which will be applied toward the completion of all aspects of the project including materials. The Village (20000-521230) and College of DuPage have also agreed to contribute \$15,000 each to the project.

Action Requested:

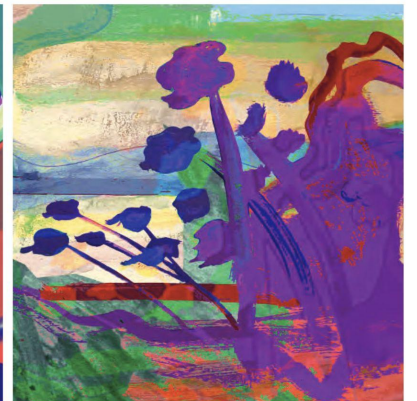
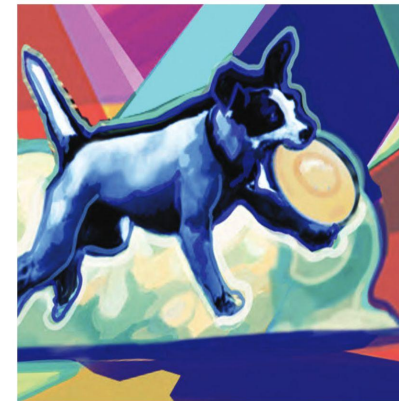
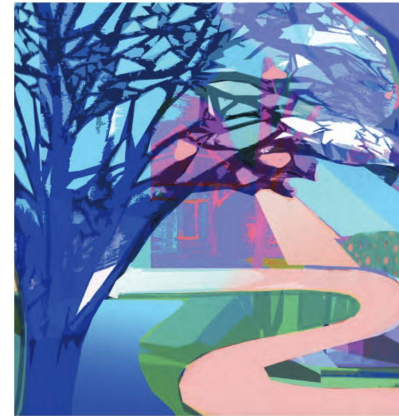
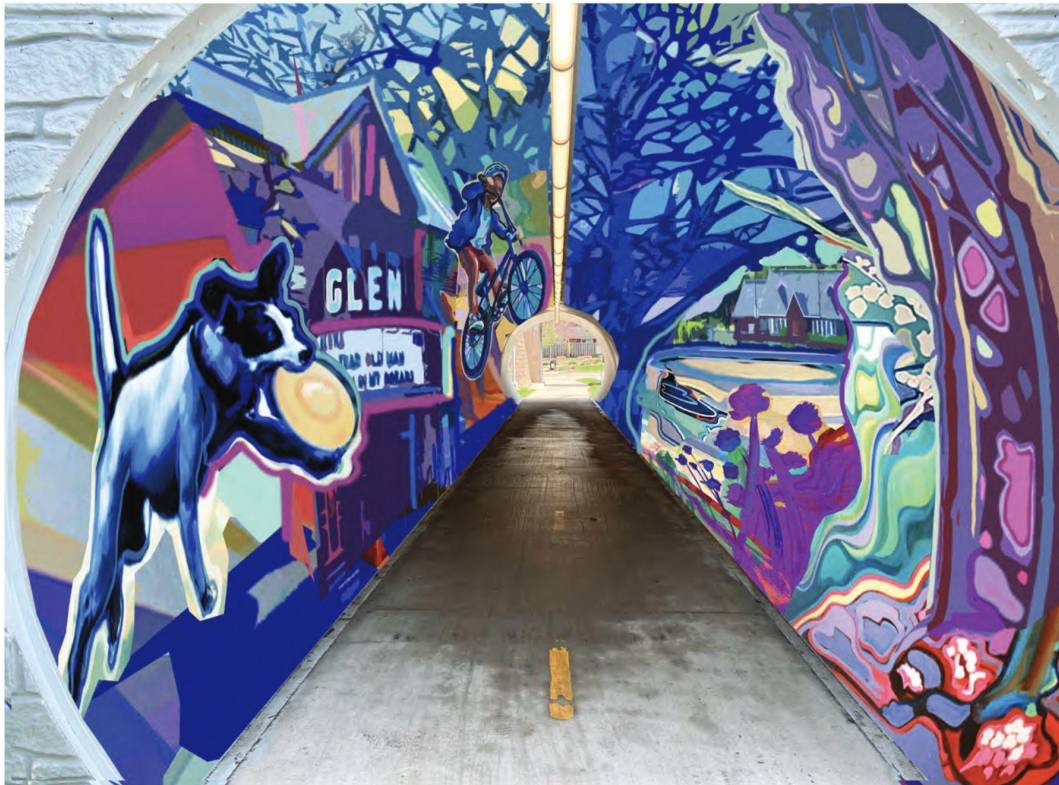
Diana Martinez, Committee Chair, will present the top three finalists to the Village Board and is requesting feedback to move forward in selecting the final artist to fabricate the mural.

Attachments:

1. Mural Proposals

Proposed Work: Glen Ellyn, a Day in the Life

Jason Watts



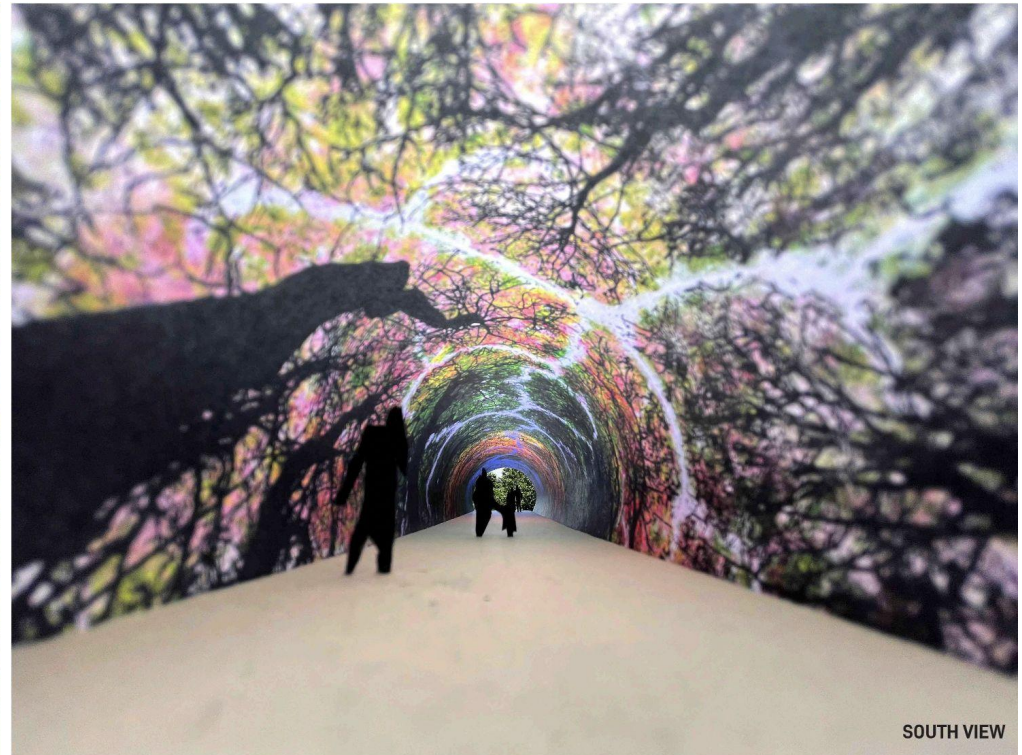
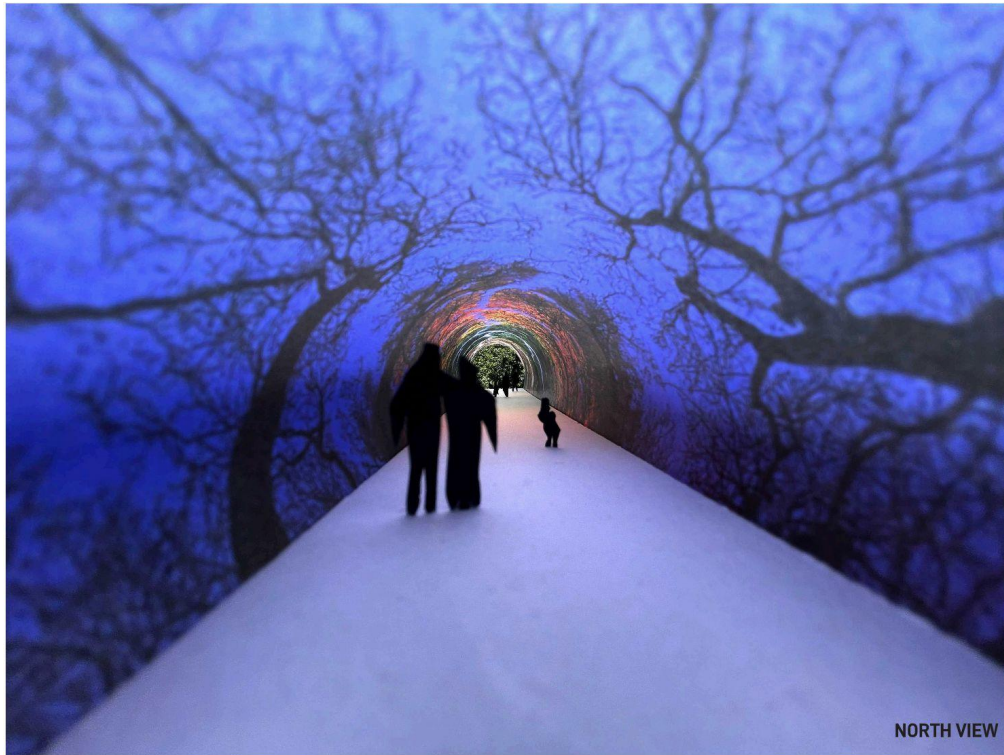
Work Samples

Jason Watts



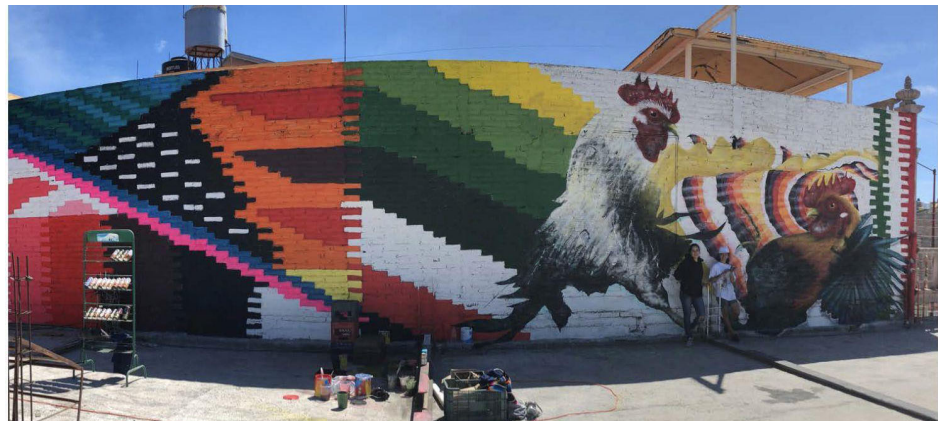
Proposed Work

Juan De La Mora



Work Samples

Juan De La Mora



Anna Yakimenko



Work Samples

Anna Yakimenko



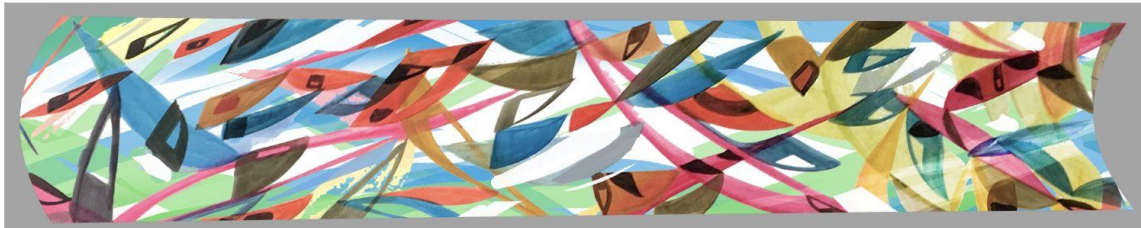
Proposed Work: Yamka

Justus Roe

Version 1



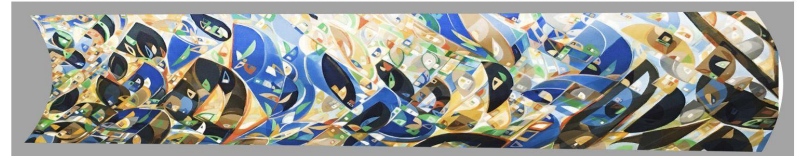
West 91.5'x12'



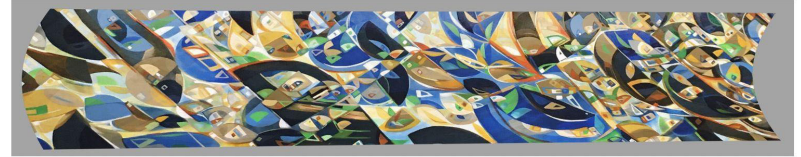
East 91.5'x12'



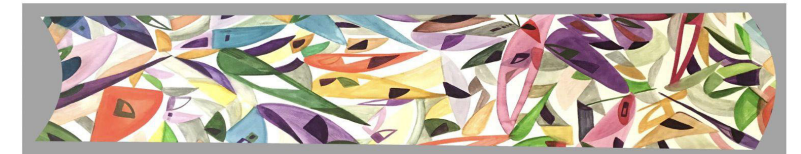
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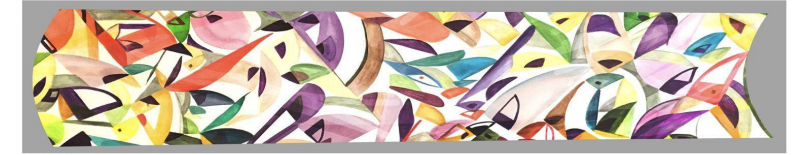
West 91.5'x12'



Version 3



West 91.5'x12'



East 91.5'x12'

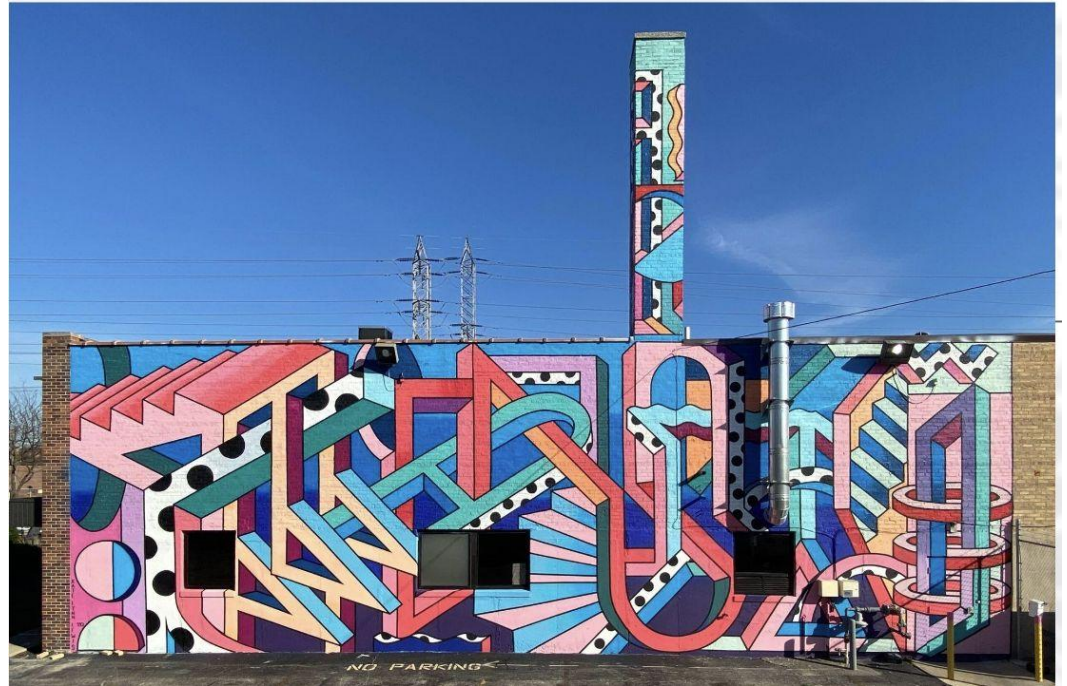
Proposed Work: Yamka

Justus Roe



Work Samples

Kate Lynn Lewis



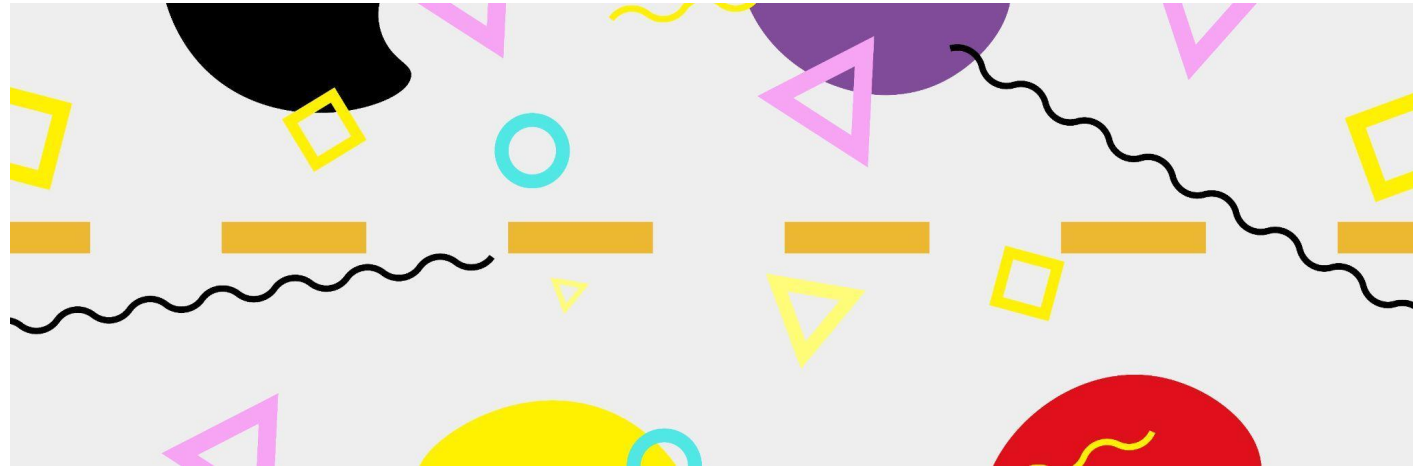
Work Samples

Eduardo Kobra



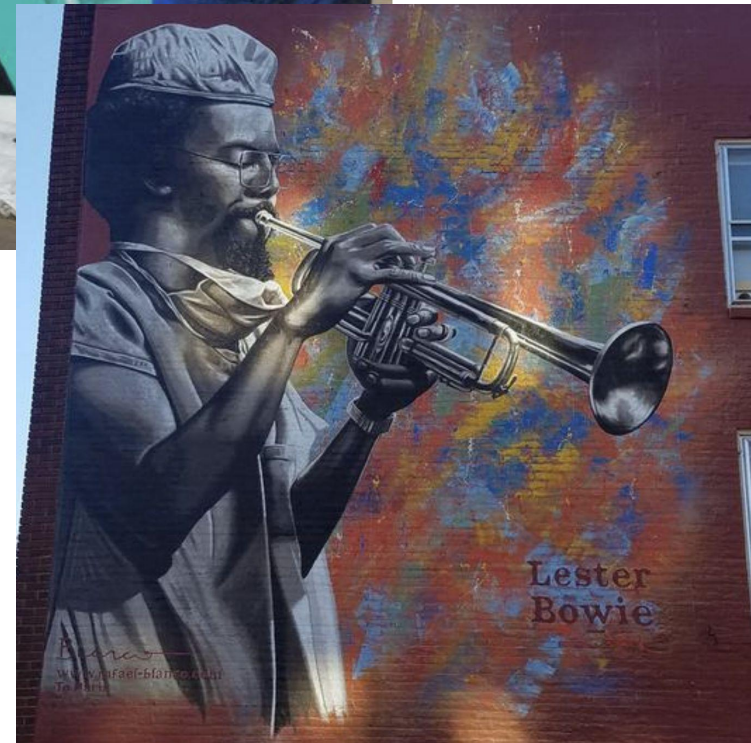
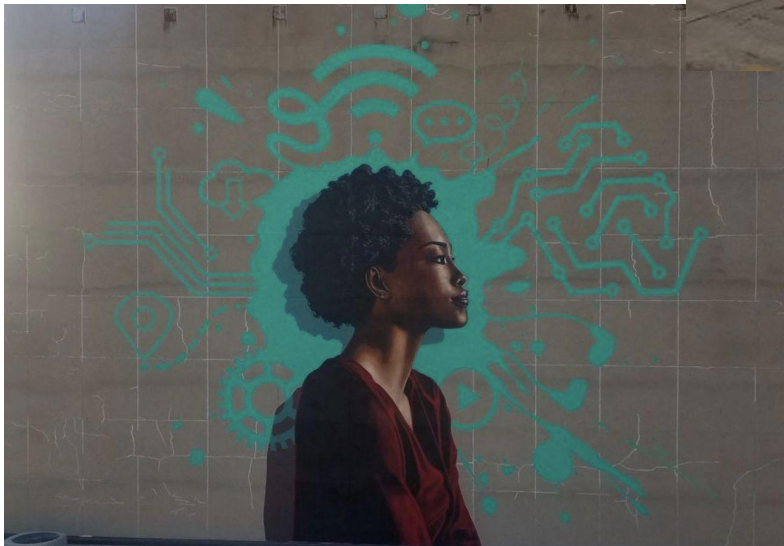
Proposed Work

Rafael Blanco



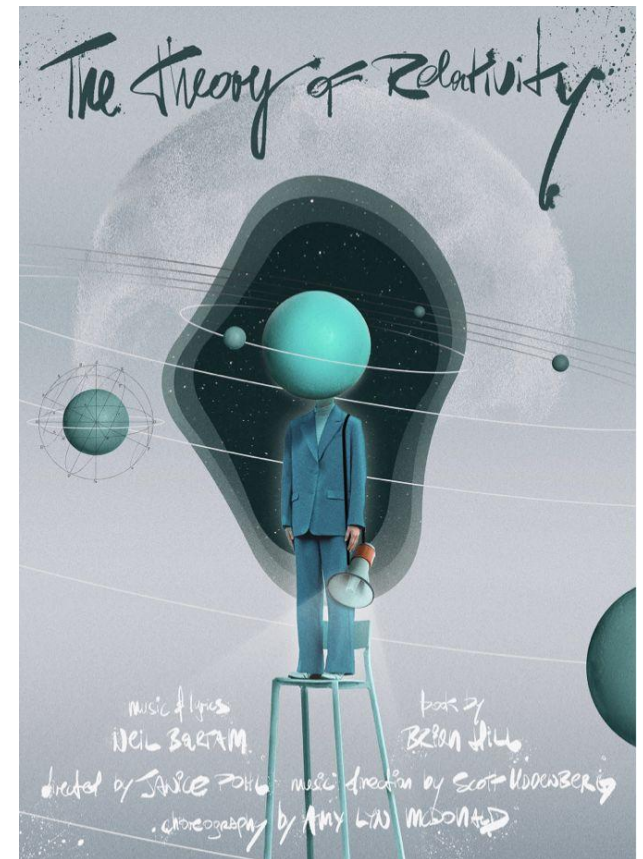
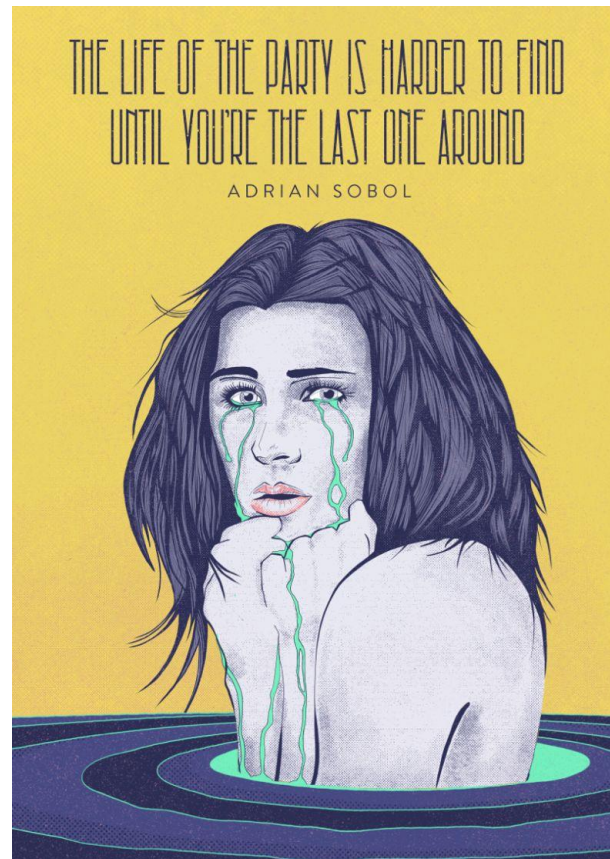
Work Samples

Rafael Blanco



Work Samples

Andrew Sobol





Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 6/20/2022 7:00 PM
Department: Community Development
Department Head: Emily Rodman
Category: Other
Prepared By: Steve Witt

**AGENDA ITEM (ID
2022-2339)**

DOC ID: 2022-2339

Building Code Amendments (Building and Zoning Official Witt)

Statement of the Issue:

The Village's current Building Codes are based on the 2009 series of International Codes. Staff has worked with the Building Board of Appeals (BBA) over the past several months to review the 2018 edition of the Codes and identify necessary local amendments.

Analysis:

Background

The Building Board of Appeals ("BBA") has two duties defined by the Village Code, which are:

- A. To review annually the amendments to the Building Codes for the Village and recommend to the Village Board any amendments deemed necessary, and
- B. To hear appeals from persons, firms or corporations from the administrative decisions of the Building and Zoning Official.

The Insurance Services Office (ISO) is a leading source of information about risk. According to their website:

"They supply data, analytics, and decision-support services for professionals in many fields, including insurance, finance, real estate, health services, government, and human resources. Their products and services help customers measure, manage, and reduce risk.

The ISO's Building Code Effectiveness Grading Schedule (BCEGS) assesses the building codes in effect in a particular community and how the community enforces its building codes, with special emphasis on mitigation of losses from natural hazards.

The concept is simple: municipalities with well-enforced, up-to-date codes should demonstrate better loss experience, and insurance rates can reflect that. The prospect of lessening catastrophe-related damage and ultimately lowering insurance costs provides an incentive for communities to enforce their building codes rigorously especially as they relate to windstorm damage."

The ISO rates the effectiveness of a building department on many criteria but particularly on the version of the building codes the community has adopted. Though ISO likes to see the version of the adopted codes to be not more than five years old, most communities adopt newer versions every

six years, which ISO accepts. A better rating of the building department translates into safer buildings and reduced insurance rates for property owners.

Building Codes Update

The basis of the Village's current Building Codes is the 2009 series of International Codes which are published by the International Code Council ("ICC"). Most communities in the State of Illinois, across the country and many across the globe, base their codes on the ICC Codes. The ICC codes are published on a three-year cycle.

A comprehensive review of the codes is generally performed every six years, though it has been about ten years since the Village's building codes were fully upgraded. The Community Development Department has been working with the Building Board of Appeals (BBA) to upgrade the Building Codes to be based on the 2018 edition of the International Codes. The BBA has met eight times since last November to review the proposed codes and amendments. Additionally, they reviewed the Village's existing amendments to verify that they are still effective and can work in conjunction with the proposed codes. On Wednesday, June 15, 2022, the BBA concluded its review of the codes which are listed in the attached chart along with the major amendments thereto.

A detailed package including the existing and proposed amendments will be presented for review by the Village Board upon completion of our proposed changes to the Schedule of Fees and Deposits which will include the biennial increase based on the Consumer Price Index permitted by Village Code Section 4-1-4 (B) and changes to the structure of fees for stormwater engineering review and permit fees.

Budget Impact:

None.

Action Requested:

None.

Attachments:

1. Building Code Upgrade Summary Chart

Summary of Major Code Amendments		
	Code Reviewed	Major Changes
1	Illinois Plumbing Code, 2014	No amendments
2	Illinois Accessibility Code, 2018	No amendments
3	Americans with Disabilities Act Standards for Accessible Design, 2010	No amendments
4	Illinois Energy Conservation Code, 2018, with State of Illinois amendments	No amendments
5	2018 ICC International Building Code	a. Establish requirements for submittal of Site Management Plans for commercial projects b. Establish requirements for providing accessibility to electric vehicle charging stations c. Establish lateral design loads for construction of decks to improve safety d. Establish design roof rain loads and criteria for rainwater piping for commercial projects e. Increase height of retaining walls that do not require engagement of a structural engineer f. Introduce new method of determining need for fire sprinklers in additions to existing buildings based on extent of work proposed
6	2018 ICC International Residential Code	a. Expand list of items that do not require a building permit b. Incorporated tree preservation requirements during construction c. Add requirements for maintaining appearance of sites under construction d. Increase height of retaining walls that do not require engagement of a structural engineer e. Establish lateral design loads for construction of decks to improve safety f. Establish radon control methods for new construction and basement remodeling buildouts g. Introduce new method of determining need for fire sprinklers in additions to existing buildings based on extent of work proposed
7	2018 ICC International Fire Code	a. Clarify when food service establishments must be equipped with fire sprinklers b. Clarify requirements for open burning; fire pits, fire features, exterior fireplaces, etc. c. Prohibit below grade residential occupancies d. Expand requirements for key boxes on buildings e. Establish what change of use requires fire sprinklers f. Require exterior visible alarm devices for commercial fire alarm systems
8	2018 ICC International Mechanical Code	No substantial changes
9	2018 ICC International Fuel Gas Code	No substantial changes
10	2011 NFPA 70 National Electrical Code	a. lighting outlets above bathtubs and showers to be ground fault protected. b. Delete requirement for ground fault protection of sump pumps c. Establish minimum electric service sizes for residential properties d. Establish conditions that require undergrounding of electric service to residential dwellings e. Upgrade requirement for rooftop conduits
11	2009 ICC International Property Maintenance Code	a. Clarify requirements for landlord's duty to supply heat in rental dwelling units b. Establish requirements for design of pool barriers c. Clarify requirements for installation of smoke and carbon monoxide alarms d. Add requirements for landlord and tenant duty to control bed bugs
12	Village Code – Title 3 Hotels	Relax inspection cycle for hotel rental dwelling units
13	Village Code – Title 4 Building Regulations	Reduce timeframe from lifetime to 10 years for determination of cumulative building improvements
14	NFPA 101 Life Safety Code, 2015	Recommend to not adopt this code



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 6/20/2022 7:00 PM
Department: Community Development
Department Head: Emily Rodman
Category: Other
Prepared By: Emily Rodman

**AGENDA ITEM (ID
2022-2340)**

DOC ID: 2022-2340

Builder's Forum Update (Interim Community Development Director/AVM Rodman)

Statement of the Issue:

On November 17, 2021, the Building Board of Appeals (BBA) held a Building Community Listening Session. The BBA invited builders who work in Glen Ellyn to provide feedback and suggestions on potential process improvements within the Community Development Department. Interim Community Development Director/AVM Rodman will provide an overview of the feedback received and the progress to-date. A summary chart is also attached for your reference.

Analysis:

See attached chart.

Budget Impact:

None.

Action Requested:

None.

Attachments:

1. Building Community Listening Session Suggestion Chart

Village of Glen Ellyn

Building Community Listening Session

Building Board of Appeals – Started November 2021

Update for 5-18-22 BBA Meeting

SUMMARY OF BUILDING COMMUNITY LISTENING SESSION FEEDBACK

Positive Comments on Services Provided by Community Development Department			
1	The Department is much more organized than 20 years ago.		
2	The new Permit Clerks are great.		
3	The in-house building inspectors are great to work with.		
4	Have so many good people that are part of the team.		
5	Compliments to Springer, Purvis, Daubert, Moritz, Beck, Czajkowski, Wallace, Tisinai, Atkinson.		
6	Appreciate that the Administrative Variation process that was added.		
No.	Individual Suggestions	Follow-up Action	Update/Status
Communication			
1	Often find that contractors don't get calls or email notifications on the outcome of the inspection. Sometimes the inspection result is left with the homeowner, but the contractor does not receive the information. If the inspection report is left outside, sometimes it blows away.	Community Development will meet to discuss this issue and provide an update at a future meeting.	We require the contractor, or an authorized representative thereof, to be on site at the time of inspection. This provides an opportunity for the inspector to review the results of the inspections and explain why an item may have failed the inspection. That said, in an effort to help maintain job progress, the building inspectors often perform inspections when only the homeowner, or even no one is on site. In either case, the contractor or homeowner is provided with a copy of the inspection report before the inspector leaves the project site, either by hand delivery or by leaving the inspection report at the door. It is up to the homeowner and

			contractor to work together, particularly when the contractor is not available to be on site at the time of inspection. Since the inspection report is based on a review of the work performed, the reports are typically only provided to the contractor. The department has limited staff and cannot process requests for electronic copies of the inspection reports when someone is not available on site at the time of inspection. We recommend that contractors maintain a plastic zip lock bag on site in which the inspector can drop off a copy of the inspection report. This is a convenient way to keep inspection reports together and available to the next inspector for review.	
2	Should create a survey monkey for the permit process to get regular feedback.	Community Development will meet to discuss this issue and provide an update at a future meeting.	Community Development Staff have gathered survey tools from other communities and have prepared a survey tool that the Department can use. A Communications Coordinator just started, and this project will be forwarded to him for execution.	
Processing				
3	Concerned with engineering reviews and inspections being overly restrictive.	Additional information on specific engineering issues would be needed in order to allow further evaluation. Community Development staff will get together to discuss the topic in general and provide an update at a future meeting.	The Village has always reviewed plans for conformance to the DuPage County Stormwater Ordinance and the Village Code. The stormwater checklist we use has been in place for many (15+) years. The Village of Glen Ellyn is a full-waiver community which is a benefit because it allows us to perform our own plan reviews. Our reviews are 10 business days, which are much quicker than the County. We contacted DuPage County and their reviews are 20 working days (4 weeks) for each review. We would need specific examples about this concern in order to respond further.	
4	With the Senior Civil Engineer leaving, there are now consulting engineer costs added to the permit which increases overall cost. The additional engineering consultant costs are disproportionate to the cost of the actual work.	Community Development will meet to discuss this issue and provide an update at a future meeting.	Prior to the full-time Civil Engineer, there was a part-time Development Engineer supplemented by a private consulting engineer. Before that, the Village only used consulting engineers. The Village has always passed on the actual costs of the engineers to the applicant as we are not able to spend Village taxpayer dollars to benefit individual property owners or developers.	
5	Consider a day, or half day, where there is an open table with a plan reviewer to look at plans and get questions answered immediately.	Community Development will meet to discuss this issue and provide an update at a future meeting.	The Department has only one plan reviewer who is always available for on-the-spot approval of minor projects. That said, our Planners, Plan Reviewer, Building and Fire Inspectors, and Building Official are available on a daily basis to answer questions at the permit counter. Larger projects require additional time for review and code research, if necessary, which may not be the best use of time	

			during a sit-down meeting. Code deficiencies are often missed by a reviewer as they try to complete the review in the course of an hour on other than simple projects. Additionally, most larger projects often require research or input from the Public Works Department and the Stormwater Engineer. The concept of open plan review meetings was implemented in the Village of Oak Park by Official Witt during his tenure there after becoming aware that the City of Evanston offered a similar program. The program quickly went from a series of 1-hour meetings held on two afternoons each week to 40+ hours a week. It became impossible to manage customer expectations as they felt that a permit should be issued on-the-spot at the end of each meeting regardless of project size, which unfairly pushed their projects ahead of other customers that waited in the review queue. Some customers became disgruntled when they had to wait beyond their appointment time while a reviewer was completing another review or when the review could not be completed within the designated time slot. We have always offered and encouraged customers to meet with us to perform initial reviews for general code compliance, particularly with respect to zoning, fire safety and accessibility concerns. We also respond to many emails and telephone calls on a daily basis from customers asking questions related to building or zoning codes.
6	Should create a map of the ‘informal flood-prone areas’ or ‘local depressional areas’ where additional engineering requirements are necessary and make it available to the public.	Community Development will meet to discuss this issue and provide an update at a future meeting.	The Village has an internal document showing the location of known depressional areas. We will be asking a consultant to update this map and then will post it as a layer on the Village’s interactive map on the Village website. Depending on the consultant’s schedule, this could take a couple months.
7	A builder explained that the last two new homes took 9 weeks and 13 weeks to permit and that is too long.	Community Development will meet to discuss this issue and provide an update at a future meeting.	The Village pulled 5 single family home permits immediately prior to the BBA meeting for evaluation. One of those included the builder who made this comment. 1. Approved in 29 days, 2 reviews, 14 days in Village hands 2. Approved in 59 days, 2 reviews, 15 days in Village hands 3. Approved in 80 days, 3 reviews, 20 days in Village hands 4. Approved in 52 days, 3 reviews, 19 days in Village hands 5. Approved in 34 days, 2 reviews, 15 days in Village hands Our standard review times are 10 days for the 1st review and

			5 days for subsequent reviews. These examples were all during our peak period.
8	Re-reviews should be handled in-house by staff Plans Examiner.	Community Development will meet to discuss this issue and provide an update at a future meeting.	Generally, re-reviews are performed by the reviewer that performed the initial review, whether in-house or by TPI. If another reviewer picks up where the initial reviewer left off, it takes time for the second reviewer to acclimate themselves to the project so that they can understand the original plan review comments without taking them out of context. This additional time could be better used to perform reviews on other projects. All re-reviews are performed within a 5-day turnaround time, no matter who performs the review. We simply do not have the bandwidth to perform a re-review the same day that revised drawings are submitted. Additionally, if the staff reviewer becomes involved on a re-review, they may see additional items that need to be addressed which would only prolong the plan review process.
9	All the repeat standard comments should be added to a single place where the applicant can accept and sign off rather the Village sending review letters asking for minor details to be added to plans. Too much documentation is required. Why can't the Village rely on the expertise, certifications and insurance of the licensed design professionals and certified builders?	Community Development will meet to discuss this issue and provide an update at a future meeting.	When there are minor items that need to be corrected or added to the drawings, the plan reviewer attaches stickers to the drawings to indicate what conditions need to be met as a condition of the permit being issued. This information is not intended to modify the drawings themselves as the State does not allow anyone but the design professional to modify their drawings. Although we would expect that the most commonly missed items are picked up on the next project submitted for review, that does not often happen. We agree that the most commonly missed items could be listed on a separate handout which could be appended to the drawings with the sign-off by the design professional. Though we recognize the licensure of our local design professionals and the skill set of many of our local contractors, it is our charge to review documents submitted for compliance with the Village's codes and ordinances that regulate construction. There is a margin of human error that we try to close by performing plan reviews, albeit not all code deficiencies may be discovered in a plan review. Approximately 20% of all inspections, regardless of trade, fail inspection. Similarly, sometimes design professionals do not call out code requirements or misinterpret them. Identifying these discrepancies through our plan reviews while the project is still on paper, is less costly than needing

			to make corrections in the field when the work is inspected.
10	New homes and remodeling projects should be treated differently. There should be more flexibility in rehabilitation projects where contractors don't know what they are dealing with until they open up the walls.	Community Development will meet to discuss this issue and provide an update at a future meeting.	We believe this comment to be related to a requirement for plumbing riser diagrams to be provided during plan review on remodeling projects. We understand the difficulty that this requirement poses and acknowledge it is impossible to know what some of our older homes hold inside their walls. Though we will work with TPI to determine how we can best resolve this issue, it should be noted that existing plumbing systems will still need to be brought up to code whenever walls are opened to perform work.
11	Four-hour inspection time windows are sometimes difficult for contractors, particularly with pre-pour inspections.	While the staff inspectors usually try to accommodate these inspections, Community Development staff will meet to review this issue and provide an update at a future meeting.	It is difficult to pin down tighter time frames for inspections as each inspection is provided with the full attention of the Building Inspector who spends as much time as necessary to perform the inspection and review results with contractors or homeowners on site. If we were to provide tighter timeframes, the likely result would be that many inspections would not be fully completed and require rescheduling which would cause delay of the work in progress. Unless requested otherwise by the contractor, pre-pour inspections are the first inspections performed each day. Rough roofing inspections are generally performed in the late morning or early afternoon to allow the work to progress to a point where the ice and water shield and flashing are in the process of being installed. The inspectors do their best to accommodate special requests for specific inspection times but cannot do that across the board.
12	There was concern raised over submittal documents getting lost.	Community Development will meet to discuss this issue and provide an update at a future meeting.	We recognize that there have been times when a file has been lost, but that is a rare case considering the amount of paperwork and electronic submissions we process each day. We do review each such case to determine where our system broke down and determine steps to improve our processes.
13	Plan reviewers should stop adding items after the initial plan review.	Community Development will meet to discuss this issue and provide an update at a future meeting.	We agree and strive to limit our plan reviews to one round as we do not have the bandwidth to continually add comments to a project. This takes time and is exactly the reason why the open plan review process discussed under item 5 above often fails. One example we note involved a project where the furnace was moved from the basement to the attic after the initial plan review. This prompted additional review comments for items such as adding a light fixture in the attic, plumbing for the condensate removal, and duct insulation to separate it

			from the unconditioned attic. Often the responses to our plan review comments warrant additional questions or information to be provided. The best way to avoid this situation is to submit a comprehensive package including all required drawings, reports, manufacturer data sheets, etc.
14	Glen Ellyn's permit costs are higher than in other towns.	Community Development will meet to discuss this issue and provide an update at a future meeting.	In 2019, fees charged by surrounding communities were surveyed. We noted that there was no consistency between communities on what work items required permits and what fees were charged therefor. Permit fees should be based on the cost of our providing services for plan review, permitting and inspections. With that in mind, the current Permit Fee and Deposit Schedule was developed after an extensive review of the Village's cost to provide these services based on scope of work and project size.
15	The building staff needs more leeway to make decisions on minor issues.	Community Development will meet to discuss this issue and provide an update at a future meeting.	Staff already has this authority, and we encourage them to make decisions on their own, particularly in the field. However, when confronted with a situation where they are asked to approve something that is not code compliant, they seek the opinion of their supervisor. Each such case is reviewed amongst the staff to increase their knowledge base on the codes and for the inspectors to understand how to approach similar situations in the future.
16	All submittals should be completely electronic.	Community Development will meet to discuss this issue and provide an update at a future meeting.	The Munis software program we currently use is not conducive to Department needs. Village staff have visited Elmhurst and Lombard to view their electronic permit processes. We have interviewed a software company to see if their program might work better for our needs. This process will take some time, but we hope to implement some quick process enhancements this year that would standardize electronic submittals.
Personnel/Consultants			
17	Contractors are having difficulties with TPI inspectors. It can be a different inspector every time. TPI inspectors are not consistent in code application and are not as customer oriented as staff inspectors. Would rather add staff inspectors than use TPI inspectors. Would prefer in-house inspectors do all residential inspections and TPI do all commercial inspections.	In-house inspectors wish to do commercial inspections and not be limited to residential inspections only. However, Community Development will meet to further discuss this issue.	Though it would be best to have the same inspector perform all inspections on a given project, it is simply not feasible as we need to utilize a third-party agency to perform inspections to cover for sicknesses, personal time off and training for the inspectors. TPI, or some other agency, will likely always perform some inspections since the Village does not have a licensed plumber on staff to perform inspection of plumbing work as required by the State. We do work with our third-party inspectors to have them understand our policies and procedures in an attempt to

			minimize any inconsistencies between them and our in-house staff.	
18	Some TPI inspectors can't/won't give a time when the inspector will arrive.	Community Development will discuss this with TPI and provide an update at a future meeting.	We will have TPI call ahead to let contractors know when they will likely arrive on site, but it should be noted that the advance notice may not be accurate unless they only call when they are leaving the previous inspection. Since each inspection is unique, some inspections will take longer than others to complete; therefore, it is hard to predict exact arrival times well in advance of the inspection.	
19	TPI should have a time limitation of 10 days for plan reviews and stick to it.	Community Development will meet to discuss this issue and provide an update at a future meeting.	We monitor TPI plan review turnaround times to ensure the initial review timeframe of 10 business days is adhered to. There are perhaps only one or two times a year that TPI reviews run past the 10 days, but usually that was because of internal issues that resulted in the submittal package not reaching TPI in a timely basis. The 10-day timeframe begins once the drawings reach TPI, not when they are dropped off at the permit counter.	
20	The Village should hire a consultant to perform stormwater reviews in 10 days.	Community Development will meet to discuss this issue and provide an update at a future meeting.	With one engineer on staff, the priority was to perform permit reviews to keep projects moving. Final grading reviews to close out building permits were secondary with the limited staff. The consulting engineer does complete all plan reviews within 10 business days. Also, now that we are using a consulting firm, we have been able to keep up with final grading reviews. Weather, especially in winter, limits our ability to perform final grading inspections. Final grading is approved once groundcover is established. The Village's worksheet does state that builders need to have final grading surveys in 5 days before the final inspection is scheduled. We only have 2 builders who regularly try to meet that requirement. The others wait until the Village reminds them. We remind 9 out of 10 builders about this, which delays the permit close out and refunds. We can respond to specific issues if we are provided more information.	
21	Building and Zoning Official takes a long time to return emails and calls.	Community Development will meet to discuss this issue and provide an update at a future meeting.	The Building and Zoning Official recognizes the importance of timely responses to emails and phone calls. He has set aside time before normal working hours on a daily basis to filter through emails and phone calls to provide more timely responses.	
22	The Building and Zoning Official and Stormwater Engineer overreach their authority by telling contractors how to design things.	Community Development will meet to discuss this issue and provide an update at a future meeting.	There are unique challenges in the Village related to drainage and each property is unique. The Village attempts to assist customers in problem solving. Based on our experience, we know that some designs do not work. For	

			some properties, neighbors or a prior property owner have complained about drainage issues, and we want to make sure the problems are not exacerbated by a nearby construction project. In those cases, the Village will offer suggestions. Staff is not asking for things that are not in the Village Code. Our team does not instruct or design. If there are specific issues, please bring them to the attention of Building and Zoning Official Witt or Director Springer.	
23	The Village needs to review building inspector workload. The availability of construction inspections keeps getting pushed back further.	Community Development will meet to discuss this issue and provide an update at a future meeting.	This comment was expressed at a time when the Property Maintenance Inspector position was vacant, and the Building Inspectors were assisting in handling property maintenance complaints. Since then, we have hired a new Property Maintenance Inspector and the Building Inspectors are back to their regular duties. TPI is brought in on an as needed basis to help maintain short turn around times for requests for inspections.	
24	TPI uses a licensed plumber to review architectural drawings.	Community Development will meet to discuss this issue and provide an update at a future meeting.	TPI has two main plan reviewers. Not only are they each Illinois licensed plumbers, but they also both are Master Code Professionals as certified by the International Code Council. That is the highest level of certification afforded by the International Code Council. It should be noted that there are only around 700 Master Code Professionals in the United States. Collectively, the two TPI plan reviewers have 58 certifications (see attached list) which cover all aspects of the International Codes.	
Rules & Regulations				
25	Why is inspection of the trench necessary prior to framing?	Community Development will meet to discuss this issue and provide an update at a future meeting.	All foundations need to be inspected to verify size, depth and in the case of piers, that the bottoms are properly belled to ensure the design soil bearing capacity is not exceeded.	
26	Why is an ice and water shield inspection necessary? Can we end this requirement? If it is necessary, why can't the contractor take and submit photos?	Community Development will meet to discuss this issue and provide an update at a future meeting.	Many of the roofing contractors working within the Village do not understand the requirement for how far up a roof the ice and water shield needs to extend. Inspections are necessary to verify the proper installation of the product and ultimately protect the homeowner. We have allowed contractors to submit photographs but unfortunately, when corrections are determined to be needed, the work is often completed. Having the inspector on site to make the required inspection helps to ensure a quality job has been performed to the benefit of the homeowner. The Department is developing a handout to help inform both the contractor and homeowner of roofing requirements.	

27	If detached garages can be 3 feet from the property line, why can't A/C units and pergolas? The new A/C units are so quiet now.	Community Development will evaluate the possibility of a code amendment to review setbacks for A/C units and provide an update on this item at a future meeting.	Detached sheds and garages are not activity areas where people congregate and make noise as with pergolas and gazebos. The greater setback for pergolas and gazebos serves to help protect the right of quiet enjoyment by adjacent property owners. Existing mechanical units can be replaced in the same location as long as they are shielded from view from the public right-of-way.
28	Why can't downspouts be tied into the storm sewer?	Public Works has been allowing more connections to the storm sewer where this is enough capacity in the storm line. Community Development will meet to discuss this issue and provide an update at a future meeting.	Stormwater sewers are designed to drain only the Village streets. They cannot drain all the land in the Village due to this capacity limitation. Public Works does allow connections to the Village storm sewer system now on a case-by-case basis. Each project is evaluated to make sure the storm sewer capacity is not compromised.
29	Why is a stamped, engineered drawing necessary for retaining walls over three-feet high? Is it really necessary? This is not required in all towns.	Community Development will meet to discuss this issue and provide an update at a future meeting.	Staff surveyed other communities on their requirements. Most of those we surveyed do have similar requirements. Based on that research, staff is recommending that only walls greater than 48 inches tall be evaluated. Also, the review will not need to be performed by a structural engineer. Any licensed professional will be able to prepare the plan.
30	Plan reviewers should pick up the phone and call the builder if there are questions rather than immediately sending a letter out. So many issues could be resolved by a phone call and the plan reviewer adding some approval notes to the plan.	Community Development will meet to discuss this issue and provide an update at a future meeting.	Plan reviewers do contact design professionals and contractors directly when there are simple items that need to be discussed. But if the list of deficiencies is long, it is quicker on our end to prepare the review letter. If someone does not get back to us quickly, we may forget we are waiting on a follow up and then we are late with our review. By sending letters via email, we can manage the review timeframe better.



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 6/20/2022 7:00 PM
Department: Community Development
Department Head: Emily Rodman
Category: Other
Prepared By: Justin Chiappetta

**AGENDA ITEM (ID
2022-2341)**

DOC ID: 2022-2341

Permit Automation Project (Interim Community Development Director/AVM Rodman)

Statement of the Issue:

Village staff has conducted an assessment on the current software utilized by the Community Development Department. It was determined the current software does not have the capabilities to conduct Village business effectively and does not provide the level of customer convenience that the Department desires. As a result, staff recommends replacing the current system with a software that better meets the needs of the public and the Village organization.

Analysis:

Earlier this year, Village staff conducted an assessment on the current software utilized by the Community Development Department. The software was found to have shortcomings in several areas. The most notable areas were web-based services, automated workflow, inspection scheduling and ease of use for residents and staff. Part of the assessment included evaluating other municipal systems including field visits to Lombard, Elmhurst and others.

In the Strategic Plan, under the Strategic Priority: Workforce & Operations, an initiative was created to “Evaluate Technology Needs of the Organization; Redefine Organizational Philosophy Toward the use of Technology”. To help achieve this goal, the recommendation is to replace the current Community Development system with software designed to conduct business more efficiently and effectively in a digital world.

The size and scope of the project is considerable and will require a unique skillset to manage. Staff recommends the use of a consultant to help manage the project, provide the evaluations and assessments, and assist with software selection and implementation. The proposed project phases and timeframes are subject to change based on recommendations from the selected consultant and should be considered fluid at this time. Below are brief overviews of each phase of the proposed project.

Phase 1 – Consultant Evaluation and Selection Q3, 2022

Staff will compile a Request for Proposals (RFP) for project consultants. Consultants will then be interviewed and references checked to determine the qualifications that pertain to this type of project. Staff will bring their recommendation to the Village Board for approval. If approved, the consultant will then draft a project plan for Phases 2-4.

Phase 2 – Process Evaluation and Needs Assessment – Q4, 2022

The second phase will consist of a Department process evaluation and needs assessment. The consultant will coordinate meetings with all stakeholders who will engage with the software. This includes Community Development, Public Works, Information Technology and the Administration Departments. During these meetings, current processes will be discussed and documented. These processes will then be evaluated for efficiency and effectiveness and the feasibility of integrating them into potential software packages. This evaluation will aid in streamlining operations and provide valuable data needed for the software RFP and selection process.

Phase 3 – Software Selection – Q4, 2022 – Q1, 2023

The third phase of the project will be the evaluation of potential software packages in relation to the needs of the Village. The consultant will be responsible for compiling an RFP with all the requirements of the new software package. Several vendors, who submit a completed RFP, will be brought in to provide in depth demonstrations of their product, along with question-and-answer sessions attended by Department stakeholders. During the demonstrations they will be asked to show that the software can perform to the requirements compiled by the consultant and Village staff.

Phase 4 – Software Implementation – FY 2023

The fourth phase will be the implementation of the software. This will include the buildout, configuration, and testing of the different components of the software. If any data migration is decided upon, it will be included in this stage as well. The software implementation phase is generally the most laborious for staff. The project consultant may recommend accommodations to allow staff to dedicate the proper time needed.

Budget Impact:

Staff is in the process of engaging vendors to provide estimated cost information. This will be included as part of the upcoming 2023 Budget discussion.

Action Requested:

Discussion only.

Attachments: