



Agenda
Village of Glen Ellyn
Village Board Workshop
Monday, May 15, 2023
7:00 PM
Glen Ellyn Civic Center, Room 301

Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda in the meeting room 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. All matters on the Agenda may be discussed, amended, and acted upon.

- 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.

- E. Discussion of Proposed Change to 2023 Fourth of July Parade Route (Police Chief Norton) (10 minutes)**
- F. Fire and EMS Facilities Space Needs Plan Report (Volunteer Fire Company Chief Clark) (30 minutes)**
 - 1) Fire and EMS Space Needs Assessment
- G. Environmental Commission Update (Chairwoman Christy Truitt) (30 minutes)**
 - 1) Environmental Commission - Board Update and Initiatives Discussion
- H. Zoning Code Amendments - Vape, Smoke and Tobacco Shops (Community Development Director Scott) (15 minutes)**
 - 1) Discussion of Proposed Amendments to the C-3, C-4, C5A, C5B and C-6 Zoning Districts
- I. Municipal Code Amendments - Community Relations Commission**

(Communications Coordinator Pauplauakas) (15 minutes)

- 1) Proposed Amendments to Title 2, Chapter 10 of the Municipal Code - Community Relations Commission

J. First Quarter Financial Report (Finance Director Noller) (15 minutes)

- 1) Finance Director Noller will present the 2023 First Quarter Financial Report

K. Reminders

- 1) Village Board Meeting May 22, 2023 at 7 pm
- 2) Housing Assessment Open House May 31, 2023 at 7 pm (Village Links)

L. Adjourn



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

Meeting 5/15/2023 7:00 PM
Department: Administration
Department Head: Chris Clark
Category: Discussion Item
Prepared By: Penni Cannova

**AGENDA ITEM (ID
2023-538)**

DOC ID: 2023-538

Fire and EMS Space Needs Assessment

Statement of the Issue:

In late 2021, the Fire Company embarked on a project to complete a Space Needs Assessment of the existing Fire/EMS facilities. The Fire Company engaged FGMArchitects of Oak Brook to complete the assessment. FGMA has extensive experience in design of public facilities, particularly Fire/EMS facilities. A draft of the report was provided in April of 2022. Fire Company management reviewed the report and felt that the study focused too much on the distant future needs without properly addressing current needs. After a pause necessitated by Fire Company/Village contract negotiations, the architect was reengaged to create a somewhat less aggressive plan focused more on current needs. The resulting report focuses on a longer-term solution for Station 62 including an addition, while extending the useful life on Station 61 without major renovations.

Analysis:

The scope of the project was to evaluate current conditions of Fire Stations 61 and 62 as they relate to current and future operational needs.

The first step of the project was to evaluate the structural integrity, conditions, and code compliance of the existing buildings.

The second part was to meet with fire and EMS personnel including volunteers and contract employees to gather information related to the current and future operations within the buildings and to evaluate the adequacy of the space allocated to these functions.

The third part of the process was to explore modifications to the buildings to better accommodate the current functions as well as to anticipate future space needs.

The result of this work is a high-level summary that includes the following components:

1. Project background
2. Recommendations
3. Station 61 & 62 programs
4. Existing site and floor plans
5. Station 61 proposed diagrams and budgets
6. Station 62 proposed diagrams and budgets
7. Stand alone Ambulance Building budget
8. Initial report from April of 2022 for reference

Budget Impact:

None at this time.

Contribution to Strategic Plan (if applicable)

Glen Ellyn Comprehensive Plan (page 52) recommends a facility needs assessment is conducted.

Action Requested:

The goal of this meeting is to begin discussion with the Village Board by reviewing alternative plans and costs for Station 61 and 62 and start to make plans to incorporate into the long term facility and capital plans as well as begin to determine a funding strategy for future improvements.

Attachments:

1. 2023.05.08 GEVFC Study COMPLETE



GLEN ELLYN VOLUNTEER FIRE COMPANY

FIRE STATION 61 & 62 STUDY

SUBMITTED TO:

Glen Ellyn Volunteer Fire Company

Fire Chief Chris Clark

Email: clark.glenellynfire@gmail.com

524 Pennsylvania Ave

Glen Ellyn, IL 60137

FGM Architects, Inc.
1211 W. 22nd Street, suite 700
Oak Brook, Illinois 60523
630.574.8300

May, 2023
FGMA# 22-3310.02

Glen Ellyn Volunteer Fire Company Team

Chris Clark, Fire Chief

Members and Officers of the Company

FGM Architects Team

Jason Estes, AIA – Principal

Louise Kowalczyk, AIA – Principal

Table of Contents:

Project Background.....	Page 1
Recommendations	Page 4
Station 61 & 62 Programs	Page 6
Existing Station 61 & 62 Site Plans and Floor Plans	Page 10
Station 61 Final Diagrams	Page 14
Station 61 Final Budgets	Page 15
Station 62 Final Diagrams	Page 16
Station 62 Final Budgets	Page 18
Stand Alone Ambulance Building Budget	Page 20
<i>Previous Facility Analysis and Conceptual Design Study.....</i>	<i>Page 21</i>
<i>(page numbers as previously submitted – included for reference and information)</i>	

Jason Estes, AIA | Principaljasone@fgmarchitects.com

Background

The Glen Ellyn Volunteer Fire Company is looking to update their Fire Stations 61 & 62 to meet current and future operations. Currently the Company utilizes volunteers for fire service response and contracted employees for EMS service. Both groups operate out of both of their stations and share facilities. Station 61 currently houses the Company's Administration.

The facility must remain on the current site for call response. The facilities were designed for a different operation with minimal accommodations to meet current gender requirements, operations, NFPA requirements, and other current fire service standards.

FGM Architects, Inc. (FGMA) was selected by the Glen Ellyn Volunteer Fire Company to complete a facility analysis of the existing stations, as well as programming, conceptual diagramming, and budgeting for both stations. The original intent was to determine different options on each station's current sites, including maintaining operations during construction, along with budget impacts of the various options. New Facilities for Station 61 were also investigated, on the existing site and a new proposed site.

After completing the initial study, it was determined that the solutions might have anticipated a larger and longer solution that didn't meet today's needs. With no expected change in operation, the long term solutions of the initial study didn't seem like the correct direction.

The design team re-evaluated priorities and developed more immediate solutions that met needs. The focus was relocating the Administration from Station 61 to Station 62, freeing up space at Station 61 for operations. Station 62 would in turn get an addition for the immediate need, with the intent that it can be convertible in the future if operations eventually change.

Program

The Company and FGMA met in November and December 2021 to review each station's needs and operations. That program is included in the completed study, and included herewith for reference. The programs that were developed reflects the Company's current and future operations. Current fire service requirements, equipment, and hot/cold zone design as well as health and well-being of the firefighters were factors in the program that was developed.

The program was reviewed with Company project team to ensure that all program requirements were met. Adjustments were made therein to support the Company's goals for each station.

Diagrams

Station 61's diagrams take into consideration that any major renovation or addition will trigger the requirement to bring the current facility into current code for Accessibility, exiting/access, and many other elements. As such, the design intent is to reuse many of the existing spaces and simply re-allocate the room function/ use. And with the relocation of the Company's Administration, additional rooms and spaces are freed up for function. Looking at minimal changes and providing cosmetic improvements looks at a short term solution of up to 10 years for the facility. As noted in the previous facility report, the existing facility has a multitude of items that need to be addressed, not to include location issues for

equipment space and staff. It is known that eventually Station 61 will need to be relocated. The Company has no other location to house staff, apparatus, and equipment if they were to try and re-build on the existing site. Thus, a new site will need to be acquired for a new Station 61 construction. But in the meantime, the proposed solution will provide a short term improvement for staff and operations.

Station 62's diagrams look at an addition to the facility. This is to house the Company's relocated administration and operations. Similar to Station 61, operations need to continue, and such a solution allows the current staff to continue with minimal interruptions. It also eliminates the necessity of adding vertical access at the existing station to the second floor, which would be required by code and Accessibility. The design intent is to utilize the existing second floor for training storage and operations, and therefore no additional means of egress and conveyance would be necessary. Immediate needs of the Company is to still house large training events for volunteers. So the inclusion of large training rooms at each station was a necessity and priority. The long term plan at Station 62 would be to modify the plan to re-capture space of the large training room and create additional bunk rooms and restroom facilities that a full time career operation would require if operations were to change in the future. The conversion of the existing first floor into small vehicle bays and support function alleviates pressure in the bays from vehicles and training operations.

The question of relocating the EMS contract employees and operations (Ambulance) out of the fire stations to alleviate pressure of the buildings was discussed. There was no real traction, but a budget was provided for comparison and reference. This will allow the Company to understand the minimum impact if this discussion were to pick up traction and an opportunity were to present itself. But know that this is solely based upon an approximate 4,000 SF facility with no other specifics developed. Budget would need to consider any site improvements if this was ever even considered.

Budget

Once the final diagrams were completed for each station, conceptual budgets were developed. The conceptual budgets are fully developed project budgets, allowing the Company to properly budget for the design, construction, and furnishings for each Station project. Included in the budgets are hard construction costs (items that bid out and items that are built by the contractor) and soft construction costs (professional services fees, permits, utility fees and other non-construction elements). The budgets reflect historical construction and bidding data from recent fire station projects. The budgets also include an estimated inflation cost for each year of inaction to allow the Company to understand the cost implications of delaying a project within the budgeting process.

Recommendation

It is FGMA's recommendation that these final diagrams and budgets represent the best approach for the immediate need of the Company, allowing for future conversion of Station 62 in the future, if necessary. Each of these proposed solutions allow for operations and service to continue during construction. But it is important to understand that Station 61's solution is a short term solution, and that eventually its replacement will be necessary. The Company should be looking to acquire property to allow this to occur within the appropriate response zone for operations. Given the limited available sites with the Village, acquiring an appropriately located and sized parcel may take quite some time. But eventually

Station 61 should be relocated and have a purpose built facility that will provide the Company with a 50-100 year building that will serve its citizens for the future.

Final Report

The completed report is included herewith for reference. These developed station solutions will meet the Company's needs very well. If proceeding, we would recommend additional site investigations occur at Station 62, which could result in some additional budgetary impacts. We would recommend

geotechnical borings/ reports be completed, along with soil investigations. This will determine bearing capacity, quality of soil, and if the soil needs special attention for disposal. Depending upon findings in these reports, the budget would need to be altered. Given the limited options on this existing site, the project cannot change the location of siting of the station to better fit within budget.

This report will allow the Company to determine the best financing options available, which would allow the Company to move forward into Documentation and Implementation when appropriate. If the Company chooses to move forward, FGMA can assist with the additional reports as required. FGMA can also provide a fee for the required Architectural and Engineering services to take this into the next stage of a full project, and ultimately completed Fire Station projects which the Company would occupy and better serve their public. When the Company is ready to move forward, FGMA would love the opportunity to continue our working relationship and have the ability to help the citizens of the Village and the Glen Ellyn Volunteer Fire Company.

Thank you again for choosing FGM Architects.



Glen Ellyn Volunteer Fire Company

Fire Station No 61

Station Study - Space Program

FGMARCHITECTS

April 12, 2022

FGM # 22-3310.01

Space Description/Room		Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
A. Public				
1.0	Entry Vestibule	-	70	
2.0	Lobby	-	140	
3.0	Training Room	585	2,000	60 people partial tables & chairs
4.0	Training Storage	0	250	Tables, Chairs, Equipment
5.0	Kitchenette	-	20	open to training room
6.0	Museum	-	100	
7.0	Restrooms	-	240	(3) single user toilet rooms.
Sub-Total		585	2,820	
15% Circulation Factor			423	
PUBLIC TOTAL		585	3,243	Net Sq. Ft.
B. Administration				
1.0	Chief Office	295	180	
1.0	BC Office	-	160	
2.0	Officer Room	305	320	(4) cubicles
3.0	EMS Office	80	120	
4.0	Training Office	85	120	
5.0	Hoteling Office	-	120	Exist. Trustee Office - Future Hoteling
6.0	Conference Room	330	-	
7.0	Conference Room	324	525	Conference table for (10) + Loose seating for (20)
8.0	Admin Storage	80	80	
9.0	Break Room	-	150	Table, Refrigerator, Sink, Microwave
Sub-Total		1,204	1,595	
25% Circulation Factor		-	399	
ADMINISTRATION TOTAL		1,204	1,994	Net Sq. Ft.
C. Residential				
1.0	Dayroom - 8	455	550	Greatroom concept
2.0	Kitchen - 8	160	220	(1) Commercial fridge, (3) pantries, (1) Residential Range
3.0	Dining Room - 8	200	180	
4.0	Bunkrooms - 8	380	720	90 SF - bed & desk (No door)
5.0	Single User Restrooms	360	400	Provide (3) rooms, each with toilet, sink and shower, located off locker room
6.0	Locker Room	-	165	(28) 2'x2'x6' lockers with 2'x2'x2' bedding locker, (2) extra sinks
7.0	BC Suite	-	180	Bed, desk. Existing is just bunk, office in admin
8.0	Radio Room	160	240	Adjacent to bays. (4) workstations, mailboxes, (1) copier
9.0	Fitness Room	-	750	equipment, cardio, stretching area
10.0	Janitor Closet/Supplies	Exist. Bay Floor	30	
11.0	Residential Laundry	Exist. Bay Floor	70	washer, dryer, supplies, storage
Sub-Total		1,715	3,505	
20% Circulation Factor		-	701	
RESIDENTIAL TOTAL		1,715	4,206	Net Sq. Ft.
D. Apparatus Area				
1.0	Main Apparatus Bays	2,550	2,550	(2) Engine, (1) Medic, (1) Pickup
2.0	Secondary Apparatus Bays	830	830	(1) truck



Glen Ellyn Volunteer Fire Company

Fire Station No 61

Station Study - Space Program

FGMARCHITECTS

April 12, 2022

FGM # 22-3310.01

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
3.0 Antique Engine Display	-	700	tied to museum?
4.0 Shift Counter	-	160	counter, storage, chargers, monitor, maps, bay control zone
5.0 Toilet	50	50	
6.0 Turnout Gear	508	508	(28) lockers
7.0 Workroom/ Bay Storage	50	180	small shop bench, equipment, tool box, parts storage
8.0 Seasonal Storage	Exist. Bay Storage	80	
9.0 Bay Laundry	Exist. Bay Floor	180	Extractor, washer, dryer, laundry tub
10.0 Hose Tower	90	90	
11.0 Hose Storage	Exist. Hose Tower	Exist. Hose Tower	In hose tower
12.0 Public Ed Storage	Under Exist. Stair	40	
13.0 Bay Storage	Exist. Work Room	180	
14.0 EMS Storage	Under Exist. Stair	60	
15.0 Quartermaster Storage - 3	85	180	(1) Contract (1) Medic (1) Volunteer
Sub-Total	4,163	5,788	
0% Circulation Factor	-	-	
APPARATUS AREA TOTAL	4,163	5,788	Net Sq. Ft.

E. Support/Storage

1.0 Mechanical Room	-	50	Existing RTUs
2.0 Electrical Service	Exist. Bay Floor	Exist. Bay Floor	
3.0 I.T. Room	Exist. In Quatermaster	75	2 racks - cameras, remote access, alerting, phones, etc.
4.0 Water Service/Sprinkler	80	80	
5.0 Training Device Storage	Exist. Bay Floor	-	
6.0 Prop Storage	Exist. Bay Floor	-	
7.0 Stairs - 2	60	800	200sf per floor
8.0 Elevator	-	200	100sf per floor
9.0 Emergency Generator	115	-	current Off App Bay. Possible locate outside?
Sub-Total	255	1,205	
10% Circulation Factor	-	121	
SUPPORT/STORAGE TOTAL	255	1,326	Net Sq. Ft.

Sub-total Net Building Area	7,922	16,556	
15% Grossing Factor	-	2,483	Walls, mechanical chases, etc. allowance
TOTAL GROSS BUILDING AREA REQUIRED	10,400	19,040	Gross Sq. Ft.

EXTERIOR SPACE NEED REQUIREMENTS

Parking, TOTAL		
Public Parking		4
Staff Parking	?	20
Volunteer Parking		10
Outdoor Patio	280	280
Dumpster Enclosure	50	50



Glen Ellyn Volunteer Fire Company

Fire Station No 62

Station Study - Space Program

FGMARCHITECTS

June 29, 2022
FGM # 22-3310.01

Space Description/Room		Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
A. Public				
1.0	Entry Vestibule	50	70	
2.0	Lobby	-	120	
3.0	Training Room	1,100	2,000	60 people partial tables & chairs
4.0	Training Storage	75	250	Tables, Chairs, Equipment
5.0	Kitchenette	-	20	open to training room
6.0	Restrooms	-	240	(3) single user toilet rooms.
Sub-Total		1,225	2,700	
15% Circulation Factor			405	
PUBLIC TOTAL		1,225	3,105	Net Sq. Ft.
B. Administration				
1.0	Officer Office	-	160	
2.0	Officer Room	-	240	(3) cubicles
3.0	EMS Office	85	120	
4.0	Training Office	-	120	
Sub-Total		85	640	
25% Circulation Factor		-	160	
ADMINISTRATION TOTAL		85	800	Net Sq. Ft.
C. Residential				
1.0	Dayroom - 8	365	550	Greatroom concept
2.0	Kitchen - 8	145	220	(1) Commercial fridge, (3) pantries, (1) Residential Range
3.0	Dining Room - 8	-	180	
4.0	Bunkrooms - 8	503	720	90 SF - bed & desk (No door)
5.0	Single User Restrooms	230	400	Provide (3) rooms, each with toilet, sink and shower, located off locker room
6.0	Locker Room	Existing Bunk Room	165	(28) 2'x2'x6' lockers with 2'x2'x2' bedding locker, (2) extra sinks
7.0	Officer Suite	-	180	Bed, desk. Existing is just bunk, office in admin
8.0	Radio Room	120	240	Adjacent to bays. (4) workstations, mailboxes, (1) copier
9.0	Fitness Room	-	750	equipment, cardio, stretching area
10.0	Janitor Closet/Supplies	Exist. Work Room	30	
11.0	Residential Laundry	Exist. Bay Laundry Rm	70	washer, dryer, supplies, storage
Sub-Total		1,363	3,505	
20% Circulation Factor		-	701	
RESIDENTIAL TOTAL		1,363	4,206	Net Sq. Ft.



Glen Ellyn Volunteer Fire Company

Fire Station No 62

Station Study - Space Program

FGMARCHITECTS

June 29, 2022

FGM # 22-3310.01

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
D. Apparatus Area			
1.0 Apparatus Bays	5,140	5,140	(1) Engine, (1) Medic, (1) Pickup, (1) Brush Truck, (1) Boat Trialer
2.0 Wash Bay	500	500	
3.0 Shift Counter	-	160	counter, storage, chargers, monitor, maps, bay control zone
4.0 Turnout Gear	Exist. Bay Floor	320	(28) lockers
5.0 Workroom/ Parts Storage	300	200	small shop bench, equipment, tool box, parts storage
6.0 Seasonal Storage	Exist. Bay Storage	Exist. Bay Storage	
7.0 Bay Laundry	85	180	Extractor, washer, dryer, laundry tub
8.0 Hose Tower	75	40	
9.0 Hose Storage	Exist. Bay Laundry Rm	30	In hose tower
10.0 Public Ed Storage	Exist. Bay Storage	Exist. Bay Storage	
11.0 Bay Storage	65	250	
12.0 EMS Storage	Exist. EMS Office	60	
13.0 Quartermaster Storage - 3	130	180	(1) Contract (1) Medic (1) Volunteer
Sub-Total	6,295	7,060	
0% Circulation Factor	-	-	
APPARATUS AREA TOTAL	6,295	7,060	Net Sq. Ft.
E. Support/Storage			
1.0 Mechanical Room	-	60	Mix of RTU and furnace
2.0 Electrical Service	50	80	
3.0 I.T. Room	85	75	(2) racks - cameras, remote access, alerting, phones, etc.
4.0 Water Service/Sprinkler	Exist. Bay Floor	-	keep on bay floor
5.0 Training Device Storage	Exist. Bay Floor	1,000	
6.0 Prop Storage	Exist. Bay Floor	500	
7.0 Miscellaneous Storage	Exist. Bay Floor	100	Tables and Chairs
8.0 Stairs - 2	200	800	200sf per floor
9.0 Elevator	-	200	100sf per floor
10.0 Emergency Generator	-	-	located outside
Sub-Total	335	2,815	
10% Circulation Factor	-	282	
SUPPORT/STORAGE TOTAL	335	3,097	Net Sq. Ft.
Sub-total Net Building Area	9,303	18,268	
15% Grossing Factor	-	2,740	Walls, mechanical chases, etc. allowance
TOTAL GROSS BUILDING AREA REQUIRED	7,130	21,008	Gross Sq. Ft.

EXTERIOR SPACE NEED REQUIREMENTS

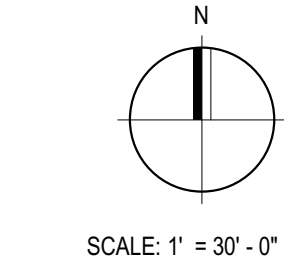
Parking, TOTAL			
Public Parking		4	
Staff Parking	18	20	
Volunteer Parking		10	
Outdoor Patio	200	200	
Dumpster Enclosure	150	150	SF

GLEN ELLYN FIRE COMPANY - STATION 61

GLEN ELLYN, IL 60137

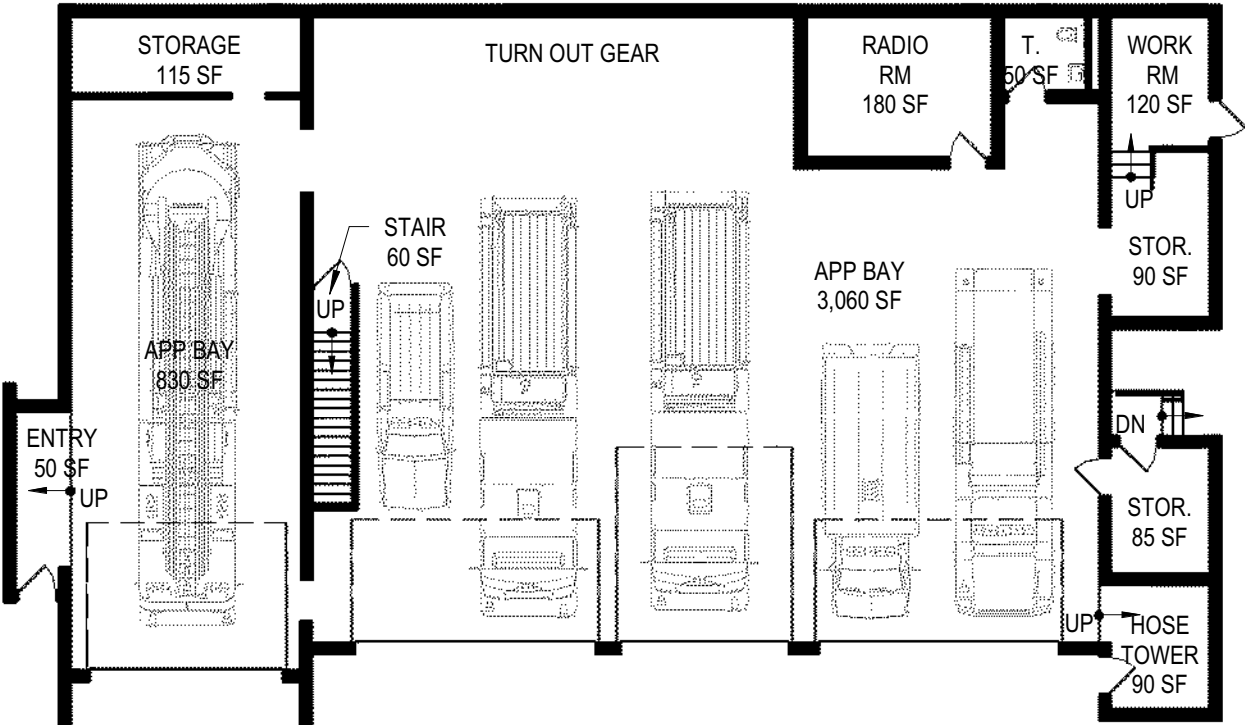


SITE DIAGRAM - EXISTING

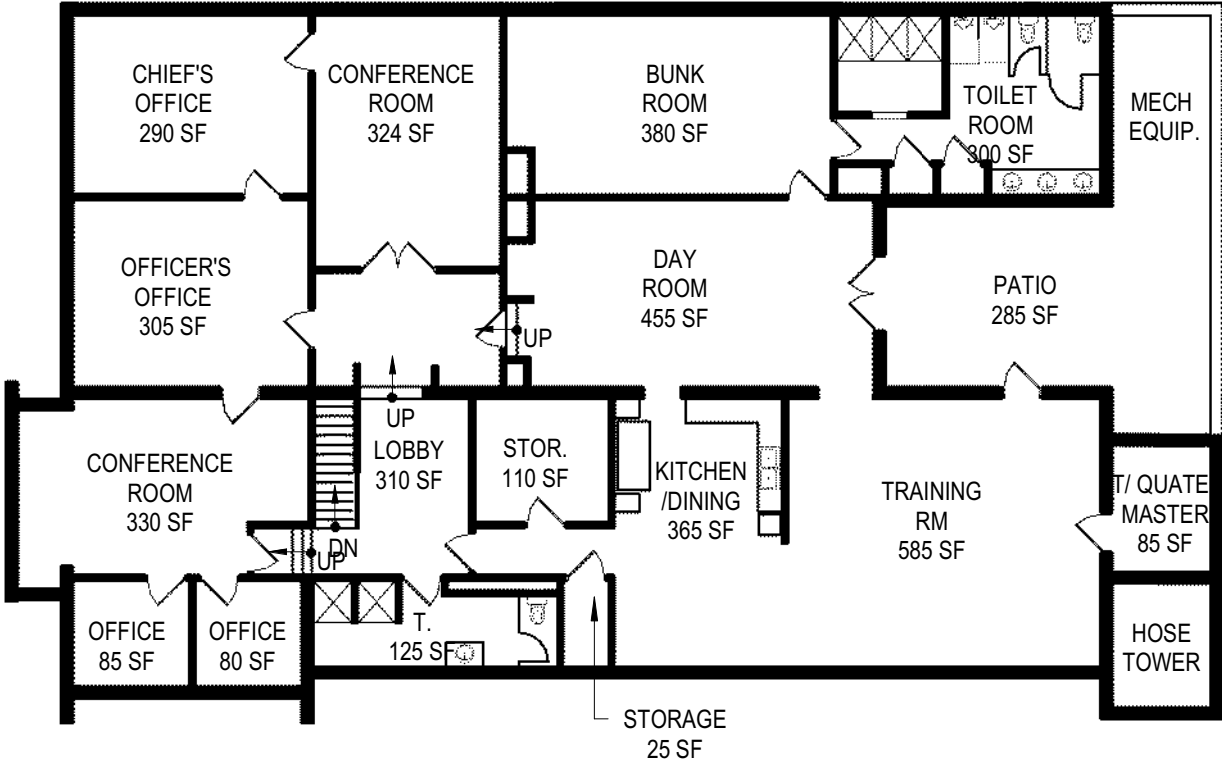


GLEN ELLYN FIRE COMPANY - STATION 61

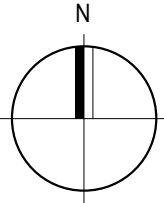
GLEN ELLYN, IL 60137



STATION 61 - FIRST FLOOR PLAN - EXISTING
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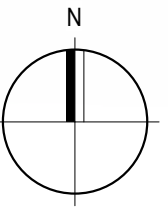
STATION 61 - SECOND FLOOR PLAN - EXISTING
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PLAN DIAGRAM - EXISTING

GLEN ELLYN FIRE COMPANY - STATION 62

GLEN ELLYN, IL 60137



SCALE: 1" = 30' - 0"

SITE DIAGRAM - EXISTING

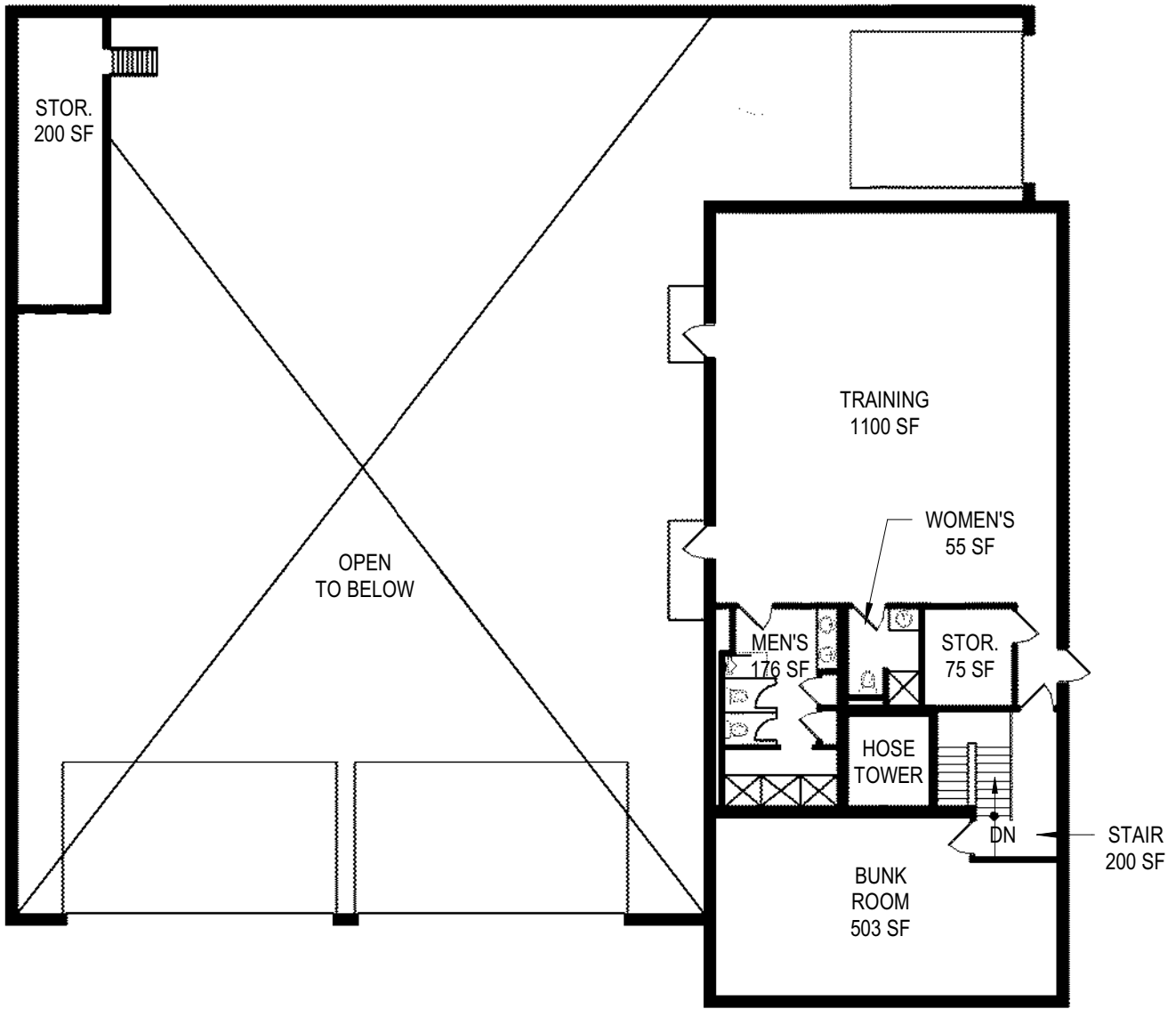
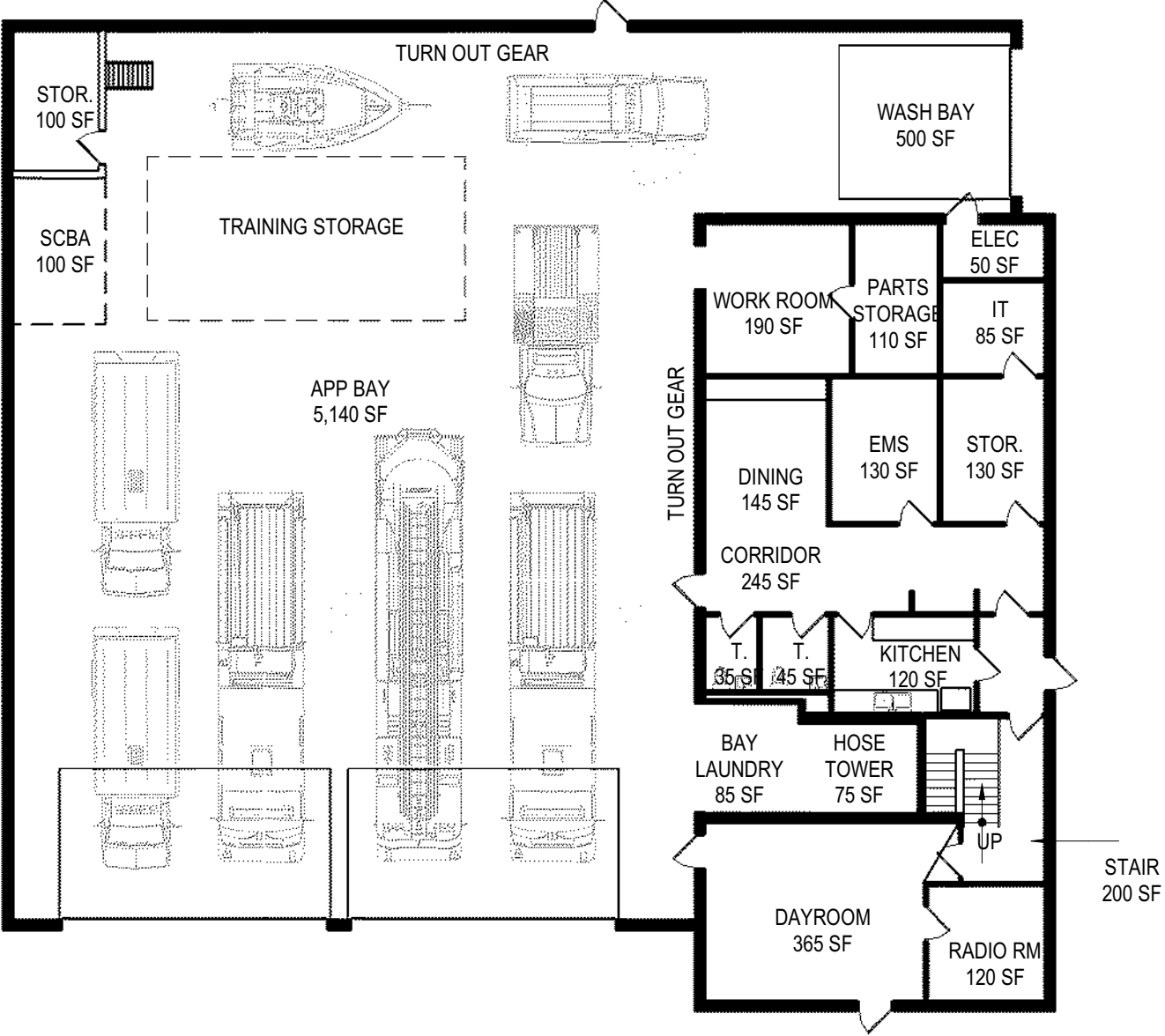
Glen Ellyn Fire
Job No. 22-3310.01

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fgma

GLEN ELLYN FIRE COMPANY - STATION 62

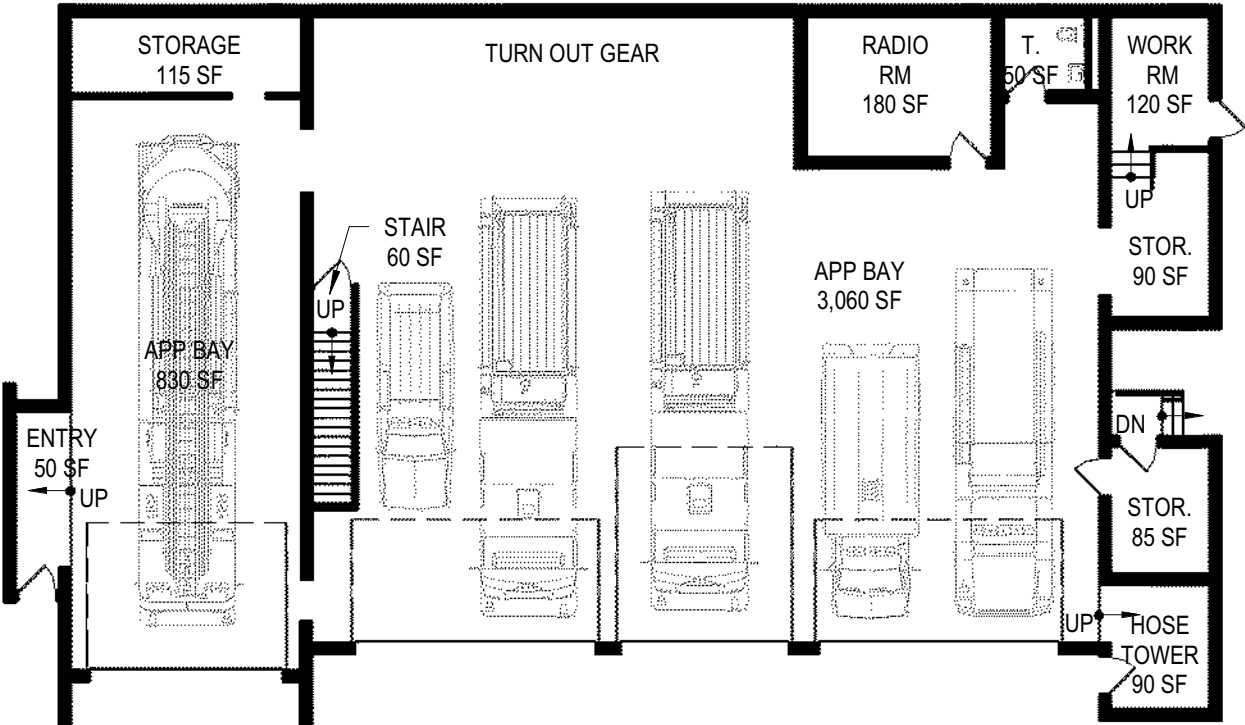
GLEN ELLYN, IL 60137



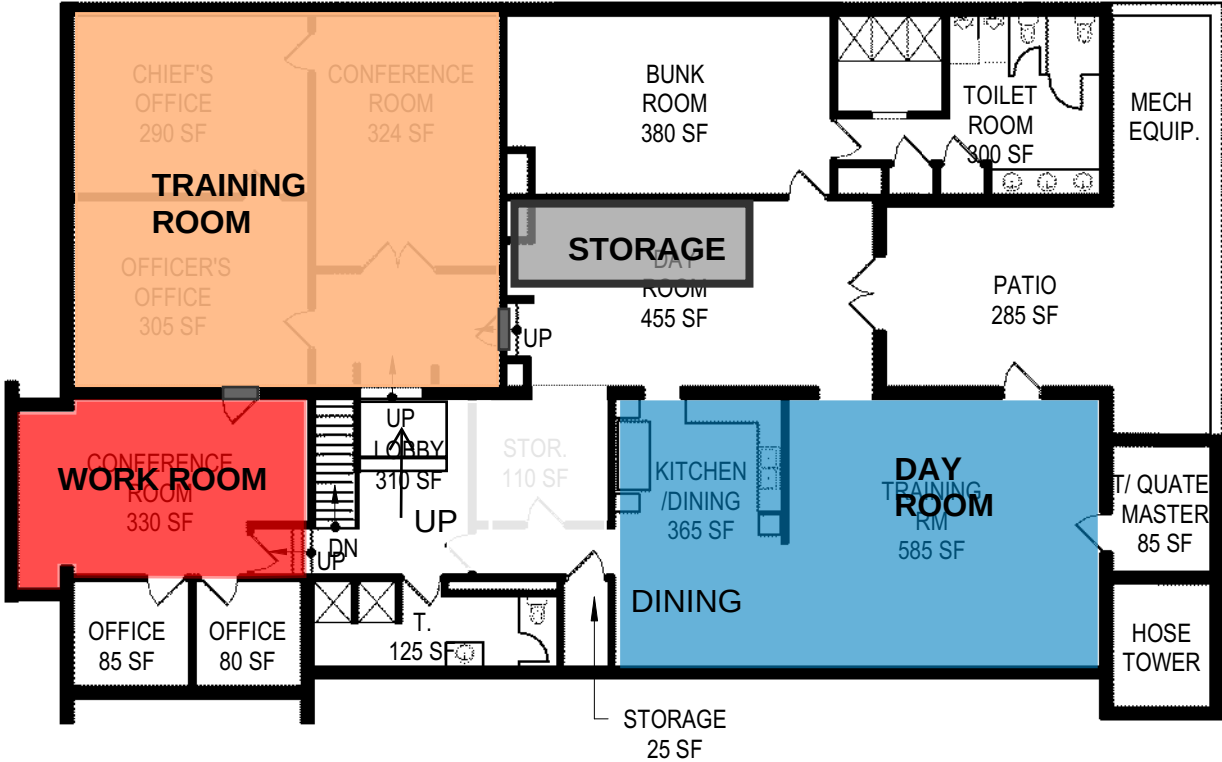
PLAN DIAGRAM - EXISTING

GLEN ELLYN FIRE COMPANY - STATION 61

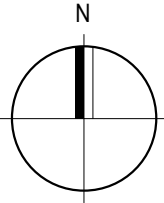
GLEN ELLYN, IL 60137



STATION 61 - FIRST FLOOR PLAN - EXISTING
SCALE: 1/16" = 1' - 0"



STATION 61 - SECOND FLOOR PLAN - EXISTING
SCALE: 1/16" = 1' - 0"



PLAN DIAGRAM - PROPOSED

Glen Ellyn Volunteer Fire Company Station 61

Renovation - Scope and Budget



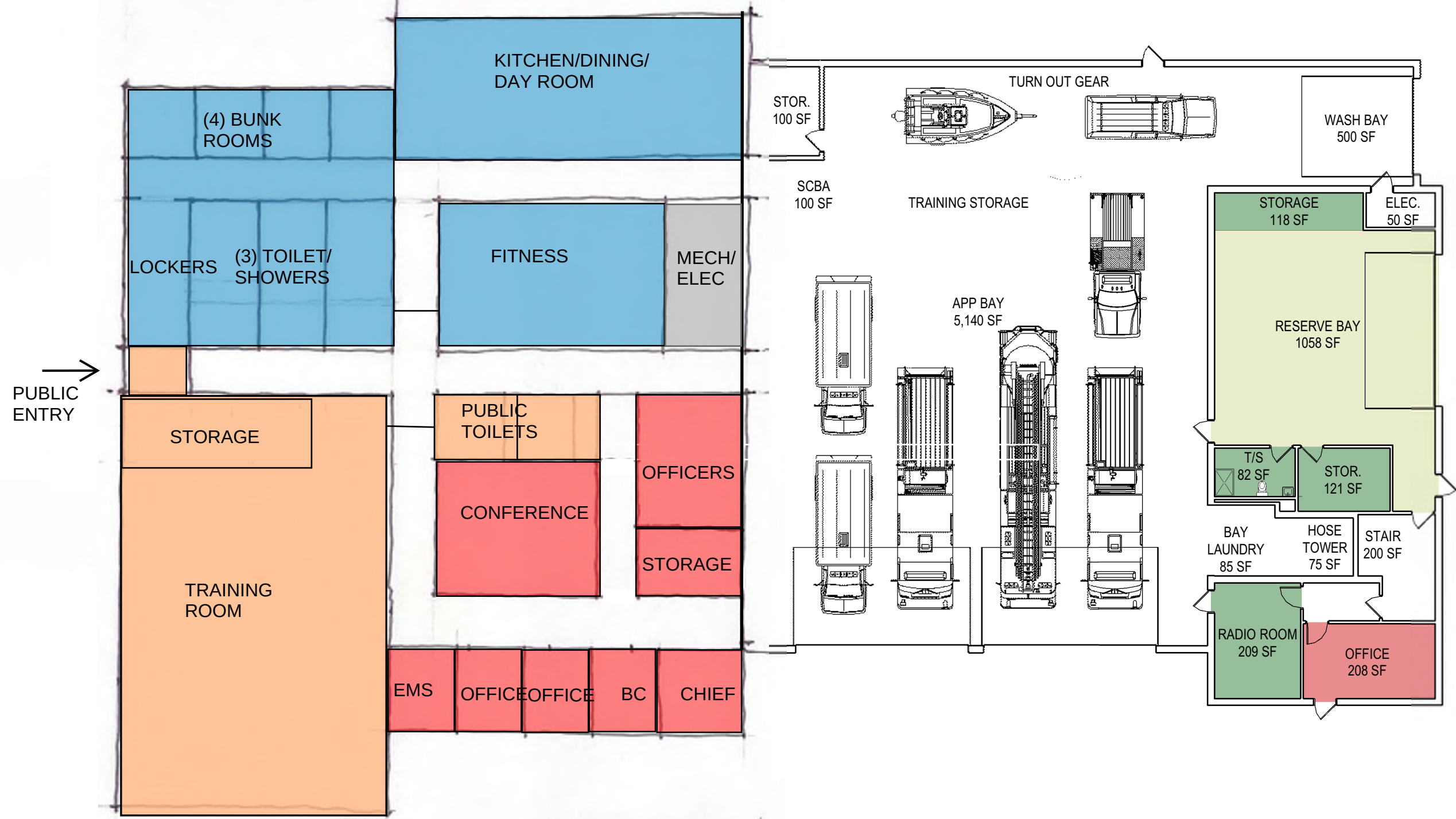
Item	Description	Remarks	Quantity	Unit	\$ / Unit		Low Range Cost	High Range Cost
1.0	Fire Station Renovation							
1.1	Light Renovation		1,350	SF	180	190	243,000	256,500
1.2	Medium Renovation		1,600	SF	260	280	416,000	448,000
1.3	Heavy Renovation		160	SF	320	340	51,200	54,400
1.4	Bidding Contingency	15% of Construction Cost.					106,530	113,835
1.5	Subtotal						\$816,730	\$872,735
2.0	Fire Station Addition							
2.1	Station Addition		0	SF	340	365	0	0
2.2	Exterior Envelope	structural issues and maintenance	1	Allowance			85,000	100,000
2.3	Replace OH Doors		4	Each	18,000	25,000	72,000	100,000
2.4	Site Work		0	Allowance			0	0
2.5	Bidding Contingency	15% of Construction Cost. Includes current market premium					23,550	30,000
2.6	Subtotal						\$180,550	\$230,000
3.0	SubTotal Project Budget						\$997,280	\$1,102,735
3.1	Construction Contingency	10% of Construction Cost					99,728	110,274
3.2	Architectural & Engineering Fees	10% of Construction Cost					99,728	110,274
3.3	Environmental Testing	0.5%					4,986	5,514
3.4	Legal, Survey, Env. Fees	0.5%					4,986	5,514
3.5	Utility & Permit Fees	0.5%					4,986	5,514
3.6	Material Testing During Construction		1	Allowance			2,000	3,000
3.7	Moving Costs/ Relocating Costs		1	Allowance			TBD	TBD
3.8	Plan Printing		1	Allowance			1,500	2,000
3.9	Fixtures, Furnishings, & Equipment	(FF&E) Usually 7% of Construction Cost					TBD	TBD
3.10	Subtotal						\$1,215,195	\$1,344,823
3.11	TOTAL PROJECT BUDGET						\$1,215,195	\$1,344,823
3.12	5% Inflation if bid in 2024		\$60,760	low	\$67,241	high	\$1,275,955	\$1,412,064

4.0 NOTES:

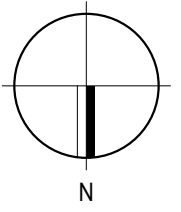
- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 4.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time
- 4.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 4.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2024 based upon recorded market conditions.

GLEN ELLYN FIRE COMPANY - STATION 62

GLEN ELLYN, IL 60137



SCALE: 1/16"=1'-0"



PLAN DIAGRAM PHASE 1 ADDITION

Glen Ellyn Fire
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Glen Ellyn Volunteer Fire Company Station 62

Add/Reno -Phase 1 - Scope and Budget



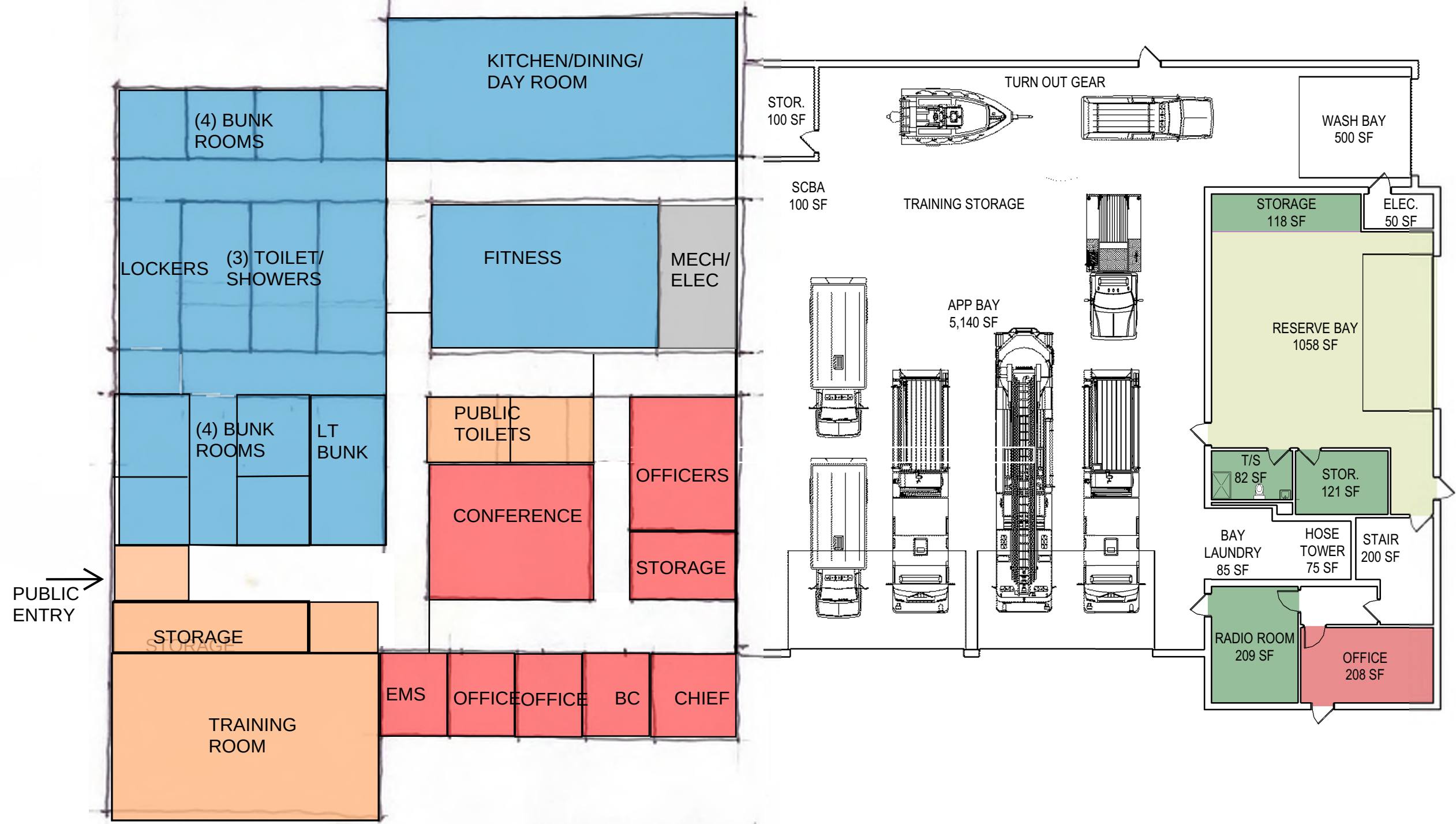
Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		6,390	SF	180	1,150,200	1,214,100
1.2	Medium Renovation		495	SF	260	128,700	138,600
1.3	Heavy Renovation		1,395	SF	310	432,450	460,350
1.4	Bidding Contingency	15% of Construction Cost.				256,703	271,958
1.5	Subtotal					\$1,968,053	\$2,085,008
2.0	Fire Station Addition						
2.1	Station Addition		9,585	SF	340	3,258,900	3,498,525
2.2	Exterior Envelope		1	Allowance		110,000	140,000
2.3	Replace OH Doors		2	Each	18,000	36,000	50,000
2.4	Site Work	new parking lot to the east	1	Allowance		175,000	200,000
2.5	Bidding Contingency	15% of Construction Cost. Includes current market premium				536,985	583,279
2.6	Subtotal					\$4,116,885	\$4,471,804
3.0	SubTotal Project Budget					\$6,084,938	\$6,556,811
3.1	Construction Contingency	10% of Construction Cost				608,494	655,681
3.2	Architectural & Engineering Fees	10% of Construction Cost				608,494	655,681
3.3	Legal, Survey, Env. Fees	0.5%				30,425	32,784
3.4	Utility & Permit Fees	0.5%				30,425	32,784
3.5	Material Testing During Construction		1	Allowance		4,000	6,000
3.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
3.7	Plan Printing		1	Allowance		2,000	2,500
3.8	Fixtures, Furnishings, & Equipment	(FF&E) Usually 7% of Construction Cost				TBD	TBD
3.9	Subtotal					\$7,368,774	\$7,942,242
3.10	TOTAL PROJECT BUDGET					\$7,368,774	\$7,942,242
3.11	4% Inflation if bid in 2024		\$294,751	low	\$317,690	high	
						\$7,663,525	\$8,259,931

4.0 NOTES:

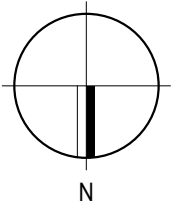
- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
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GLEN ELLYN FIRE COMPANY - STATION 62

GLEN ELLYN, IL 60137



SCALE: 1/16"=1'-0"



PLAN DIAGRAM PHASE 2 ADDITION

Glen Ellyn Fire
Job No. 22-3310 .02

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Glen Ellyn Volunteer Fire Company Station 62

Add/Reno -Phase 2 - Scope and Budget



Item	Description	Remarks	Quantity	Unit	\$ / Unit		Low Range Cost	High Range Cost
1.0	Fire Station Renovation							
1.1	Light Renovation		255	SF	180	190	45,900	48,450
1.2	Medium Renovation		620	SF	260	280	161,200	173,600
1.3	Heavy Renovation		850	SF	310	330	263,500	280,500
1.4	Bidding Contingency	15% of Construction Cost.					70,590	75,383
1.5	Subtotal						\$541,190	\$577,933
2.0	Fire Station Addition							
2.1	Station Addition		0	SF	340	365	0	0
2.2	Exterior Envelope		0	Allowance			0	0
2.3	Replace OH Doors		0	Each	18,000	25,000	0	0
2.4	Site Work	new parking lot to the east	0	Allowance			0	0
2.5	Bidding Contingency	15% of Construction Cost. Includes current market premium					0	0
2.6	Subtotal						\$0	\$0
3.0	SubTotal Project Budget						\$541,190	\$577,933
3.1	Construction Contingency	10% of Construction Cost					54,119	57,793
3.2	Architectural & Engineering Fees	10% of Construction Cost					54,119	57,793
3.3	Legal, Survey, Env. Fees	0.5%					2,706	2,890
3.4	Utility & Permit Fees	0.5%					2,706	2,890
3.5	Material Testing During Construction		1	Allowance			4,000	6,000
3.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD	TBD
3.7	Plan Printing		1	Allowance			2,000	2,500
3.8	Fixtures, Furnishings, & Equipment	(FF&E) Usually 7% of Construction Cost				TBD	TBD	TBD
3.9	Subtotal						\$660,840	\$707,798
3.10	TOTAL PROJECT BUDGET						\$660,840	\$707,798
3.11	4% Inflation if bid in 2024		\$26,434	low	\$28,312	high	\$687,273	\$736,110

4.0 NOTES:

- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
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Glen Ellyn Volunteer Fire Company

Ambulance - Stand Alone Facility

New Ambulance Only Facility - Scope and Budget



Item	Description	Remarks	Quantity	Unit	\$ / Unit		Low Range Cost	High Range Cost	
1.0	New Ambulance Facility								
1.1	New Construction		4,000	SF	370	390	1,480,000	1,560,000	
1.2	Site Work		1	Allowance			250,000	400,000	
1.3	Bidding Contingency	15% of Construction Cost. Includes current market premium					259,500	294,000	
1.4	Subtotal						\$1,989,500	\$2,254,000	
2.0	SubTotal Project Budget						\$1,989,500	\$2,254,000	
2.1	Construction Contingency	10% of Construction Cost					198,950	225,400	
2.2	Architectural & Engineering Fees	10% of Construction Cost					198,950	225,400	
2.3	Environmental Testing	1.0%					19,895	22,540	
2.4	Legal, Survey, Env. Fees	1.0%					19,895	22,540	
2.5	Utility & Permit Fees	2.0%					39,790	45,080	
2.6	Material Testing During Construction		1	Allowance			8,000	10,000	
2.7	Moving Costs/ Relocating Costs		1	Allowance		TBD		TBD	
2.8	Plan Printing		1	Allowance			1,500	2,000	
2.9	Fixtures, Furnishings, & Equipment	(FF&E) Usually 7% of Construction Cost				TBD		TBD	
2.10	Subtotal						\$2,476,480	\$2,806,960	
2.11	TOTAL PROJECT BUDGET							\$2,476,480	\$2,806,960
2.12	5% Inflation if bid in 2024		\$123,824	low	\$140,348	high	\$2,600,304	\$2,947,308	

3.0 NOTES:

- 3.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
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Glen Ellyn Volunteer Fire Company

Fire Station No.61 & No.62

Facility Analysis and Conceptual Design Study

SUBMITTED TO:

Chris Clark
Fire Chief

Glen Ellyn Volunteer Fire Company

Fire Station No. 61

524 Pennsylvania Avenue
Glen Ellyn, Illinois 60137
Phone: 630.469.5265

Fire Station No. 62

681 Taft Avenue
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SUBMITTED BY:

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DRAFT June 29,2022

FGM Project #: 22-3310.01

TABLE OF CONTENTS

SECTION 1	INTRODUCTION	3
SECTION 2	EXISTING CONDITIONS	4
	2.1 FIRE STATION No. 61	
	2.1 FIRE STATION No. 62	
SECTION 3	SPACE NEEDS ANALYSIS	7
	3.1 FIRE STATION No. 61	
	3.1 FIRE STATION No. 62	
SECTION 4	EXISTING CONDITIONS REPORT	12
	4.1 FIRE STATION No. 61	
	4.1 FIRE STATION No. 62	
SECTION 5	RECOMMENDATIONS	36
	5.1 FIRE STATION No. 61	
	5.1 FIRE STATION No. 62	
SECTION 6	POTENTIAL SOLUTIONS	
	6.1 FIRE STATION No. 61	
	- EXISTING FLOOR PLANS	43
	- CONCEPT A – Phased Renovation + Addition to Station (Budget Estimate Included)	
	- CONCEPT B – New Station (Budget Estimate Included)	
	6.2 FIRE STATION No. 62	
	- EXISTING FLOOR PLANS	55
	- CONCEPT A – Phased Renovation + Addition to Station (Budget Estimate Included)	
	- CONCEPT B – Renovation + Addition to Station (Budget Estimate Included)	
	- CONCEPT C – Renovation + Addition to Station (Budget Estimate Included)	
	- CONCEPT D – Renovation + Addition to Station (Budget Estimate Included)	
SECTION 7	CONCLUSION / SUMMARY	76

SECTION 1

Introduction

Glen Ellyn Fire Company Mission Statement:

*COMMUNITY FIRE PREVENTION,
CONTROL & EDUCATION*

The Glen Ellyn Volunteer Fire Company (GEVFC) serves a population of over 27,700 located in approximately 6.76 square miles. Emergency Medical Services (EMS) services are provided via contract held by Village of Glen Ellyn with a 3rd party paramedic services company. The GEVFC has a Class 3 Insurance Services Office Public Protection Classification, which is in the top 8% of all fire departments in the United States.

In December 2021, FGM Architects was commissioned to conduct a facility study for Glen Ellyn Fire Company's Station No. 61 & No.62. This facility study includes an evaluation of the existing facility, an analysis of the Company's space needs and a conceptual design study to identify how a renovation of the existing facility can improve the workflow and efficiency of Fire Company. This facility study does not question the geographical location, response area, or quantity of stations.

The purpose of evaluating the existing Fire Stations is to review the current building conditions with regards to current Fire service, building codes, space requirements, and facility requirements, as well as current staffing arrangements of the Fire Company and its future growth.

From the findings of the existing public safety building evaluation and discussions with the Fire Company's staff, a space needs analysis for both Fire Stations No.61 & No.62 was completed. The space needs analysis compares the existing square footage of the spaces/rooms against the proposed required square footage of the spaces/rooms. The proposed square footages are based on industry standards, code requirements and past project experience. From the findings of the space needs analysis, it was determined that the Fire Company's space needs at both Fire Stations No.61 & No.62 exceeds the current space available within the existing building. Proceeding with a conceptual design study provides potential solutions on how best to modify or replace both Fire Stations No.61 & No.62 to meet the Fire Company's current and future needs highlighted throughout this study.

The analysis has been generated by documenting existing conditions through the use of existing floor plans, photographs of existing conditions, and calculating the current square footage of each space. The analysis will illustrate the space deficiencies in the current building and the lack of space for each Fire Station. Although the buildings are in fair to good condition, a larger facility is required to accommodate changes in technology and to allow the Fire Company to work more effectively and respond to calls in a timely manner. Enclosed is the documentation of the Fire Company's current working environment and proposed solutions to address the Company's immediate and future need for additional space.

The proposed programs reinforce the Glen Ellyn Fire Company's desire to serve their community for many years to come.

SECTION 2

Fire Station No.61 & No.62 Existing Conditions

Description of Fire Station No.61:

Fire Station No. 61 was originally built in the 1960s. The original station has two stories. There was an bay addition in to 1980's and an addition to the second story 1996. The bays and original portion of the facility is constructed of CMU masonry bearing structure with face brick exterior on the front façade with accent tile panels. The second floor is precast concrete. The bays and original building's roofs are flat, structure is steel bar joists. The interior walls at these locations are mainly CMU block partitions in the apparatus bay and bay support areas with gypsum board partitions in the admin and residence areas.

This is the main headquarters station for the Fire Company. The Fire Company's administration is based out of this facility. This includes the (1) Fire Chief, (1) Assistant Chief, (1) Battalion Chief, (1) EMS coordinator, (1) Training Office and administration staff. This station has a training room as well as a conference room for public hearings and board meetings. The station also has facilities for its volunteer and shift firefighters, associated office and support areas.

Station No.61 is located in downtown Glen Ellyn. It is located on the North side of the railroad tracks. The fire apparatus discharges directly onto Pennsylvania Avenue. Public and Staff parking for the facility is located along the west end of the facility. Station No.61 has concrete aprons with asphalt drives and parking.

Description of Fire Station No.62:

Fire Station No. 62 was originally built in the 1970s. The original station was two stories. The Station had an interior and exterior renovation in the 1990's. The facility is constructed of CMU masonry bearing structure with face brick exterior. The second floor is composite concrete and steel bar joists. The bay roofs are flat, structure is steel bar joists, the house is wood trusses with plywood deck and shingles. The interior walls at these locations are mainly CMU block partitions in the apparatus bay and bay support areas with gypsum board partitions in the residence areas.

This is the satellite station for the Fire Company. The Fire Company's training activities is based out of this facility and includes storage for all required equipment. The station also has facilities for its volunteer and shift firefighters, associated office, and support areas.

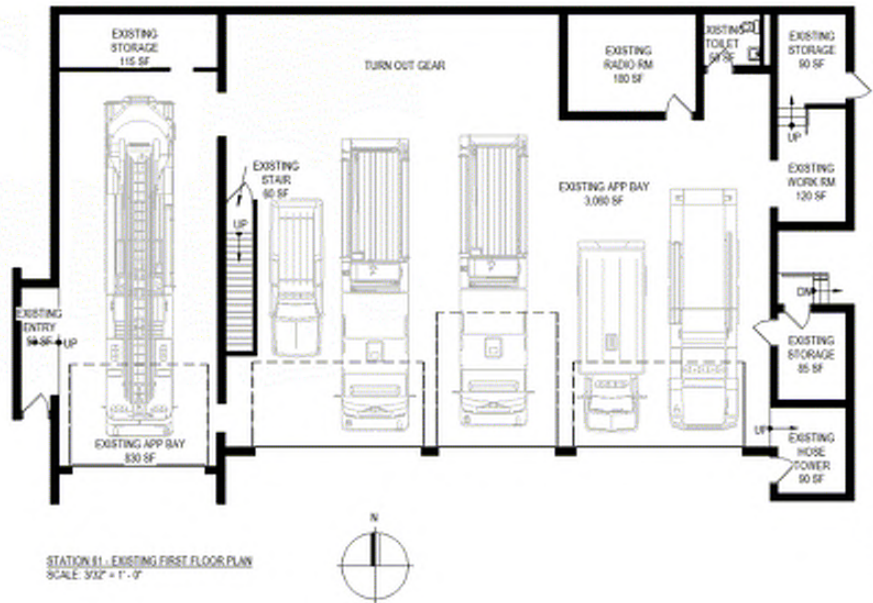
Station No.62 is located just South of downtown Glen Ellyn off Roosevelt (Rt-38). The fire apparatus discharges directly onto Taft Avenue. Public and Staff parking for the facility is located along the west end of the facility. Station No.62 has concrete aprons with asphalt drives and parking.

SECTION 2

Fire Station No.61 Existing Building Plans

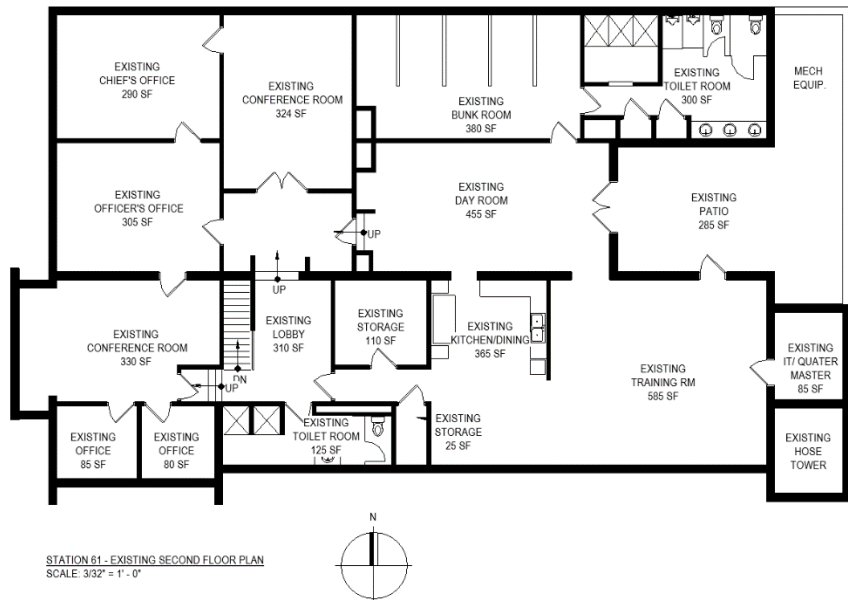
First Floor Net Area:
4,785 sq.ft.

First Floor Gross Area:
5,415 sq.ft.



Second Floor Gross Area:
4,265 sq.ft.

Second Floor Gross Area:
4,970 sq.ft.

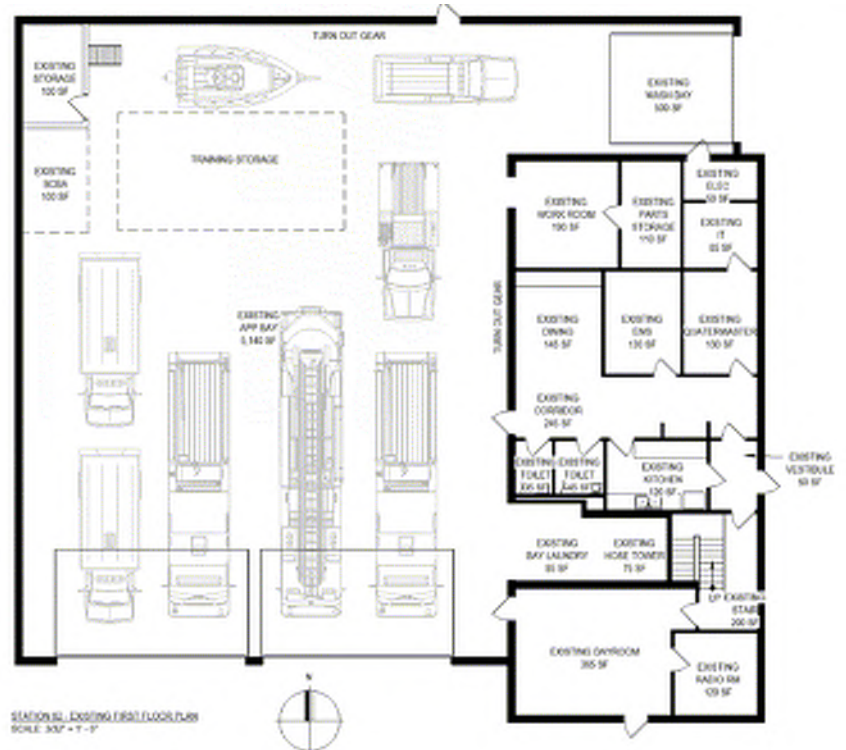


SECTION 2

Fire Station No.62 Existing Building Plans

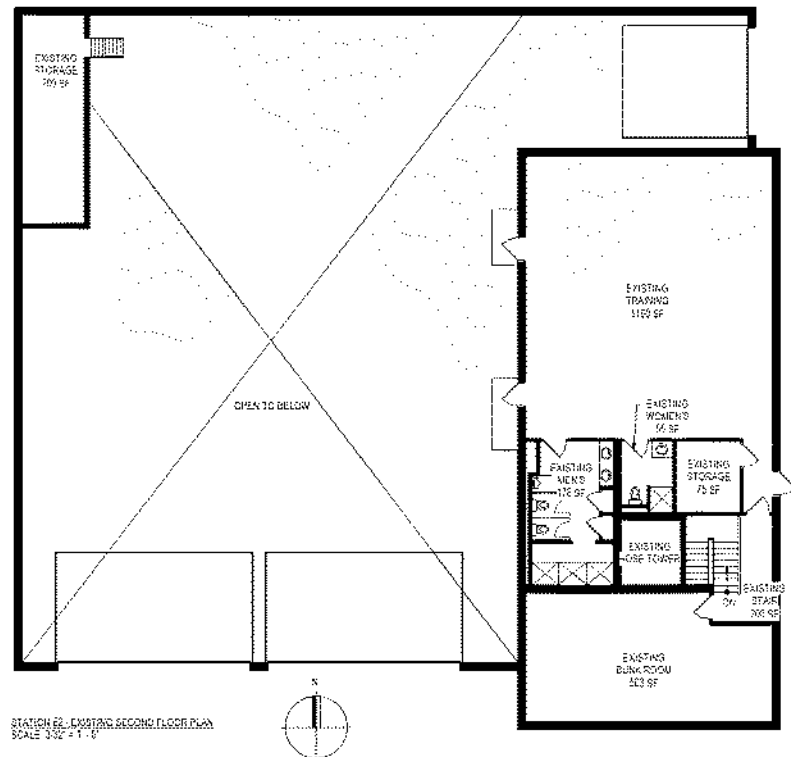
First Floor Net Area:
8,590 sq.ft.

First Floor Gross Area:
8,735 sq.ft.



Second Floor Gross Area:
2,420 sq.ft.

Second Floor Gross Area:
2,845 sq.ft.



SECTION 3

Fire Station No.61 & No.62

Space Needs Analysis

Space Needs Analysis

Following this description is a matrix that evaluates the Fire Company's current space usage and what their anticipated use will be in the future at both Fire Station No.61 & No.62. The difference between current conditions and proposed is substantial. Part of this need is immediate in nature and the tight crunch of this substantial deficit is felt in current operations and use. Other elements are trying to anticipate the future of the fire service and prepare to have space when the service grows and changes.

The shift from a volunteer to full time paramedic service has changed service operations and building's needs. If the fire service shifts in the future from volunteer to full time the operations and building's needs would drastically change. While it is understood that this shift requires additional living quarters, there are other changes that have affected other areas in a station. Office needs have expanded due to the increased paperwork, reports, and areas of specialization in the service. Training is more important than ever, and having space for training, training storage, study areas, public education, etc. all requires increased area.

Several areas within the current station do not meet NFPA guidelines and do not provide proper clearances around equipment being stored on the bay floor. Providing adequate space around equipment and keeping a clear bay floor promotes safety and helps to ensure a safe route for responders to vehicles.

The program was developed with the help of the Fire Company taking into consideration their current uses, needs, and operations. Room and space sizes are based upon NFPA guidelines, office standards (see Section x at end of this report) and FGM's expertise.

See Space Needs Programs on the following pages.



Glen Eylln Volunteer Fire Company
Fire Station No 61
Station Study - Space Program

FGMA ARCHITECTS

March 15, 2022
FGM # 22-3310.01

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
A. Public			
1.0 Entry Vestibule	-	70	
2.0 Lobby	-	140	
3.0 Training Room	585	2,000	60 people partial tables & chairs
4.0 Training Storage	0	250	Tables, Chairs, Equipment
5.0 Kitchenette	-	20	open to training room
6.0 Museum	-	100	
7.0 Restrooms	-	240	(1) single user toilet room
Sub-Total	585	2,820	
15% Circulation Factor	-	423	
PUBLIC TOTAL	585	3,243	Net Sq. Ft.
B. Administration			
1.0 Chief Office	295	180	
1.0 BC Office	-	160	
2.0 Officer Room	305	320	(1) cubicles
3.0 EMS Office	80	120	
4.0 Training Office	85	120	
5.0 Hosting Office	-	120	Exist. Training Office - Future Hosting
6.0 Conference Room	330	-	
7.0 Conference Room	324	525	Conference table for (10) + loose seating for (20)
8.0 Admin Storage	80	80	
9.0 Break Room	-	150	Table, Refrigerator, Sink, Microwave
Sub-Total	1,204	1,595	
25% Circulation Factor	-	399	
ADMINISTRATION TOTAL	1,204	1,994	Net Sq. Ft.
C. Residential			
1.0 Dayroom - 8	455	550	Greatroom concept
2.0 Kitchen - 8	160	220	(1) Commercial fridge, (1) pantries, (1) Residential Range
3.0 Dining Room - 8	200	180	
4.0 Bunkrooms - 8	380	720	90 SF - bed & desk (No door)
5.0 Single User Restrooms	360	400	Provide (1) rooms, each with toilet, sink and shower, located off locker room
6.0 Locker Room	-	165	(18) 2'x2'x6' lockers with 2'x2'x2' bedding locker, (1) extra sinks
7.0 BC Suite	-	180	Bed, desk. Existing is just bunk, office in admin
8.0 Radio Room	160	240	Adjacent to bays, (1) workstation, mailboxes, (1) copier
9.0 Fitness Room	-	750	equipment, cardio, stretching area
10.0 Janitor Closet/Supplies	Exist. Bay Floor	30	
11.0 Residential Laundry	Exist. Bay Floor	70	washer, dryer, supplies, storage
Sub-Total	1,715	3,505	
20% Circulation Factor	-	701	
RESIDENTIAL TOTAL	1,715	4,206	Net Sq. Ft.
D. Apparatus Area			
1.0 Main Apparatus Bays	2,550	2,550	(2) Engine, (10) Medic, (1) Pickup
2.0 Secondary Apparatus Bays	830	830	(1) truck



Glen Ellyn Volunteer Fire Company
Fire Station No 61
Station Study - Space Program

FGMA ARCHITECTS

March 15, 2022
FGM # 22-3310.01

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
3.0 Antique Engine Display	-	700	End to museum?
4.0 Shift Counter	-	160	counter, storage, chargers, monitor, maps, bay control zone
5.0 Toilet	50	50	
6.0 Turnout Gear	508	508	(18) lockers
7.0 Workroom/ Bay Storage	50	180	small chop bench, equipment, tool box, parts storage
8.0 Seasonal Storage	Exist. Bay Storage	80	
9.0 Bay Laundry	Exist. Bay Floor	180	Extractor, washer, dryer, laundry tub
10.0 Hose Tower	90	90	
11.0 Hose Storage	Exist. Hose Tower	Exist. Hose Tower	In hose tower
12.0 Public Ed Storage	Under Exist. Stair	40	
13.0 Bay Storage	Exist. Work Room	180	
14.0 EMS Storage	Under Exist. Stair	60	
15.0 Quartermaster Storage - 3	85	180	(1) Control (1) Medic (1) Volunteer
Sub-Total	4,163	5,788	
0% Circulation Factor	-	-	
APPARATUS AREA TOTAL	4,163	5,788	Net Sq. Ft.

E. Support/Storage

1.0 Mechanical Room	-	50	Existing RTU's
2.0 Electrical Service	Exist. Bay Floor	Exist. Bay Floor	
3.0 I.T. Room	Exist. In Quartermaster	75	2 racks - cameras, remote access, alerting, phones, etc.
4.0 Water Service/Sprinkler	80	80	
5.0 Training Device Storage	Exist. Bay Floor	-	
6.0 Prop Storage	Exist. Bay Floor	-	
7.0 Stairs - 2	60	800	200sf per floor
8.0 Elevator	-	200	200sf per floor
9.0 Emergency Generator	115	-	current Off App Bay. Possible locate outside?
Sub-Total	255	1,205	
10% Circulation Factor	-	121	
SUPPORT/STORAGE TOTAL	255	1,326	Net Sq. Ft.

Sub-total Net Building Area	7,922	16,556	
15% Grossing Factor	-	2,483	Walls, mechanical chases, etc. allowance
TOTAL GROSS BUILDING AREA REQUIRED	10,400	19,040	Gross Sq. Ft.

EXTERIOR SPACE NEED REQUIREMENTS

Parking, TOTAL		
Public Parking		4
Staff Parking	?	20
Volunteer Parking		10
Outdoor Patio	280	280
Dumpster Enclosure	50	50



Glen Eylln Volunteer Fire Company
Fire Station No 62
Station Study - Space Program

FGMARCHITECTS

March 15, 2022
FGM # 22-3310.01

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
A. Public			
1.0 Entry Vestibule	50	70	
2.0 Lobby	-	120	
3.0 Training Room	1,100	2,000	60 people partial tables & chairs
4.0 Training Storage	75	250	Tables, Chairs, Equipment
5.0 Kitchenette	-	20	open to training room
6.0 Restrooms	-	240	(1) single user toilet rooms
Sub-Total	1,225	2,700	
15% Circulation Factor	-	405	
PUBLIC TOTAL	1,225	3,105	Net Sq. Ft.
B. Administration			
1.0 Officer Office	-	160	
2.0 Officer Room	-	240	(1) cubicles
3.0 EMS Office	85	120	
4.0 Training Office	-	120	
Sub-Total	85	640	
25% Circulation Factor	-	160	
ADMINISTRATION TOTAL	85	800	Net Sq. Ft.
C. Residential			
1.0 Dayroom - 8	365	550	Greatroom concept
2.0 Kitchen - 8	145	220	(1) Commercial Range, (1) pantries, (1) Residential Range
3.0 Dining Room - 8	-	180	
4.0 Bunkrooms - 8	503	720	90 SF - bed & desk (No door)
5.0 Single User Restrooms	230	400	Provide (1) rooms, each with toilet, sink and shower, located off locker room
6.0 Locker Room	Existing Bunk Room	165	(18) 2'x2' lockers with 2'x2' bedding locker, (1) extra sinks
7.0 Officer Suite	-	180	Bed, desk, Existing is just bunk, office in admin
8.0 Radio Room	120	240	Adjacent to bays, (4) workstations, mailboxes, (1) copier
9.0 Fitness Room	-	750	equipment, cardio, stretching area
10.0 Janitor Closet/Supplies	Exist. Work Room	30	
11.0 Residential Laundry	Exist. Bay Laundry Rm	70	washer, dryer, supplies, storage
Sub-Total	1,363	3,505	
20% Circulation Factor	-	701	
RESIDENTIAL TOTAL	1,363	4,206	Net Sq. Ft.
D. Apparatus Area			
1.0 Apparatus Bays	5,140	5,140	(1) Engine, (1) Medic, (1) Pickup, (1) Brush Truck, (1) Boat Trailer
2.0 Wash Bay	500	500	
3.0 Shift Counter	-	160	counter, storage, chargers, monitor, maps, bay control zone
4.0 Turnout Gear	Exist. Bay Floor	320	(18) lockers
5.0 Workrooms/ Parts Storage	300	200	small shop bench, equipment, tool box, parts storage
6.0 Seasonal Storage	Exist. Bay Storage	Exist. Bay Storage	



Glen Eylln Volunteer Fire Company
Fire Station No 62
Station Study - Space Program

FGMARCHITECTS

March 15, 2022
FGM # 22-3310.01

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
7.0 Bay Laundry	85	180	Extractor, washer, dryer, laundry tub
8.0 Hose Tower	75	40	
9.0 Hose Storage	Exist. Bay Laundry Rm	30	In hose tower
10.0 Public Ed Storage	Exist. Bay Storage	Exist. Bay Storage	
11.0 Bay Storage	65	250	
12.0 EMS Storage	Exist. EMS Office	60	
13.0 Quartermaster Storage - 3	130	180	(1) Contract (1) Medic (1) Volunteer
Sub-Total	6,295	7,060	
0% Circulation Factor	-	-	
APPARATUS AREA TOTAL	6,295	7,060	Net Sq. Ft.

E. Support/Storage

1.0 Mechanical Room	-	60	Mix of RTU and furnace
2.0 Electrical Service	50	80	
3.0 I.T. Room	85	75	(1) racks - camera, remote access, alerting, phones, etc.
4.0 Water Service/Sprinkler	Exist. Bay Floor	-	keep on bay floor
5.0 Training Device Storage	Exist. Bay Floor	1,000	
6.0 Prop Storage	Exist. Bay Floor	500	
7.0 Miscellaneous Storage	Exist. Bay Floor	100	Tables and Chairs
8.0 Stairs - 2	200	800	200sf per floor
9.0 Elevator	-	200	200sf per floor
10.0 Emergency Generator	-	-	located outside
Sub-Total	335	2,815	
10% Circulation Factor	-	282	
SUPPORT/STORAGE TOTAL	335	3,097	Net Sq. Ft.

Sub-total Net Building Area	9,303	18,268	
15% Grossing Factor	-	2,740	Walls, mechanical chases, etc. allowance
TOTAL GROSS BUILDING AREA REQUIRED	7,180	21,008	Gross Sq. Ft.

EXTERIOR SPACE NEED REQUIREMENTS

Parking, TOTAL			
Public Parking		4	
Staff Parking	18	20	
Volunteer Parking		10	
Outdoor Patio	200	200	
Dumpster Enclosure	150	150	SF

Existing SF
Lower Level: 5,520 sf
Upper Level: 1,608 sf

SECTION 4

Fire Station No.61 Existing Condition Report



Existing Building Condition Report

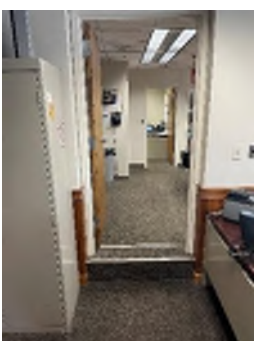
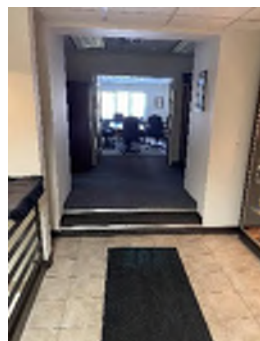
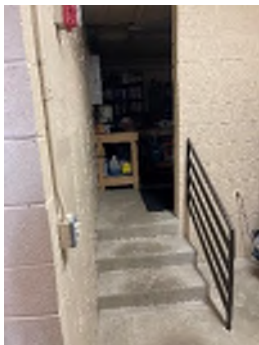
Fire Station No. 61 was originally built in 1956. The original station was two stories. There was an addition to the bays in the 1960's and an addition to the second story in 1997. The bays and original portion of the facility is constructed of CMU masonry bearing structure with face brick exterior on the front façade with accent tile panels. The second floor is precast concrete. The bays and original building's roofs are flat with steel bar joist structure. The interior walls at these locations are mainly CMU block partitions in the apparatus bay and bay support areas with gypsum board partitions in the admin and residence areas.

Site and Parking

- Visitation by the public is difficult due to there being (3) entrance doors to approach with no clear main entrance. There are several doors around the facility that could serve as a main entry. In addition, every entrance or egress exit is not accessible. A main entrance and means of accessible egress need to be added.
- The public and staff parking spaces for the facility is on the west side of the building. There are some convenience parking spaces and accessible parking spaces provided near East entrance, but most visitors approach from the west, who will typically use the first parking lot they approach. This site access then requires public to cross the apparatus bay apron to reach the entry. This poses a potential safety risk for public and firefighters and needs to be addressed.
- The asphalt parking and drives are well maintained but have areas of cracking and should be replaced in the near future. If not replaced now, water will continue to penetrate below the paved surface to the base and degrade the surface.
- The concrete apron has cracking at the control joints and should be replaced in the near future. If not replaced now, water will continue to penetrate below the paved surface to the base and degrade the surface.
- The existing concrete apron at the front of the station is not large enough to pull the vehicles out for regular inspections as requires the staff to stop traffic downtown to back the vehicles into the apparatus bay. The depth of the apron should be increased to allow safer vehicle operation and required vehicle inspections.

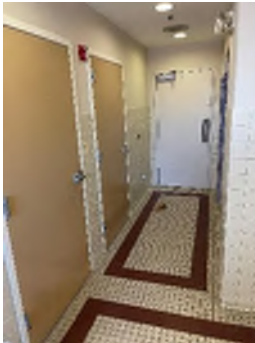
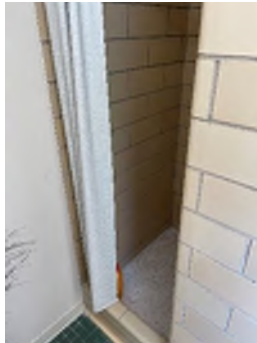
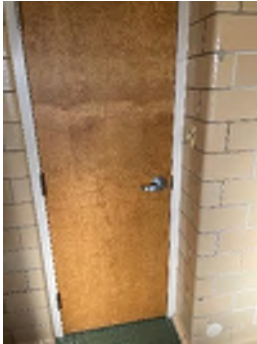
SECTION 4**Fire Station No.61****Existing Condition Report****Building Envelope:**

- The existing flat roof consists of roofing membrane, rigid insulation and is supported by steel decking and bar joists. The roofing membrane appears to be nearing the end of its life expectancy and should be replaced soon.
- There are several steel lintels at window and door openings that have surface rust present. If not addressed soon these lintels will continue to deteriorate and potentially allow water to penetrate the cavity wall and lead to other issues. It is suggested that all steel lintels be sanded and receive the required primer/paint coats to seal and protect the steel.
- Several areas of veneer brick were noted as having efflorescence or cracked grout joints at walls, parapets, and sills. Though some areas appear to have been tuck pointed or caulked, there were many other areas that have been yet to be addressed. These issues appear to be the result from water penetrating the cavity wall from multiple sources such as parapets, and heads and sills of windows. These issues should be addressed by tuckpointing all of the exterior brick veneer walls.
- Large portions of the existing accent tile wall panels on all sides of the facility are cracking and starting to fall off, this leaves the existing substrate exposed to the elements and further damage. This issue needs to be addressed so as to not allow more water to penetrate the tile surfaces and continue to damage the wall.
- Due to the time frame in which the building was constructed and from reviewing the original construction drawings, the exterior cavity walls contain approximately 1" of rigid insulation. This is a third of the required amount based on today's construction standards and Energy Code requirements. This condition results in a higher energy usage and cost for the Owner.
- The existing aluminum clad wood windows (1997) appear to be in good shape, no issues with the windows were reported. It is suggested they be replaced with more energy efficient windows to reduce energy usage and cost for the Owner.
- The existing glass sectional overhead doors (1997) have missing glass panels, cracked seals and do not meet the current energy code. This condition results in a higher energy usage and cost for the Owner. Overhead doors appear to be at the end of their life expectancy and should be replaced soon.

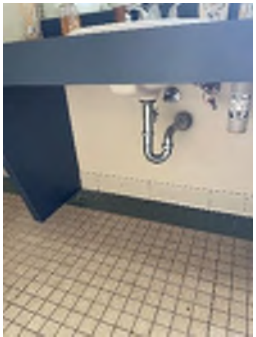
SECTION 4**Fire Station No.61
Existing Condition Report****Accessibility:**

Since the building was constructed and last renovated, accessibility requirements have changed with the Americans with Disabilities Act (ADA). The accessibility guidelines mandate that all public facilities are to be designed, constructed, or altered to assure equal accessibility to all members of society. If any type of renovation within the building occurs, multiple accessibility violations would need to be addressed. The violations range from minor issues to larger problems that would require significant renovation work. Below is a summary of violations reviewed during the building assessment:

- All entrance/egress exits for the facility do not meet ADA requirements due to existing elevation changes at stairs and gas curbs that do not allow a handicapped visitor or employee to enter or exit the facility safely.
- There is no existing elevator, accessible stairs or ramps that currently serve the facility, a handicapped visitor or employee cannot currently access the public board room, training room, administration offices and conference room since they are on the second floor.
- Existing Stair from the Apparatus Bay to the Second floor does not meet ADA requirements due to head clearance issues. Head clearance is inches below the required minimum head clearance.
- Existing Stair from the Apparatus Bay to the Second floor does not have ADA required guardrails and handrails. Also, handrails do not extend beyond the top and bottom risers the required 12". The guardrails and handrails would need to be replaced with new compliant guardrails and handrails.
- All second-floor egress paths to exit the facility do not meet ADA requirements due to existing elevation changes at stairs with no ramps or lifts provided as well as trip hazards and obstacles at door thresholds that do not allow a handicapped visitor or employee to exit or travel through the facility safely.

SECTION 4**Fire Station No.61
Existing Condition Report****Accessibility:**

- All second-floor toilet/shower rooms do not meet ADA requirements in regard to reach ranges, plumbing fixture clearances, turning radius clearances and push/pull door clearance requirements. Inside the toilet rooms there is not enough clear floor space for a person in a wheelchair to turn around, transfer onto the toilet or open the door to exit. Also, the plumbing fixtures and several toilet accessories are not ADA compliant and the required grab bars are not provided.
- All second-floor toilet/shower rooms are lacking ADA compliant shower stalls. Additionally, shower bases are either raised above the top of floor elevation or have a block curb at shower entrance that does not allow access to the showers.
- All second-floor toilet/shower rooms are lacking an ADA compliant toilet stall.
- Sink base cabinet kitchen does not allow front approach wheelchair access as required per ADA. Sink base would need to be replaced with ADA compliant sink base.
- Kitchen Countertops do not meet ADA requirements in regard to maximum work surface height requirements. The countertop is too high for a person in a wheelchair to access.
- Most doors access and exits to and from occupiable rooms along the path of egress do not have the required push/pull clear floor space provided that allows a handicapped visitor or employee to enter or exit the facility safely.
- Existing stairs, toilet rooms and exits do not meet ADA signage requirements, no signage is currently provided. The entire facility needs to be provided with ADA compliant rooms signage.

SECTION 4**Fire Station No.61****Existing Condition Report****Building Code Issues:**

- There is no existing elevator that serves the facility. Currently, a handicapped visitor or employee cannot currently access the public board room, training room, administration offices and conference room since they are on the second floor. This issue needs to be addressed.
- Existing Stair from the Apparatus Bay to the Second floor does not have ADA required guardrails and handrails. Also, handrails do not extend beyond the top and bottom risers the required 12". The guardrails and handrails would need to be replaced with new compliant guardrails and handrails.
- There is not a code compliant egress path from second floor. Stair is not enclosed in fire rated construction, does not meet the minimum width requirement, and does not exit directly to the exterior. Two egress stairs required for exiting. This issue needs to be addressed.
- Code required fire serrations are not provided between Storage (Apparatus Bay), Residence (Bunks, Dayroom, Kitchen, etc) and Business (Administration) occupancies. This issue needs to be addressed.
- Hollow metal steel framing glazing systems at stair location are not fire rated. This issue needs to be addressed.
- Sprinkler/Electric room off apparatus bay is currently being used for overflow storage and minimum clearances to panels and water main is not provided. This is allowed but does allow for tampering with valves and equipment. Best practice is to provide a location for this equipment that can be secured and reduce storage in this space.
- First floor toilet room and second floor mech room do not have code required floors drains provided. This issue needs to be addressed.
- All exposed sink and lavatory piping not covered or protected.
- Commercial hood in second floor kitchen not provided with required make-up air unit. This issue needs to be addressed is hood is altered in the future.

SECTION 4**Fire Station No.61****Existing Condition Report****NFPA Life Safety Code:**

The National Fire Prevention Association (NFPA) publishes a series of safety codes and standards devoted to minimizing the possibility of fire and other risks. As a public facility dedicated to minimizing fires and other risks, this PSB is required to follow the standards set forward by the NFPA Life Safety Code Standards. Below is a list of NFPA violations that were observed:

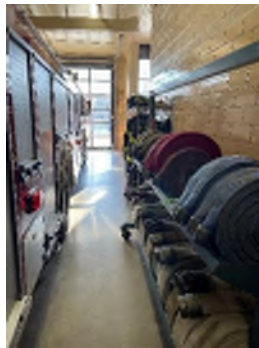
- There is no NFPA 72 compliant gas detection system within the Apparatus Bay.

NFPA 1851 lays out the guidelines for handling elements that have been contaminated with hazardous materials. Many of the standards are related to standard operating procedures that need to be developed by the Fire Department. However, some of the procedures also require physical spaces that need to be integrated into the existing building. Listed below are some of the observed violations of NFPA 1851 due to space limitations within the current facility:

- To prevent cross contamination, a designated decontamination area is required for routine cleaning of personal protective equipment that has been in contact with hazardous materials. There is no dedicated decontamination room observed within the current facility, all fire gear is being stored on the Apparatus Bay floor.

General Notes:

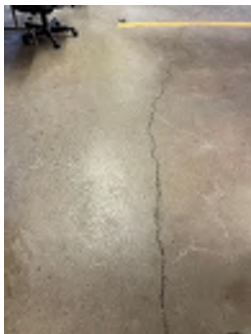
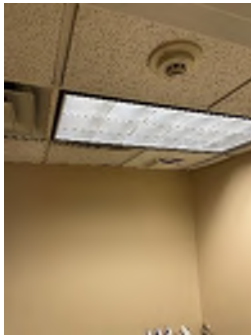
- Most of the facility has 2'x2' acoustical ceiling tiles that appear to be in good condition. All existing light fixtures appear to be florescent type and nearing the end of their life expectancy. It is suggested that all the interior lighting fixtures throughout the facility be replaced with more efficient LED light fixtures.
- The countertops are plastic laminate with a composite wood core type, this product type at a wet surface location is not suggested due to possible delamination of the finish and deterioration of the composite wood core. It is suggested that all countertops in toilet rooms and kitchen be replaced with a more durable product like solid surface or quartz.

SECTION 4**Fire Station No.61****Existing Condition Report****First Floor Interior:****Entry**

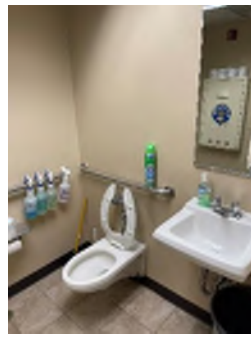
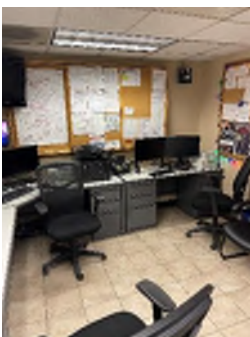
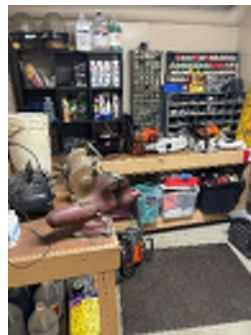
- Existing entrance doors do not meet the current Building and ADA codes and need to be addressed. See Building Code and Accessibility sections for additional information.
- There are (4) existing entrances into the station and none of them clearly designate a main or public entrance. All exterior HM doors do not have any sidelights or visions light glass provided. Existing hollow metal doors do not help designate entry into the facility or invite public. At a minimum, (1) door should be selected and designated as the main entry.
- There are no vestibules provided at entrances, this allows unconditioned air to enter conditioned spaces very time the door is opened. This condition results in a higher energy usage and cost for the Owner. At a minimum, designated main entry should be provided with a vestibule.

Apparatus Bay

- Apparatus Bays are a back-in style bay. The bays are tight based upon the original bay spacing. In addition, equipment, storage, and other storage is also stored directly off the bay floor. This storage encroaches on egress aisles around vehicles and provides a safety concern.
- Apparatus Bay has (6) bays that house (1) Ladder Truck, (2) Engines, (1) Squad, (1) Medic.
- Apparatus bay walls are exposed masonry that consists of glazed block up to 8'-0" with painted block above. Block appears to be in good shape overall but there was block separation noted at the southwest corner of the apparatus bays. Slight separation at the vertical joint at the interface between two CMU walls in the SW corner due to not interlocking running bond of the block when installed. This issue should be addressed.
- Apparatus Bays are equipped with a vehicle exhaust capture system. The motor for this system is mounted in the bays. This installation in a space with all hard surfaces (sealed concrete floor, exposed concrete planks, block walls) increases the amount of noise that is produced in the apparatus bays, providing a negative impact on acoustics within the space.

SECTION 4**Fire Station No.61
Existing Condition Report****Apparatus Bay**

- The Apparatus Bay is heated by forced air furnaces. No cooling is provided. Exhaust fan at North wall of Apparatus Bay. 20-year-old mechanical equipment is in fair condition but past its useful lifespan.
- (7) floor drains serve the Apparatus Bay floor. The floor drains are routed through a triple oil basin.
- There is no NFPA 72 compliant gas detection system within the Apparatus Bay. This issue needs to be addressed.
- All existing light fixtures appear to be florescent type and nearing the end of their life expectancy. It is suggested that all the interior lighting fixtures throughout the facility be replaced with more efficient LED light fixtures.
- The existing glass sectional overhead doors (1997) have missing glass panels, cracked seals and do not meet the current energy code. This condition results in a higher energy usage and cost for the Owner. Overhead doors appear to be at the end of their life expectancy and should be replaced soon.
- The Apparatus Bay doors are only 12'-0" high, which limits what equipment can be stored at the Station. The department of transportation standards recommends a minimum height of 13'-10" that will accommodate most equipment. This issue should be addressed.
- Existing concrete slab cracking was observed in the Apparatus Bay. Floor cracking in the apparatus bays does not present a structural integrity issue but issue should be addressed.
- Exposed concrete slab is in fair condition but has received years of stains after absorbing fossil fuels and chemicals. It is suggested that the concrete floor get coated with an epoxy system to seal the existing conditions of the slab, protect for future use and add slip resistance to the floor coating.

SECTION 4**Fire Station No.61
Existing Condition Report****Apparatus Bay**

- Turnout gear lockers are provided and installed along the walls of the bay. Locating gear directly on the bay floor exposes the personal protective equipment to UV lighting, fluorescent lighting, apparatus exhaust, and potential theft. This is a vital piece of protective equipment for the firefighter. Maintenance and proper storage is vital. Best practices say that this equipment should be housed in a separate room that can be shut off from most of the items listed above.
- All personal and gear laundry is done on the bay floor, this poses issues for contamination between clean and dirty spaces. Clean towels and other items are stored exposed on the bay floor. To prevent cross contamination, a designated decontamination area is required for routine cleaning of personal protective equipment that has been in contact with hazardous materials. There is no dedicated decontamination room observed within the current facility, all fire gear is being stored on the Apparatus Bay floor.
- The EMS supply room is undersized and is not easily accessible under the stairs. Room should be increased to allow room for occupants to access equipment. Room is secured which follows NFPA guidelines.
- A separate EMS Decon area is not provided NFPA guidelines recommends an EMS Decon area be provided to wash and clean off pathogens and other contaminants from equipment during calls.

Work Room

- Work Room is undersized and does not allow for all of the toolboxes and related equipment to be located in the same room.

Radio Room

- The radio room is undersized. This office is the main office for the firefighters and should be sized appropriately to allow them to complete reports and duties. This space should be provided with a gas curb as best practice to separate it from the gases and fumes of the apparatus bay.

Apparatus Bay Toilet

- Toilet Room is undersized and does not meet the current ADA requirements. See accessibility notes for additional information.

SECTION 4**Fire Station No.61
Existing Condition Report****Second Floor Interior:****Admin Lobby and Conference Room**

- Several building and accessibility code issues were sited, see building and accessibility code notes for additional information.
- Conference room is undersized and needs to accommodate not just a conference table for (10) but also loose seating for (20) public attendance.
- Flooring, ceilings, and lighting all appear to be original to the last renovation but appear to be in fair condition.
- All existing light fixtures appear to be florescent type and nearing the end of their life expectancy. It is suggested that all the interior lighting fixtures throughout the facility be replaced with more efficient LED light fixtures.

Fire Chief, Battalion Chief, Officer Offices and Conference Room

- Several building and accessibility code issues were sited, see building and accessibility code notes for additional information.
- Fire Chief's Office is a correctly sized but could be reduced if required for renovation. Office accommodates (1) workstation and (1) meeting table.
- Officer's Office appears to be original and is correctly sized. There are (4) workstations that appear to be in good condition, but workspace is very small with desks in extremely close proximity. This space can be changed from workstations to countertops surrounding the room to allow for a more economic use of space and file storage.
- (2) offices and conference room are a bit under sized but appear to be currently working for the users. Offices have combined file storage in the conference room, might want to consider moving into offices for security reasons.
- Flooring, ceilings, and lighting all appear to be original to the last renovation but appear to be in fair condition.

SECTION 4**Fire Station No.61****Existing Condition Report****Storage Rooms**

- Second floor mech room do not have code required floors drains provided. This issue needs to be addressed.
- Storage and supply rooms appear to be correctly sized. There is a potential opportunity to reorganize, and change replace shelving and remove unused equipment to provide more storage space.

Kitchen

- The kitchen for the facility is undersized. Existing refrigerators and ice makers are located in adjacent storage rooms because there is not space to locate them in the kitchen. Current trends have utilized multiple refrigerators and pantries to accommodate the multiple shifts.
- Existing countertops are plastic laminate with a composite wood core type, this product type at a wet surface location is not suggested due to possible delamination of the finish and deterioration of the composite wood core. It is suggested that all countertops in kitchen be replaced with a more durable product like solid surface or quartz.
- Commercial hood in second floor kitchen not provided with required make-up air unit. This issue needs to be addressed is hood is altered in the future.
- Sink base cabinet kitchen does not allow front approach wheelchair access as required per ADA. Sink base would need to be replaced with ADA compliant sink base.
- Kitchen Countertops do not meet ADA requirements in regard to reach range and maximum work surface height requirements. The countertop is too high for a person in a wheelchair to access.

Training Room

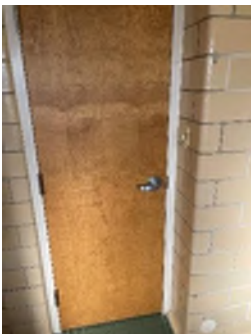
- Existing training room is severely undersized. Currently training occurs weekly at this station. Existing training room was designed to seat (18) but (60+) attend weekly training sessions and require the sessions to be located at on the bay floor or at station 62. To correctly accommodate the current space needs for training this space needs to be larger.

SECTION 4**Fire Station No.61
Existing Condition Report****Bunk/Locker Room**

- There are (4) existing bunk areas separated by cubical partitions. Bunk count does not meet current need for future growth. Existing bunks do not allow required separation between individuals but does allow noise to easily reverberate throughout the entire room. Current trends have all 4 walls of the bunk room from floor to ceiling provide with sound batte insulation to reduce sound transfer, doors or door opening can be provided depending on the station's operation.
- (6) lockers are provided, this is not enough lockers to meet future growth. Additional lockers need to be provided. Current trends have the lockers either located in the individual bunk rooms or in a combined locker room with toilet/shower rooms directly located off the locker room to allow for indivual changing space.

**Men's and Women's Toilet Rooms**

- All second-floor toilet/shower rooms do not meet ADA requirements in regard to reach ranges, plumbing fixture clearances, turning radius clearances and push/pull door clearance requirements. Inside the toilet rooms there is not enough clear floor space for a person in a wheelchair to turn around, transfer onto the toilet or open the door to exit. Also, the plumbing fixtures and several toilet accessories are not ADA compliant and the required grab bars are not provided.
- All second-floor toilet/shower rooms are lacking ADA compliant shower stalls. Additionally, shower bases are either raised above the top of floor elevation or have a block curb at shower entrance that does not allow access to the showers.
- Current trends have individual toilet/shower rooms provided in lieu of men's and women's multiuser toilet rooms to allow for indivual changing, shower and toilet room space.
- Existing countertops are plastic laminate with a composite wood core type, this product type at a wet surface location is not suggested due to possible delamination of the finish and deterioration of the composite wood core. It is suggested that all countertops in toilet rooms be replaced with a more durable product like solid surface.
- Countertops do not meet ADA requirements in regard to maximum work surface height requirements. This needs to be addressed.



SECTION 4**Fire Station No.62****Existing Condition Report****Existing Building Condition Report**

Fire Station No. 62 was originally built in 1972. The original station is two stories. There was a significant renovation to the existing station in 1997 and not much has been done to the station since then. The facility is constructed of CMU masonry bearing structure with face brick exterior. The second floor is composite concrete deck with steel bar joists. The bay roofs are flat, structure is steel bar joists, the house is wood trusses with plywood deck and shingles. The interior walls at these locations are mainly CMU block partitions in the apparatus bay and bay support areas with gypsum board partitions in the residence areas.

Site and Parking

- The public and staff parking spaces for the facility is on the west side of the building.
- There are two existing public entrances, neither public entrance or egress exit is accessible, a main entrance and means of accessible egress needs to be added.
- The asphalt parking lot and drives are well maintained but have areas of cracking and should be replaced in the near future. If not replaced now, water will continue to penetrate below the paved surface to the base and degrade the surface.
- The concrete apron has cracking at the control joints and should be replaced in the near future. If not replaced now, water will continue to penetrate below the paved surface to the base and degrade the surface.
- Existing trash enclosure for dumpsters need to be provided per Village Ordinance. Trash enclosure pickets appear to be deteriorating and should be replaced soon. Steel bollards and framed gate doors to be provide in lieu of wood framed for longer life cycle and durability.

Building Envelope:

- Several areas of veneer brick were noted as having efflorescence or cracked grout joints at walls. Though some areas appear to have been tuck pointed or caulked but there were many other areas that have been yet to be addressed. These issues appear to be the result from water penetrating the cavity wall from multiple sources such as parapets, and heads and sills of windows. These issues should be addressed by tuckpointing all of the exterior brick veneer walls.
- Existing flat roof membrane and pitched roof shingles appear to be in good shape. Roofs should be regularly inspected and maintained per manufacturer's warranty.
-

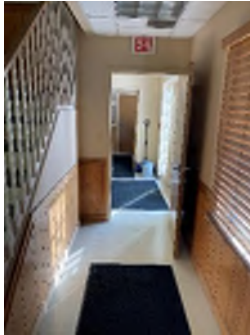
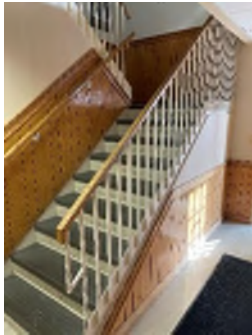
SECTION 4

Fire Station No.62 Existing Condition Report



Building Envelope:

- Due to the time frame in which the building was constructed and from reviewing the original construction drawings, the exterior cavity walls contain approximately 1" of rigid insulation. This is a third of the required amount based on today's construction standards and Energy Code requirements. This condition results in a higher energy usage and cost for the Owner.
- There are several steel lintels at window and door openings that appear to have started to rust at the surface and were painted. If not addressed soon these lintels will continue to deteriorate and potentially allow water to penetrate the cavity wall and lead to other issues. It is suggested that all steel lintels be sanded to remove paint and surface rust and receive the required primer/paint coats to seal and protect the steel.
- The existing aluminum clad wood windows (1997) appear to be in good shape, no issues with the windows were reported. It is suggested they be replaced with more energy efficient windows to reduce energy usage and cost for the Owner.
- The existing glass sectional overhead doors (1997) appear to be in good shape, no issues with the doors were reported. It is suggested they be replaced with more energy efficient doors to reduce energy usage and cost for the Owner.
- Several existing column covers and North entry are broken at the base and should be repaired or replaced. Broken columns are allowing animals/insects to inhabit the columns and debris to collect at their bases.

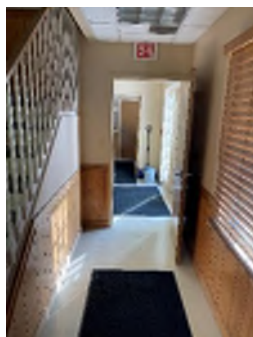
SECTION 4**Fire Station No.62****Existing Condition Report****Accessibility:**

Since the building was constructed and last renovated, accessibility requirements have changed with the Americans with Disabilities Act (ADA). The accessibility guidelines mandate that all public facilities are to be designed, constructed, or altered to assure equal accessibility to all members of society. If any type of renovation within the building occurs, multiple accessibility violations would need to be addressed. The violations range from minor issues to larger problems that would require significant renovation work. Below is a summary of violations reviewed during the building assessment:

- All entrance/egress exits for the facility do not meet ADA requirements due to existing elevation changes at stoops that do not allow a handicapped visitor or employee to enter or exit the facility safely.
- There is no elevator, accessible stairs or ramps that currently services the facility, a handicapped visitor or employee cannot currently access the training room since they are on the second floor.
- Existing Stair to the Second floor does not have ADA required handrails. Also, handrails are not the proper shape or diameter and do not extend beyond the top and bottom risers the required 12". The guardrails and handrails would need to be replaced with new compliant guardrails and handrails.
- All second-floor egress paths to exit the facility do not meet ADA requirements due to doors swinging the wrong way that do not allow a handicapped visitor or employee to exit or travel through the facility safely.
- All toilet/shower rooms do not meet ADA requirements in regard to reach ranges, plumbing fixture clearances, turning radius clearances and push/pull door clearance requirements. Inside the toilet rooms there is not enough clear floor space for a person in a wheelchair to turn around, transfer onto the toilet or open the door to exit. Also, the plumbing fixtures and several toilet accessories are not ADA compliant and the required grab bars are not provided.
- All second-floor toilet/shower rooms are lacking ADA compliant shower stalls.
- All toilet/shower rooms are lacking an ADA compliant toilet.

SECTION 4

Fire Station No.62 Existing Condition Report

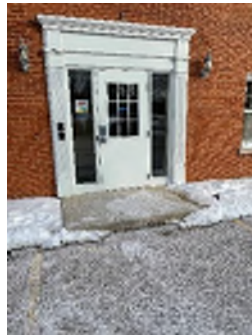


Accessibility:

- Sink base cabinet kitchen does not allow front approach wheelchair access as required per ADA. Sink base would need to be replaced with ADA compliant sink base.
- Kitchen Countertops do not meet ADA requirements in regard to maximum work surface height requirements. The countertop is too high for a person in a wheelchair to access.
- Existing stairs, toilet rooms and exits do not meet ADA signage requirements, no signage is currently provided. The entire facility needs to be provided with ADA compliant rooms signage.

Building Code Issues:

- There is no elevator that services the facility. Currently, a handicapped visitor or employee cannot currently access the public training room or toilet rooms since they are on the second floor. This issue needs to be addressed.
- The existing Stair does not have ADA required hand and guard rails. Also, handrails are not the proper shape or diameter and do not extend beyond the top and bottom risers the required 12". The guardrails and handrails would need to be replaced with new compliant guardrails and handrails.
- There is not a code compliant egress path from second floor. Stair is not enclosed in fire rated construction, does not meet the minimum width requirement, and does not exit directly to the exterior. Two egress stairs required for exiting. This issue needs to be addressed.
- All exposed sink and lavatory piping not covered or protected.

SECTION 4**Fire Station No.62
Existing Condition Report****First Floor Interior:****General Notes**

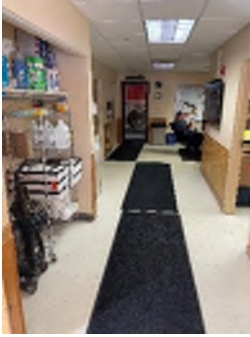
- Most of the facility has 2'x2' acoustical ceiling tiles that appear to be in good condition. All existing light fixtures appear to be florescent type and nearing the end of their life expectancy. It is suggested that all the interior lighting fixtures throughout the facility be replaced with more efficient LED light fixtures.
- The countertops are plastic laminate with a composite wood core type, this product type at a wet surface location is not suggested due to possible delamination of the finish and deterioration of the composite wood core. It is suggested that all countertops in toilet rooms and kitchen be replaced with a more durable product like solid surface or quartz.

Entry

- Existing entrance doors do not meet the current Building and ADA codes and need to be addressed. See Building Code and Accessibility sections for additional information.
- There are (2) existing entrances into the station and either of them clearly designate a main or public entrance. Both entrances are close to the parking lot and enter directly into living spaces and not a vestibule/lobby space. Location and designation of main entrance should be addressed.
- There are no vestibules provided at entrances, this allows air infiltration every time the door is opened. This condition results in a higher energy usage and cost for the Owner. At a minimum, designated main entry should be provided with a vestibule.
- West entrance is dark and undersized, visitors entered into a small corridor surrounded with doors. A more inviting entry should be reviewed, this can be addressed in the redesign of the egress stair route to meet code requirements.

SECTION 4

Fire Station No.62 Existing Condition Report



Main Corridor/Dining Room

- Corridor is oversized for this station and is currently taking away valuable storage space from the adjacent quartermaster and watch office.
- Dining Room is the main gathering space for the station. This space is separated from the dayroom, the staff have requested that these spaces be closer in relation to allow gathering by more staff for meals and group activities.
- Doors have been removed from supply closet to allow for more storage, this room is undersized and should be enclosed and relocated from the main gathering space.
- VCT floors appear to be in good shape and maintained but LVT of walk off carpet tiles should be reviewed as replacements due to the current use of loose carpet runners throughout the station.
- There is not an existing gas curb between the apparatus bay and dining room, this is not required but at a minimum the existing storefront door should have weather seals to minimize exhaust and contaminants from entering the living spaces directly.

Kitchen

- The kitchen for the facility is undersized. Current trends have utilized multiple refrigerators and pantries to accommodate the multiple shifts. To provide these amenities the kitchen would have to be larger.
- Sink base cabinet kitchen does not allow front approach wheelchair access as required per ADA. Sink base would need to be replaced with ADA compliant sink base.
- Kitchen Countertops do not meet ADA requirements in regard to maximum work surface height requirements. The countertop is too high for a person in a wheelchair to access.
- Existing kitchen does not meet ADA requirements in regard to reach ranges, sink clearances, turning radius clearances and push/pull door clearance requirements. Existing kitchen does not have enough clear floor space for a person in a wheelchair to turn around, use the countertops/appliances or open the door to exit.

SECTION 4**Fire Station No.62
Existing Condition Report****EMS Supply/Office**

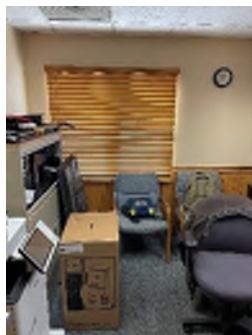
- What once was a report writing room is now EMS storage/office. Office function is underused due to the amount of work space being used for overflow storage. Additional storage space should be provided to allow for the work room to be properly utilized for report writing and studying.
- Existing casework and plastic laminate casework appears to be in good condition.

Quartermaster/IT Room

- Quartermaster storage is completely full and has no room to walk through the space, this space should be larger to accommodate for all the stations current and future storage needs.
- Existing IT equipment should be relocated from quartermaster storage to allow for additional storage to be relocated back into this room.

Toilet Rooms

- All toilet rooms do not meet ADA requirements in regard to reach ranges, plumbing fixture clearances, turning radius clearances and push/pull door clearance requirements. Inside the toilet rooms there is not enough clear floor space for a person in a wheelchair to turn around, transfer onto the toilet or open the door to exit. Also, the plumbing fixtures and several toilet accessories are not ADA compliant and the required grab bars are not provided.
- Existing toilet rooms and do not meet ADA signage requirements, no signage is currently provided. The entire facility needs to be provided with ADA compliant rooms signage.

**Radio Room**

- Existing Radio room is not directly off of the apparatus bay, this room should be directly adjacent to the apparatus bay and provide a window in between the two spaces for direct sight onto the bays.
- Existing Radio Room is undersized, should be double the area to allow for mailboxes, (3) additional workstations and a copier to meet the stations current operational needs.
- Existing finishes appear to be in good condition.

SECTION 4

Fire Station No.62 Existing Condition Report



Dayroom

- Existing dayroom is located on the North side of the station. The front door of the station opens directly into the dayroom. Front door faces the main road, this creates for an undesirable entrance to the public. Public and semi-private spaces should be addressed at this station.
- Existing dayroom is undersized, staff had commented on the existing floor plan not allowing the dayroom and kitchen/dining to be directly adjacent to one another. A great room concept allows the staff to more frequently interact with each other during meal prep, dining and group activities.
- There is not an existing gas curb between the apparatus bay and dining room, this is not required but at a minimum the existing storefront door should have weather seals to minimized exhaust and contaminants from entering the living spaces directly.

Second Floor Interior:

Storage/Mech Room

- Existing mechanical room is currently being used for overflow supply storage. To maximize storage in this space it is suggested to utilize storage shelving units to get loose boxes off the floor incase of water heater leaks.

SECTION 4**Fire Station No.62
Existing Condition Report****Bunk/Locker Room**

- There are (4) existing bunk areas separated by cubical partitions. Bunk count does not meet current need or future growth. Existing bunks do not allow required separation between individuals but does allow noise to easily reverberate throughout the entire room. Current trends have all 4 walls of the bunk room from floor to ceiling provide with sound batte insulation to knock down sound transfer, doors or door opening can be provided depending on the station's operation.
- (6) lockers are provided, this is not enough to meet future growth. Additional lockers need to be provided. Current trends have the lockers either located in the individual bunk rooms or in a combined locker room with toilet/shower rooms directly located off the locker room to allow for individual changing space.

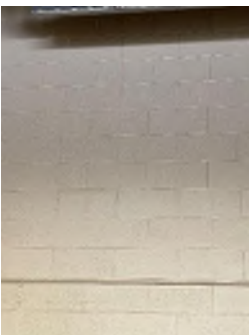
**Men's and Women's Toilet/Shower Rooms**

- All second-floor toilet/shower rooms do not meet ADA requirements in regard to reach ranges, plumbing fixture clearances, turning radius clearances and push/pull door clearance requirements. Inside the toilet rooms there is not enough clear floor space for a person in a wheelchair to turn around, transfer onto the toilet or open the door to exit. Also, the plumbing fixtures and several toilet accessories are not ADA compliant and the required grab bars are not provided.
- All second-floor toilet/shower rooms are lacking ADA compliant shower stalls. Additionally, shower bases are either raised above the top of floor elevation or have a block curb at shower entrance that does not allow access to the showers.
- All second-floor toilet/shower rooms are lacking an ADA compliant toilet stall.
- Current trends have individual toilet/shower rooms provided in lieu of men's and women's multiuser toilet rooms to allow for individual changing, shower and toilet room space.
- The countertops are plastic laminate with a composite wood core type, this product type at a wet surface location is not suggested due to possible delamination of the finish and deterioration of the composite wood core. It is suggested that all countertops in toilet rooms be replaced with a more durable product like solid surface.
- Countertops do not meet ADA requirements in regard to maximum work surface height requirements. This needs to be addressed.



SECTION 4

Fire Station No.62 Existing Condition Report



Training Room

- Existing training room is severely undersized. Currently training occurs weekly at this station. Existing training room was designed to seat (18) but (60+) attend weekly training sessions and require the sessions to be located at on the bay floor or at station 62. To correctly accommodate the current space needs for training this space needs to be larger.
- No training storage room is provided adjacent to the training room, Storage cabinets line the walls. By not have a separate storage room this undersized room to be less usable due to training tools and equipment to occupy the already limited space.
- Location of the staff's toilet and shower rooms directly off of the training room allows for continuous interruption during training as well as when staff gets back from a call. These spaces should be separated, and training room should have its own single user toilet rooms adjacent to them.

Apparatus Bays

- Apparatus Bays are a back-in style bay. The bays are tight based upon the original bay spacing. In addition, equipment, storage, and other storage is also stored directly off the bay floor. This storage encroaches on egress aisles around vehicles and provides a safety concern. The lack of bay, seasonal, training and public ed storage needs to be addressed.
- Apparatus Bay has (5) bays, (4) vehicle bays + (1) wash bay. Existing bays house (1) Ladder Truck, (2) Engines, (1) Squad, (2) Medic, (1) Brush Truck and (1) Boat.
- Apparatus bay walls are exposed masonry block, block is painted. Block appears to be in good shape overall but there were several step cracks noted at South wall of the apparatus bays. It appears that some areas of step cracking was addressed but areas of new cracking is apparent. This issue should be addressed.
- The Apparatus Bay is heated by gas fired heaters. No cooling is provided. Exhaust fan at North wall of Apparatus Bay. 20-year-old mechanical equipment is in fair condition but past its useful lifespan.
- Trench drains serve the Apparatus Bay floor. The floor drains are routed through an external triple oil basin.

SECTION 4**Fire Station No.62
Existing Condition Report****Apparatus Bays**

- All existing light fixtures appear to be florescent type and nearing the end of their life expectancy. It is suggested that all the interior lighting fixtures throughout the facility be replaced with more efficient LED light fixtures.
- The existing glass sectional overhead doors (1997) appear to be in good shape, no issues with the doors were reported. It is suggested they be replaced with more energy efficient doors to reduce energy usage and cost for the Owner.
- The Apparatus Bay doors are only 12'-0" high, which limits what equipment can be stored at the Station. The department of transportation standards recommends a minimum height of 13'-10" that will accommodate most equipment. This issue should be addressed.
- Existing concrete slab cracking was observed in the Apparatus Bay. Floor cracking in the apparatus bays does not present a structural integrity issue but issue should be addressed.
- Exposed concrete slab is in fair condition but has received years of stains after absorbing fossil fuels and chemicals. It is suggested that the concrete floor get coated with an epoxy system to seal the existing conditions of the slab and protect for future use. Epoxy floor systems also provide slip resistance.
- Turnout gear lockers are provided and installed along the walls of the bay. Locating gear directly on the bay floor exposes the personal protective equipment to UV lighting, fluorescent lighting, apparatus exhaust, and potential theft. This is a vital piece of protective equipment for the firefighter. Maintenance and proper storage is vital. Best practices say that this equipment should be housed in a separate room that can be shut off from most of the items listed above.
- All personal and gear laundry is done on the bay floor, this poses issues for contamination between clean and dirty spaces. Clean towels and other items are stored exposed on the bay floor. To prevent cross contamination, a designated decontamination area is required for routine cleaning of personal protective equipment that has been in contact with hazardous materials. There is no dedicated decontamination room observed within the current facility, all fire gear is being stored on the Apparatus Bay floor.

SECTION 4

Fire Station No.62

Existing Condition Report



Apparatus Bays

- The lack of bay support and training storage is currently a large issue at this station. Approximately 500 square feet of apparatus floor is being occupied by miscellaneous training equipment, props and materials. These items are required for the Companies required training and need to be housed close to where training occurs due to operations. Due to the lack of additional storage areas at the existing station the Company is forced to take up valuable bay space for storage. By storing these teams on the bay these items take up space for additional vehicle storage by the Company, County and MABAS at the station. The lack of bay support and training storage needs to be addressed.
- Sprinkler riser is located on the apparatus bay floor. This is allowed but does allow for tampering with valves and equipment. Best practice is to provide a location for this equipment that can be secured and protected.



Work Room

- Existing work room is slightly oversized to house all of the Fire Company's vehicle part storage. Existing work includes work bench, tool box, hazard storage and janitor equipment.



SECTION 5

Fire Station No.61 & No.62 Recommendations

Analysis of Glen Ellyn Volunteer Fire Company Station No.61 & No.62:

The analysis of Fire Station No.61 & No.62 focuses on 5 major points of concern:

1. Systems, equipment, and spaces/ functions that the facility should have with regards to current Fire Service standards and recommendations
2. Space the current Fire Station is lacking because of the size of existing facility.
3. Relationships/ interconnection & separation/ isolation of spaces.
4. Building envelope issues/ concerns and structural deficiencies
5. Miscellaneous comments/ issues

Each item has also been evaluated on a life safety basis. Certain items should be completed sooner than others, based upon the impact they have on the safety of the occupants, officers, firefighters, or public. Categories are as follows:

- (a) Urgent – items that present an immediate hazard to the safety of the occupants. Typically, these items should be corrected within a 1-year period.
- (b) Required – items that are necessary for a safe environment but present less of an immediate hazard to the safety of the occupants. Typically, these items should be typically corrected within a 2-year period.
- (c) Recommended – items that do not present any immediate hazard to the occupants. Typically, these items should be typically completed within a 3-year period if included in the Company's plan.

This double classification approach is shown to provide a minimum amount of work required to get the current facilities safe for its occupants. It helps define each item according to operations and need. Ultimately, it helps the Company plan on how best to address points of concern throughout the facility. Correcting each safety item classified (a) or (b), however, will still not address any space shortcomings in the building.

Glen Ellyn Volunteer Fire Company – Station 61		Type of Item	Priority of Item	
Item/ Issue		1, 2, 3, 4, 5	a, b, c	Estimated Impact
1	61 - Replace flat roof membrane - End of life expectancy	4	c	\$100,000
2	61 - Prep and repaint exposed exterior steel lintels	4	c	\$15,000
3	61 - Clean brick from efflorescence, assuming roof is repaired to stop water infiltration	4	c	\$15,000
4	61 - Repair/ replace exterior tile accent work	4	c	\$50,000
5	61 - Repair/ replace overhead doors	4	c	\$100,000
6	61 - Make the station ADA accessible. This includes zero-entry, ramps, lifts, door clearances, and/or elevator	1	b	\$500,000
7	61 - Provide accessible toilet fixtures, showers, lavatories, sinks, & kitchen.	1	b	\$150,000
8	61 - Provide required secondary egress stair from the second floor	1	a	\$250,000
9	61 - Provide required fire rating around existing stairway. Modify stair to meet code requirements.	1	a	\$90,000
10	61 - Provide floor drains in first floor toilet room and second floor mechanical rooms	1	b	\$20,000
11	61 - Install undersink piping protection	1	b	\$1,000
12	61 - Provide NFPA 72 gas detection system in apparatus bays	1	a	\$75,000
13	61 - Upgrade lighting to LED	5	c	\$120,000
14	61 - Repair structural issue in apparatus bay masonry in the SW corner	4	b	\$10,000
15	61 - Replace mechanical systems for apparatus bays - end of life expectancy	5	c	\$35,000
16	61 - Address concrete slab cracking in apparatus bays	5	c	\$5,000

Glen Ellyn Volunteer Fire Company – Station 62		Type of Item	Priority of Item	
Item/ Issue		1, 2, 3, 4, 5	a, b, c	Estimated Impact
1	62 - Replace asphalt parking lot - End of life expectancy	5	c	\$35,000
2	62 - Replace concrete apron	5	c	\$40,000
3	62 - Clean brick from efflorescence, repair roof coping to stop water infiltration	4	c	\$12,000
4	62 - Prep and repaint exposed exterior steel lintels	4	c	\$14,000
5	62 - Repair columns at front entry	4	c	\$5,000
6	62 - Make the station ADA accessible. This includes zero-entry, ramps, lifts, door clearances, and/or elevator	1	b	\$400,000
7	62 - Provide required secondary egress stair from the second floor	1	a	\$250,000
8	62 - Provide required fire rating around existing stairway. Modify stair to meet code requirements.	1	a	\$80,000
9	62 - Provide accessible toilet fixtures, showers, lavatories, sinks, & kitchen.	1	b	\$160,000
10	62 - Upgrade lighting to LED	5	c	\$80,000

SECTION 5

Fire Station No.61 & No.62

Recommendations

Summary of Recommendations:

This facility study includes an evaluation of the existing stations, an analysis of each station's space needs, and a conceptual design study to identify how a renovation of the each station to improve the workflow and efficiencies for the Fire Company.

The purpose of evaluating the existing stations is to review the current building conditions with regards to current Fire service, building codes, space requirements, and facility requirements, as well as current staffing arrangements of the Company's future growth. By evaluating and making recommendations to prioritize and address the current building conditions, a baseline cost impact is established to bring the building up to current standards, without addressing space or operational deficiencies.

Total impact of the existing building conditions:

Station 61:	Low	\$X
	High	\$X
Station 62:	Low	\$X
	High	\$X

The space needs analysis compares the existing square footage of the spaces/rooms against the required square footage, based on industry standards, code requirements and past project experience. From the findings of the space needs analysis, it was determined that the space needs for each station exceeds the current space available within their existing buildings.

The conceptual design study provides potential solutions on how best to modify each station to meet the Company's current and future needs highlighted throughout this study.

Summary of Concepts/Budgets

X

This study is to be utilized as a starting point and is intended to provide the Glen Ellyn Volunteer Fire Company with the necessary information to make an informed decision on which direction should be taken to address the space needs for Fire Stations No 61 & No 62.

Once the decision is made whether to renovate and build additions, or build a new building in the case of Station 61, FGM Architects is prepared to assist the Company as needed.

SECTION 6**Fire Station No.61 & No.62****Potential Solutions****Potential Solutions**

Utilizing the space needs identified in Section 3, potential conceptual solutions were developed to identify how renovations and/or additions could take advantage of the existing space (facility) and create more efficient flow and workspace for both departments and bring the facility up to date to current standards.

Four solutions were explored to look at how the existing building could be renovated, and how much additional space might be needed to accomplish the long-term goals of the Fire Company.

It should be noted that working within an existing structure with various constraints and limitations can be less efficient and require additional space to meet the program needs.

The Potential Solutions studied include the following:

Fire Station No.61

- Phase 1** – Circulation Addition & Renovate Toilet rooms
- Phase 2** – Renovation of Administration and Residence Areas
- New Station** – Demo/Replace Fire Station

Fire Station No.62

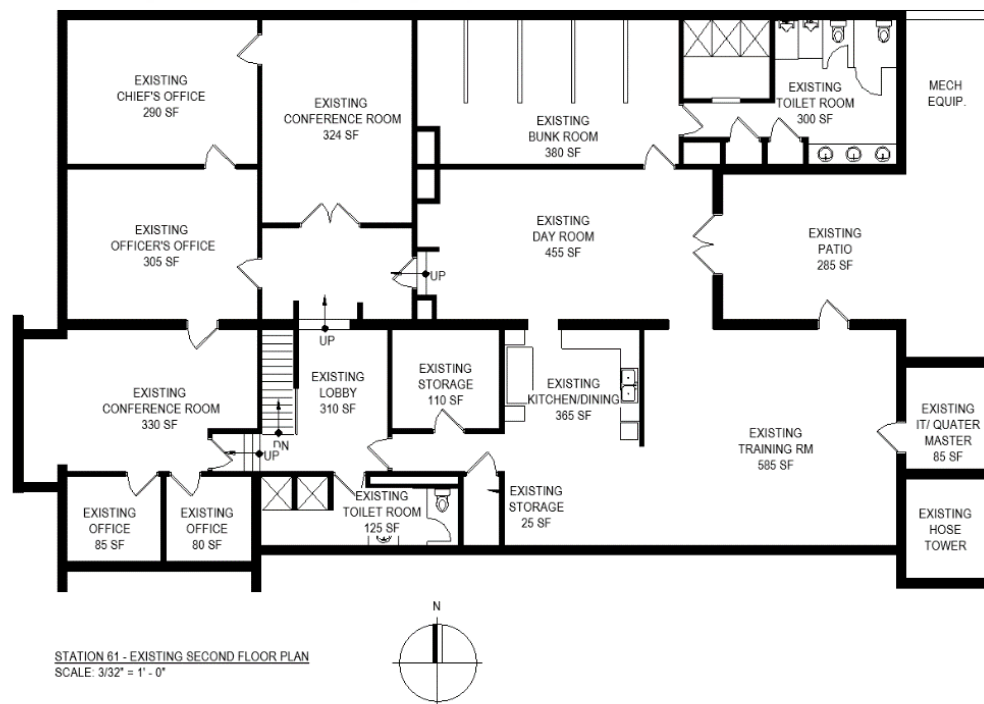
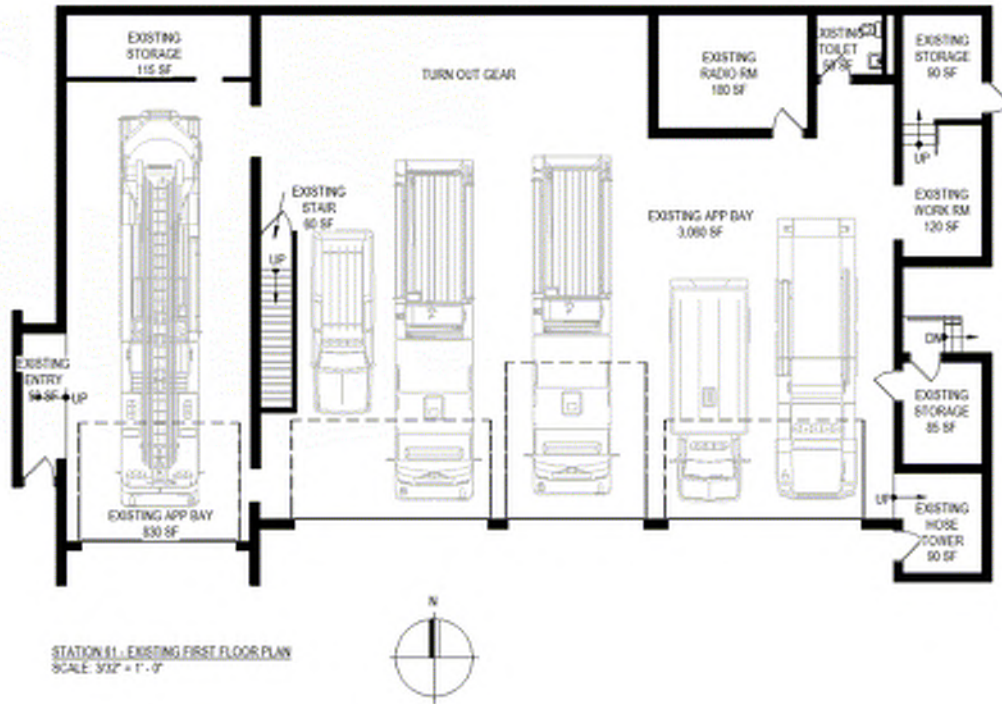
- Phase 1** – Circulation Addition, Bay Support Addition, and Renovate Toilet rooms
- Phase 2** – Renovation of Residence, First Floor
- Phase 3** – Renovation of Residence, Second Floor (can be done with Phase 2 for cost savings on efficiency)

On the following pages are descriptions, plan diagrams, and budgets of each concept explored.

SECTION 6

Fire Station No.61

Existing Plan Diagrams

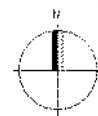


SECTION 6

Fire Station No.61

Addition/Renovation: Concept A - Phase 1

Site Plan Diagram

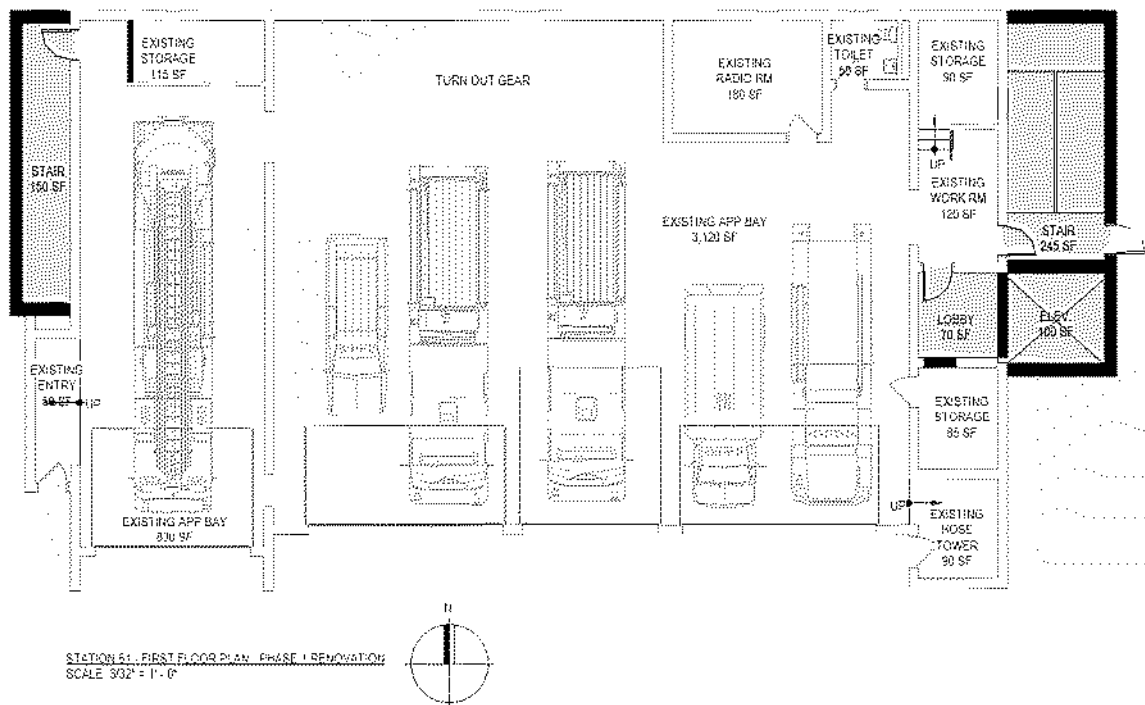


SECTION 6

Fire Station No.61

Addition/Renovation: Concept A - Phase 1

First Floor Plan Diagram



FGMARCHITECTS		Glen Ellyn Volunteer Fire Company					
April 11, 2022		Station 61					
FGMA# 22-3310.01		Renovation - Phase 1 - Scope and Budget					
Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		193	SF	135	26,055	27,985
1.2	Medium Renovation		0	SF	183	0	0
1.3	Heavy Renovation		1,290	SF	255	328,350	352,170
1.4	Bidding Contingency	10% of Construction Cost				35,243	38,016
1.5	Subtotal					\$389,648	\$418,171
2.0	Fire Station Addition						
2.1	Station Addition		1,245	SF	325	404,625	437,075
2.2	Exterior Envelope	Structural steel and maintenance	1	Allowance		85,000	100,000
2.3	Replace OH Doors		4	Each	18,000	72,000	100,000
2.4	Site Work		1	Allowance		80,000	120,000
2.5	Bidding Contingency	10% of Construction Cost. Includes current market premiums				64,163	73,708
2.6	Subtotal					\$705,788	\$810,783
3.0	SubTotal Project Budget					\$1,095,436	\$1,228,954
3.1	Construction Contingency	10% of Construction Cost				309,346	122,895
3.2	Architectural & Engineering Fees	10% of Construction Cost				309,346	122,895
3.3	Environmental Testing	0.7%				5,467	6,145
3.4	Legal, Survey, Env. Fees	0.7%				5,467	6,145
3.5	Utility & Permit Fees	0.7%				5,467	6,145
3.6	Material Testing During Construction		1	Allowance		3,500	5,000
3.7	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
3.8	Plan Printing		1	Allowance		2,000	2,500
3.9	Fixtures, Furnishings, & Equipment	21.8% (usually 1% of Construction Cost)				TBD	TBD
3.10	Subtotal					\$1,334,048	\$1,500,678
3.11	TOTAL PROJECT BUDGET					\$1,334,048	\$1,500,678
3.12	5% Inflation (if bid in 2023)		244,700	Low	175.00% High	\$1,400,750	\$1,575,712

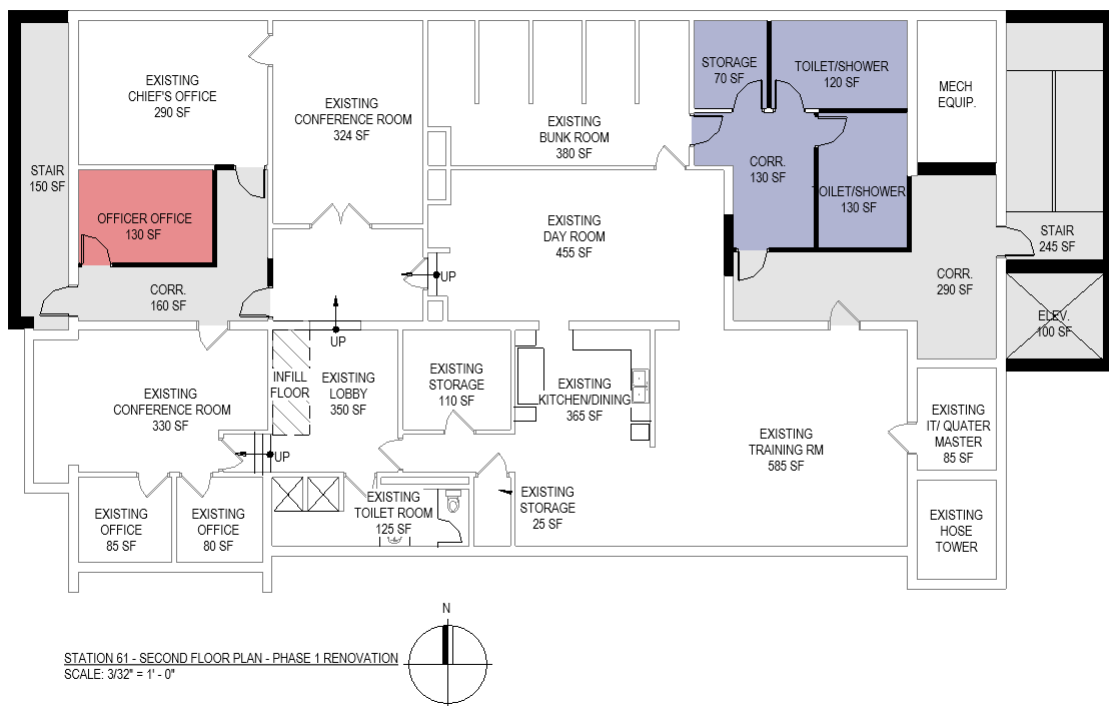
- 4.0 NOTES:**
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SECTION 6

Fire Station No.61

Addition/Renovation: Concept A - Phase 2

Second Floor Plan Diagram





Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		540	SF	135	72,900	78,300
1.2	Medium Renovation		1,180	SF	185	215,940	233,540
1.3	Heavy Renovation		1,045	SF	255	265,385	285,285
1.4	Bidding Contingency	10% of Construction Cost				55,123	60,313
1.5	Subtotal					\$608,548	\$663,438
2.0	SubTotal Project Budget					\$608,548	\$663,438
2.1	Construction Contingency	20% of Construction Cost				60,855	66,344
2.2	Architectural & Engineering Fees	10% of Construction Cost				60,855	66,344
2.6	Material Testing During Construction		1	Allowance		3,500	5,000
2.7	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
2.8	Plan Printing		1	Allowance		2,000	2,500
2.9	Fixtures, Furnishings, & Equipment	100% of Quality 75% of Construction Cost				TBD	TBD
2.10	Subtotal					\$735,757	\$803,625
2.11	TOTAL PROJECT BUDGET					\$735,757	\$803,625
2.12	5% Inflation (if bid in 2023)		536,788	Low	536,788	High	
						\$772,545	\$843,806

3.0 NOTES:

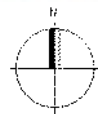
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SECTION 6

Fire Station No.61

New Construction

Site Plan Diagram

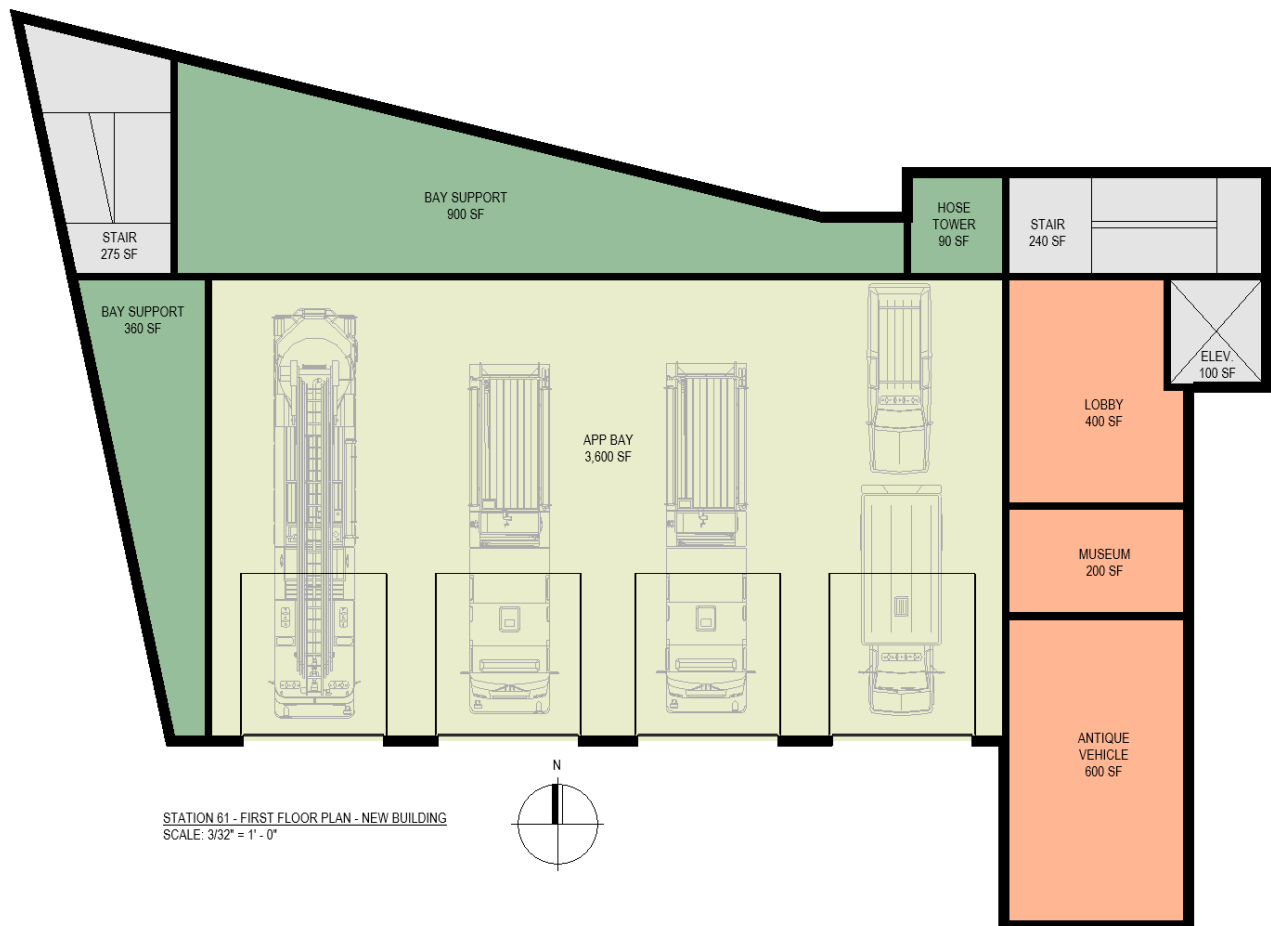


SECTION 6

Fire Station No.61

New Construction

First Floor Plan Diagram



SECTION 6

Fire Station No.61

New Construction

Second Floor Plan Diagram

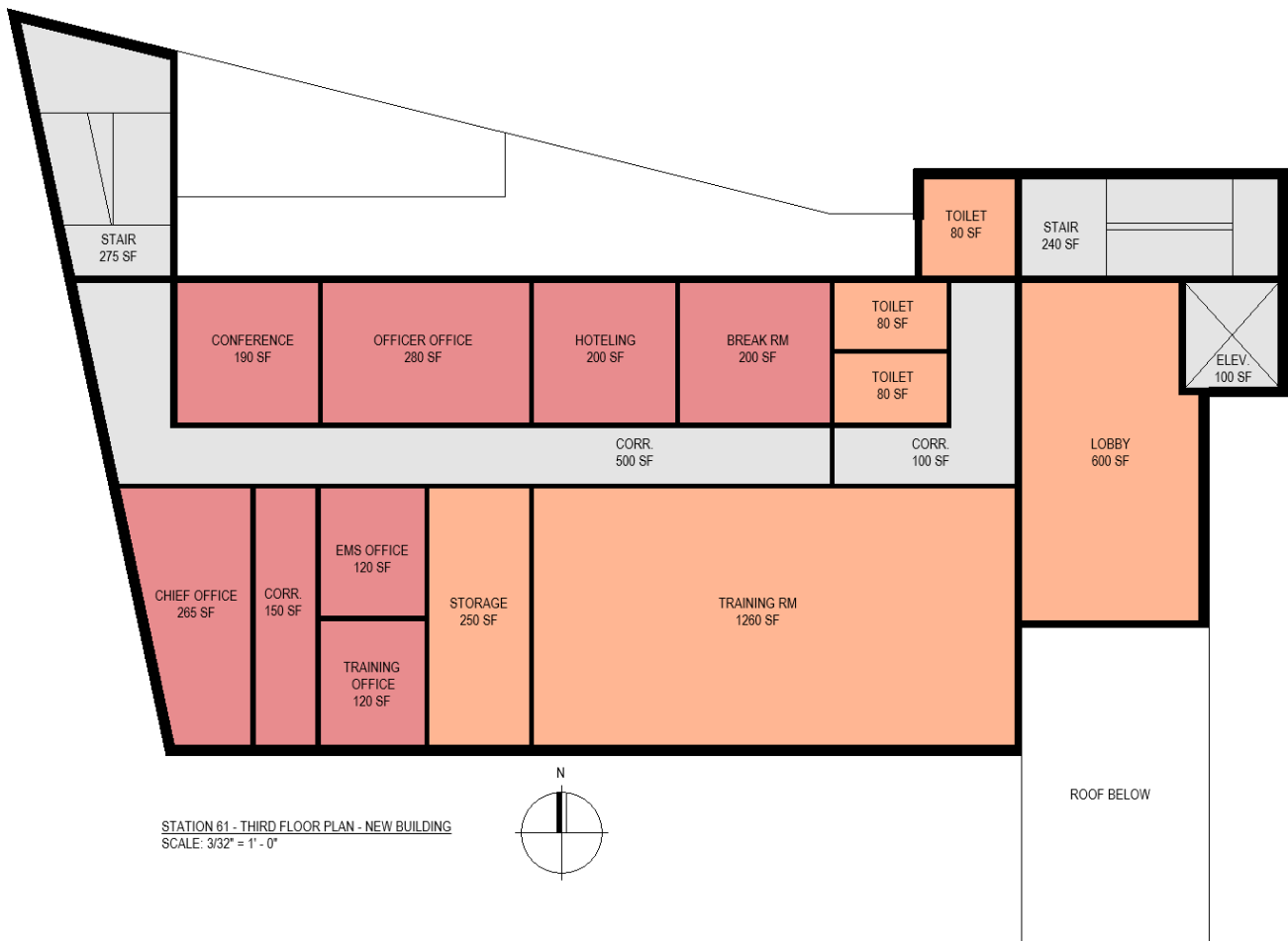


SECTION 6

Fire Station No.61

New Construction

Third Floor Plan Diagram





Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost	
1.0	New Fire Station							
1.1	New Station Construction		21,500	SF	320	340	6,880,000	7,300,000
1.2	Demolish Existing Station		30,595	SF	12	15	327,140	158,925
1.3	Site Work	Gravel of Village parking	1	Allowance			350,000	200,000
1.4	Bidding Contingency	3.0% of Construction Cost includes current market conditions					3,076,571	1,150,889
1.5	Subtotal						\$8,230,711	\$8,819,264
2.0	SubTotal Project Budget						\$8,230,711	\$8,819,264
2.1	Construction Contingency	2.0% of Construction Cost					823,071	881,926
2.2	Architectural & Engineering Fees	3.0% of Construction Cost					823,071	881,926
2.3	Legal, Survey, Env. Fees	5.0%					82,307	88,193
2.4	Utility & Permit Fees	10.0%					41,154	44,096
2.5	Material Testing During Construction		1	Allowance			3,500	5,000
2.6	Moving Costs/ Relocating Costs		1	Allowance		TBD		TBD
2.7	Plan Printing		1	Allowance			2,000	2,500
2.8	Fixtures, Furnishings, & Equipment	2.0% of Construction Cost				TBD		TBD
2.9	Subtotal						\$90,005,834	\$18,722,905
2.10	TOTAL PROJECT BUDGET						\$90,005,834	\$18,722,905
2.11	5% Inflation (if bid in 2024)		200,000	Low	200,000	High	\$10,506,105	\$11,759,051

1.0 NOTES:

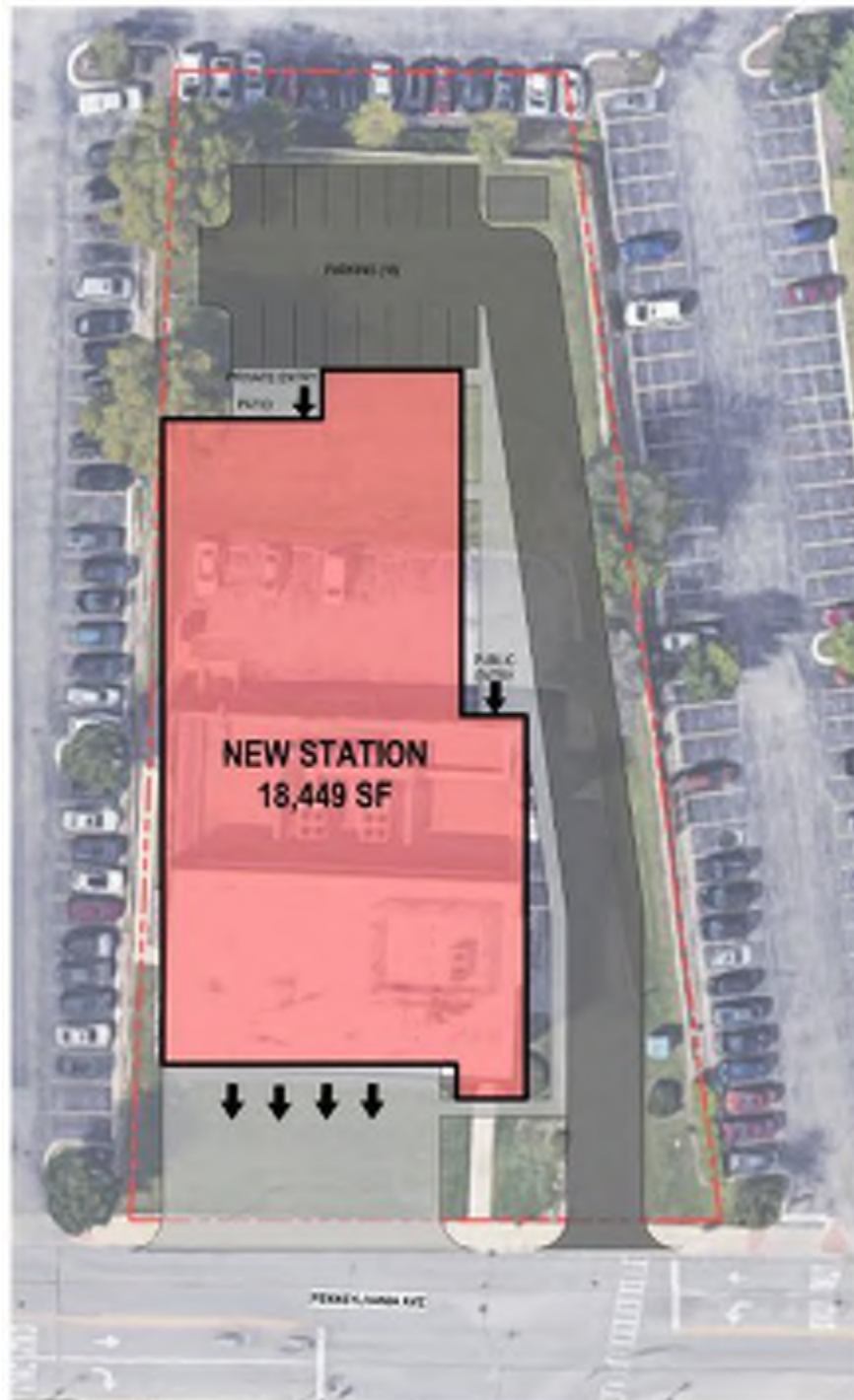
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SECTION 6

Fire Station No.61

New Site

Site Plan Diagram



Fire Station No.61
New Site
First Floor Plan Diagram





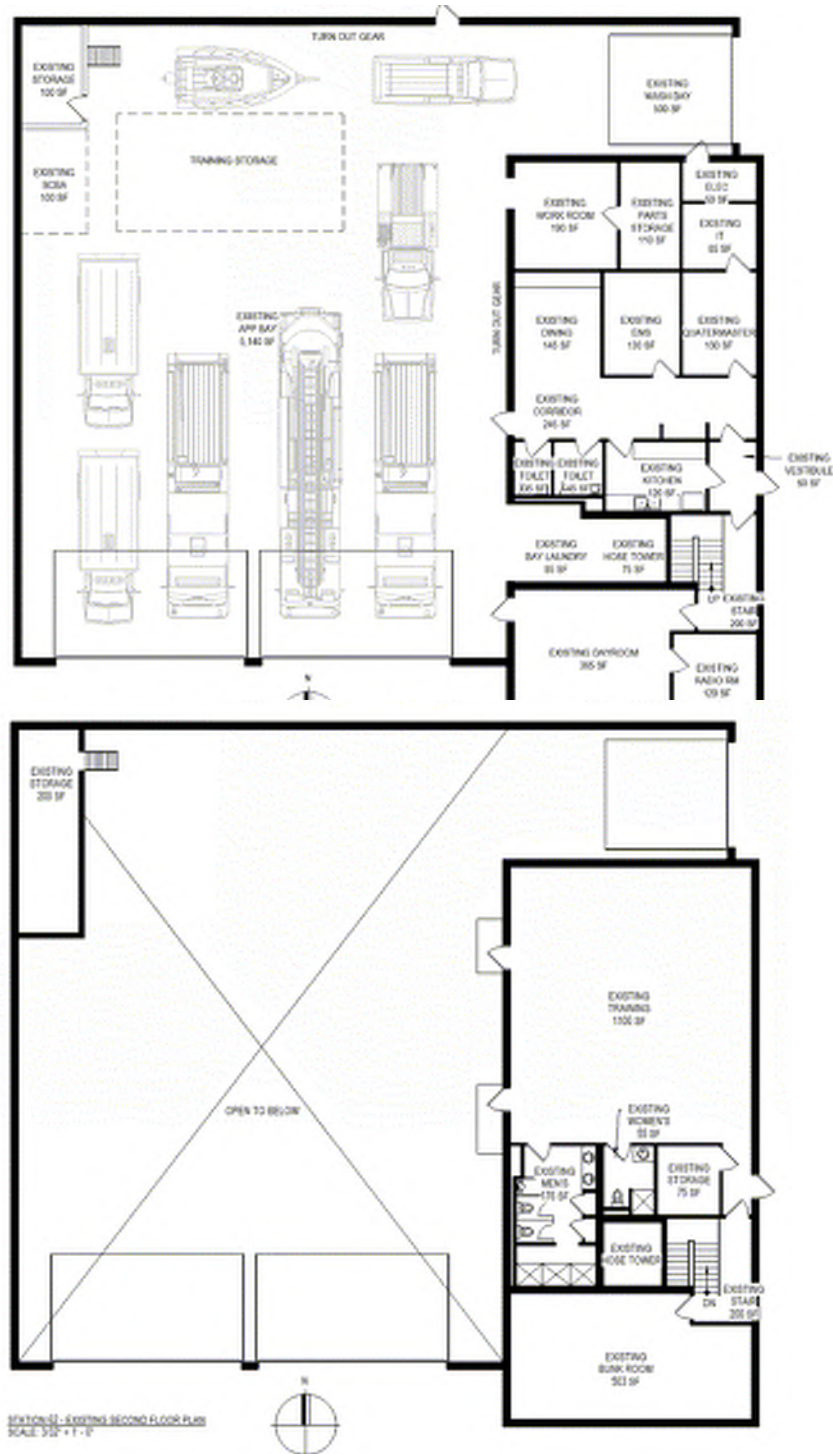
Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	New Fire Station						
1.1	New Station Construction		18,995	SF	415	7,882,925	8,167,850
1.2	Demolish Existing Building		11,274	SF	13	146,562	180,384
1.4	Bidding Contingency	2.5% of Construction Cost, Includes current market premiums				1,204,423	1,252,235
1.5	Subtotal					\$9,233,910	\$9,600,469
2.0	Subtotal Project Budget					\$9,233,910	\$9,600,469
2.1	Construction Contingency	3.0% of Construction Cost				923,391	960,047
2.2	Architectural & Engineering Fees	3.0% of Construction Cost				923,391	960,047
2.3	Legal, Survey, Env. Fees	1.0%				92,339	96,005
2.4	Utility & Permit Fees	0.75%				46,173	48,003
2.5	Material Testing During Construction		1	Allowance		8,500	5,000
2.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
2.7	Plan Printing		1	Allowance		2,000	2,500
2.8	Furniture, Furnishings, & Equipment	30% of Utility 75% of Construction Cost				TBD	TBD
2.9	Subtotal					\$11,224,781	\$11,672,070
2.10	TOTAL PROJECT BUDGET					\$11,224,781	\$11,672,070
2.11	5% inflation if bid in 2024					\$13,785,936	\$12,355,678

NOTES:

- 3.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
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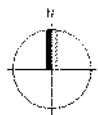
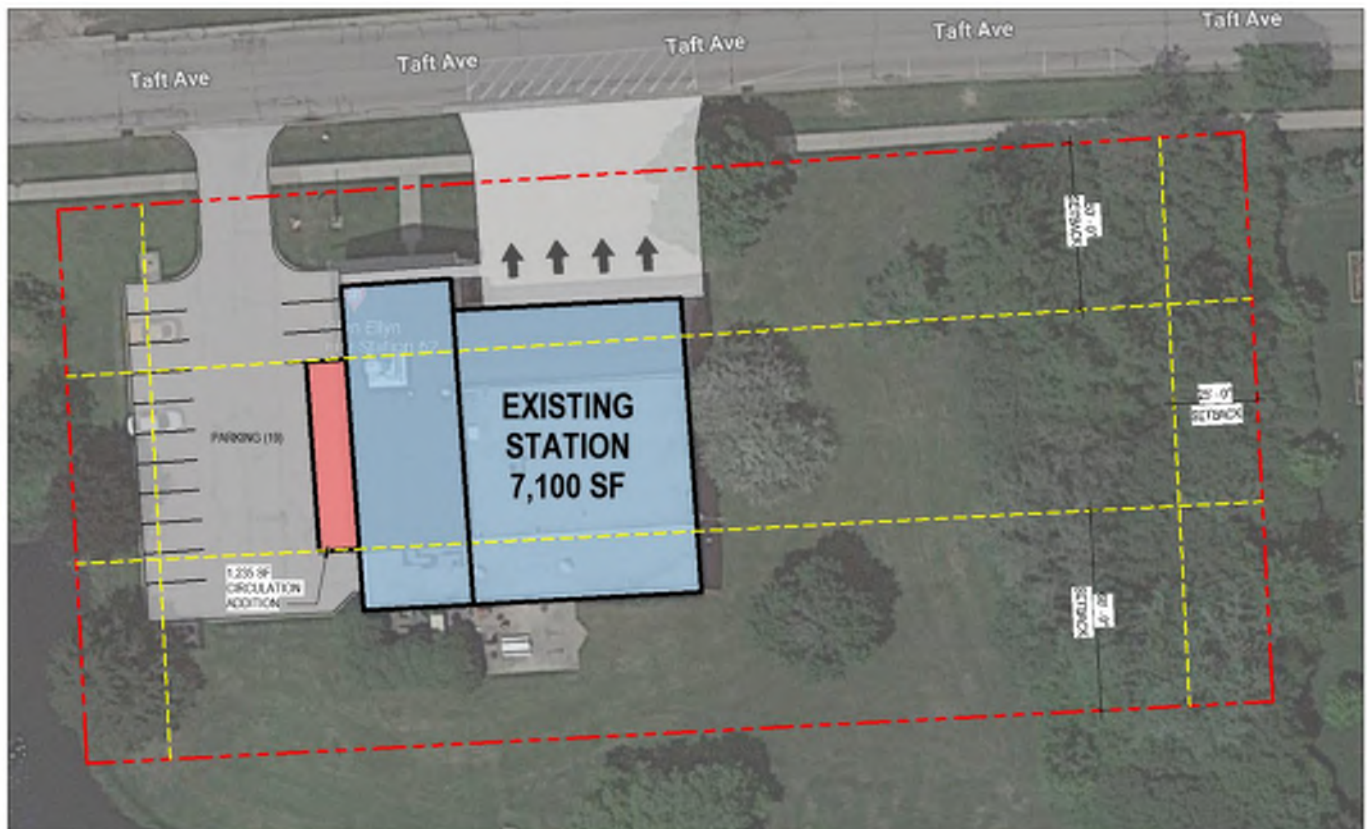
SECTION 6

Fire Station No.62 Existing Plan Diagrams



SECTION 6

Fire Station No.62
Renovation Phase 1
Site Plan Diagram

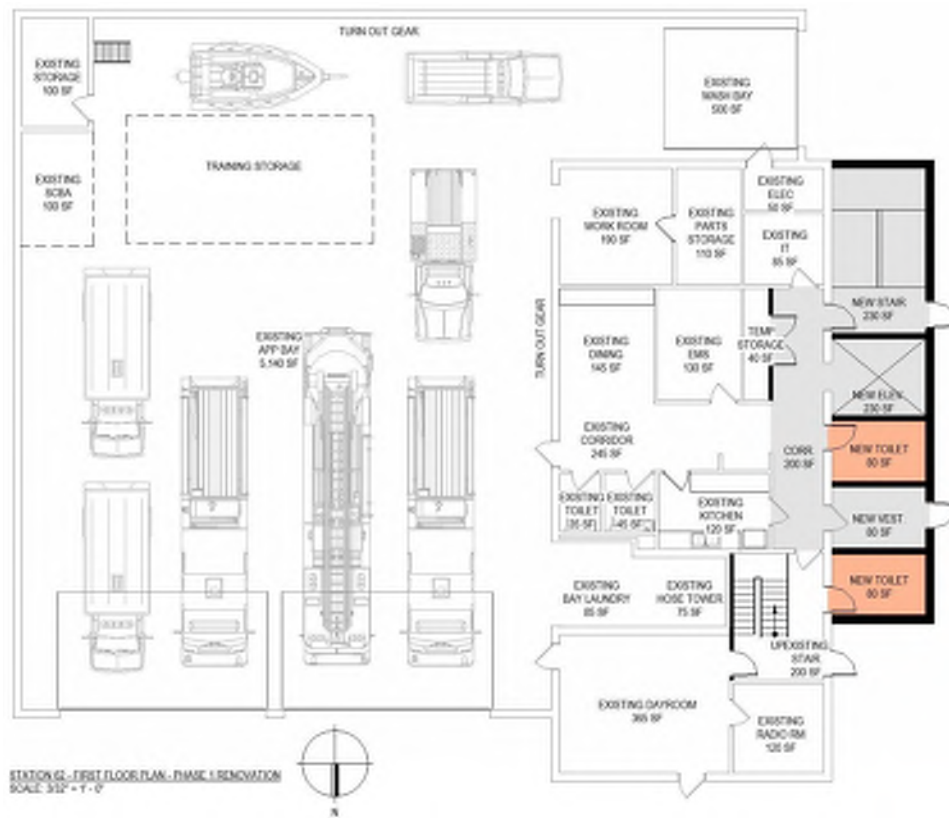


SECTION 6

Fire Station No.62

Addition/Renovation: Concept A - Phase 1

First Floor Plan Diagram

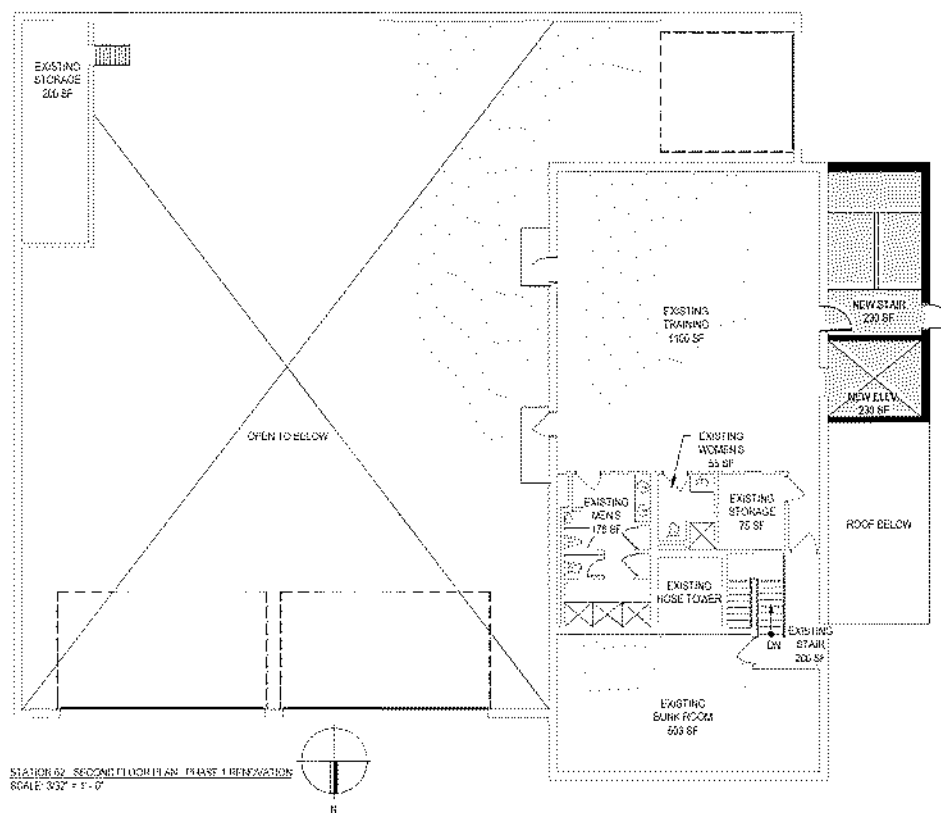


SECTION 6

Fire Station No.62

Addition/Renovation: Concept A - Phase 1

Second Floor Plan Diagram





Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost	
1.0	Fire Station Renovation							
1.1	Light Renovation		310	SF	135	41,850	44,910	
1.2	Medium Renovation		0	SF	183	0	0	
1.3	Heavy Renovation		0	SF	245	0	0	
1.4	Bidding Contingency	10% of Construction Fees				4,185	4,495	
1.5	Subtotal					\$46,035	\$49,405	
2.0	Fire Station Addition							
2.1	Station Addition		2,250	SF	325	731,250	753,750	
2.2	Exterior Envelope		1	Allowance		80,000	120,000	
2.3	Replace OH Doors		2	Each	18,000	36,000	50,000	
2.4	Site Work	none existing lot to the east	1	Allowance		840,000	175,000	
2.5	Bidding Contingency	10% of Construction Cost, includes current market conditions				99,725	109,875	
2.6	Subtotal					\$1,996,975	\$3,208,625	
3.0	SubTotal Project Budget					\$1,143,090	\$3,258,070	
3.1	Construction Contingency	10% of Construction Cost				114,309	125,807	
3.2	Architectural & Engineering Fees	10% of Construction Cost				114,309	125,807	
3.3	Legal, Survey, Env. Fees	0.7%				5,735	6,290	
3.4	Utility & Permit Fees	0.5%				5,735	6,290	
3.5	Material Testing During Construction		1	Allowance		3,500	5,000	
3.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD	
3.7	Plan Printing		1	Allowance		2,000	2,500	
3.8	Furniture, Furnishings, & Equipment	10% of (Subtotal 7% of Construction Cost)				TBD	TBD	
3.9	Subtotal					\$1,888,542	\$3,529,765	
3.10	TOTAL PROJECT BUDGET					\$1,888,542	\$3,529,765	
3.11	4% Inflation if bid in 2023		EST. MID	Low	143,261	High	\$1,466,084	\$1,590,955

4.0 NOTES:

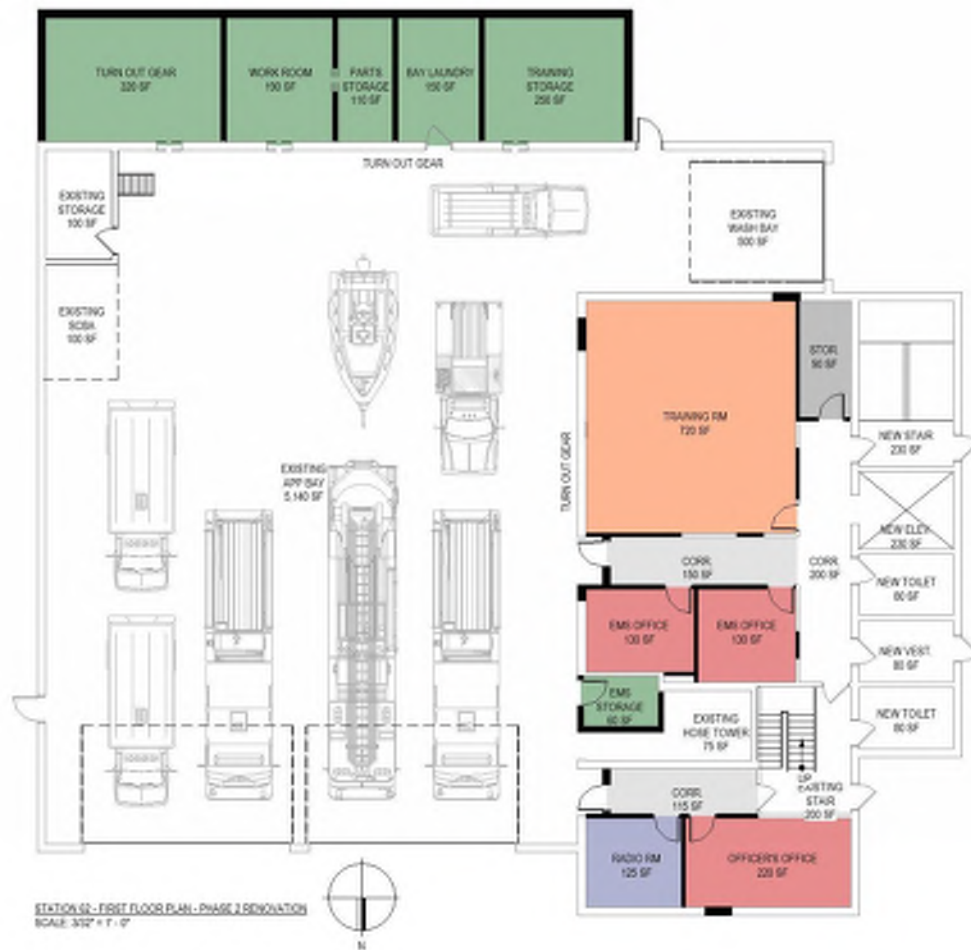
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SECTION 6

Fire Station No.62

Addition/Renovation: Concept A - Phase 2

Second Floor Plan Diagram

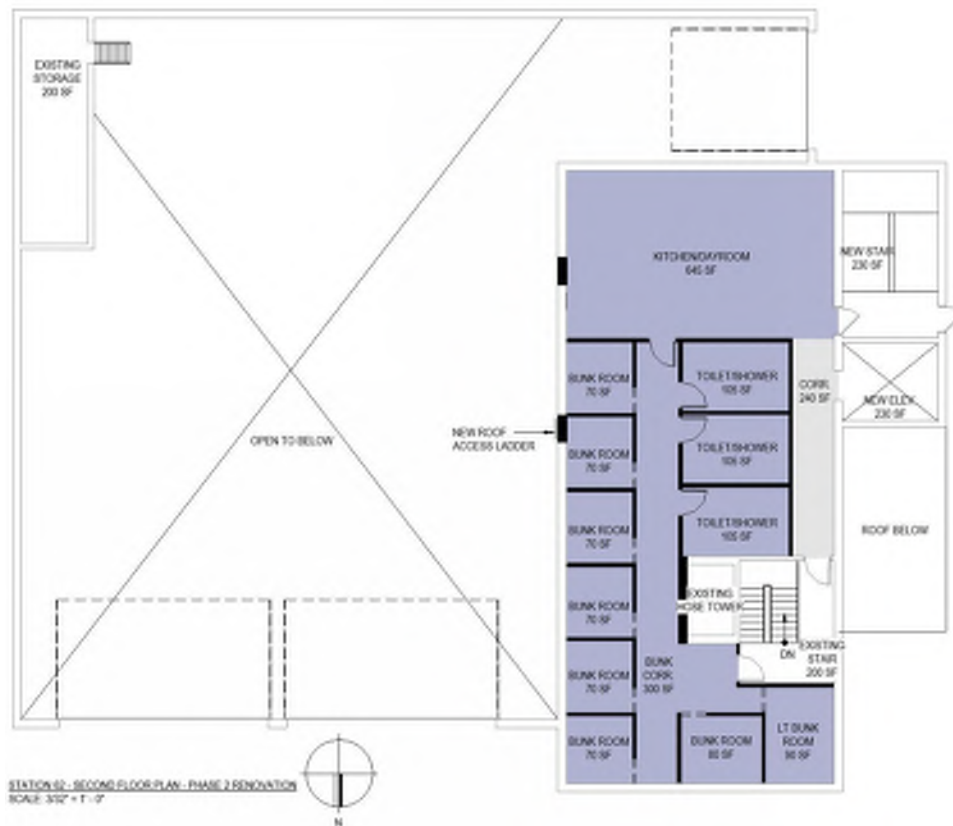


SECTION 6

Fire Station No.62

Addition/Renovation: Concept A - Phase 2

First Floor Plan Diagram





Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		0	SF	115	0	0
1.2	Medium Renovation		1,555	SF	183	284,565	335,665
1.3	Heavy Renovation		460	SF	245	111,780	120,780
1.4	Bidding Contingency	10% of Construction Cost				89,615	45,665
1.5	Subtotal					\$435,960	\$480,810
2.0	SubTotal Project Budget					\$435,960	\$480,810
2.1	Construction Contingency	20% of Construction Cost				45,598	45,031
2.2	Architectural & Engineering Fees	10% of Construction Cost				45,598	45,031
2.3	Material Testing During Construction		1	Allowance		3,500	5,000
2.4	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
2.5	Plan Printing		1	Allowance		2,000	2,500
2.6	Fixtures, Furnishings, & Equipment	100% of 20% of Construction Cost				TBD	TBD
2.7	Subtotal					\$528,675	\$583,871
2.8	TOTAL PROJECT BUDGET					\$528,675	\$583,871
2.9	4% Inflation (if bid in 2023)		121,040	Year	12% / Year	\$549,822	\$607,226

3.0 NOTES:

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Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		130	SF	135	17,550	18,850
1.2	Medium Renovation		725	SF	183	132,675	147,175
1.3	Heavy Renovation		1,265	SF	243	307,395	332,695
1.4	Rolling Contingency	50% of Construction Cost				45,762	49,872
1.5	Subtotal					\$501,382	\$548,592
2.0	SubTotal Project Budget					\$501,382	\$548,592
2.1	Construction Contingency	20% of Construction Cost				50,138	54,859
2.2	Architectural & Engineering Fees	50% of Construction Cost				50,138	54,859
2.3	Material Testing During Construction		1	Allowance		3,500	5,000
2.4	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
2.5	Plan Printing		1	Allowance		2,000	2,500
2.6	Furniture, Furnishings, & Equipment	20% of Subtotal 1.5 of Construction Cost				TBD	TBD
2.7	Subtotal					\$609,158	\$665,810
2.8	TOTAL PROJECT BUDGET					\$609,158	\$665,810
2.9	4% Inflation if bid in 2023		124,360	low	126,610	high	
						\$633,941	\$692,443

3.0 NOTES:

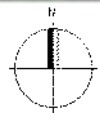
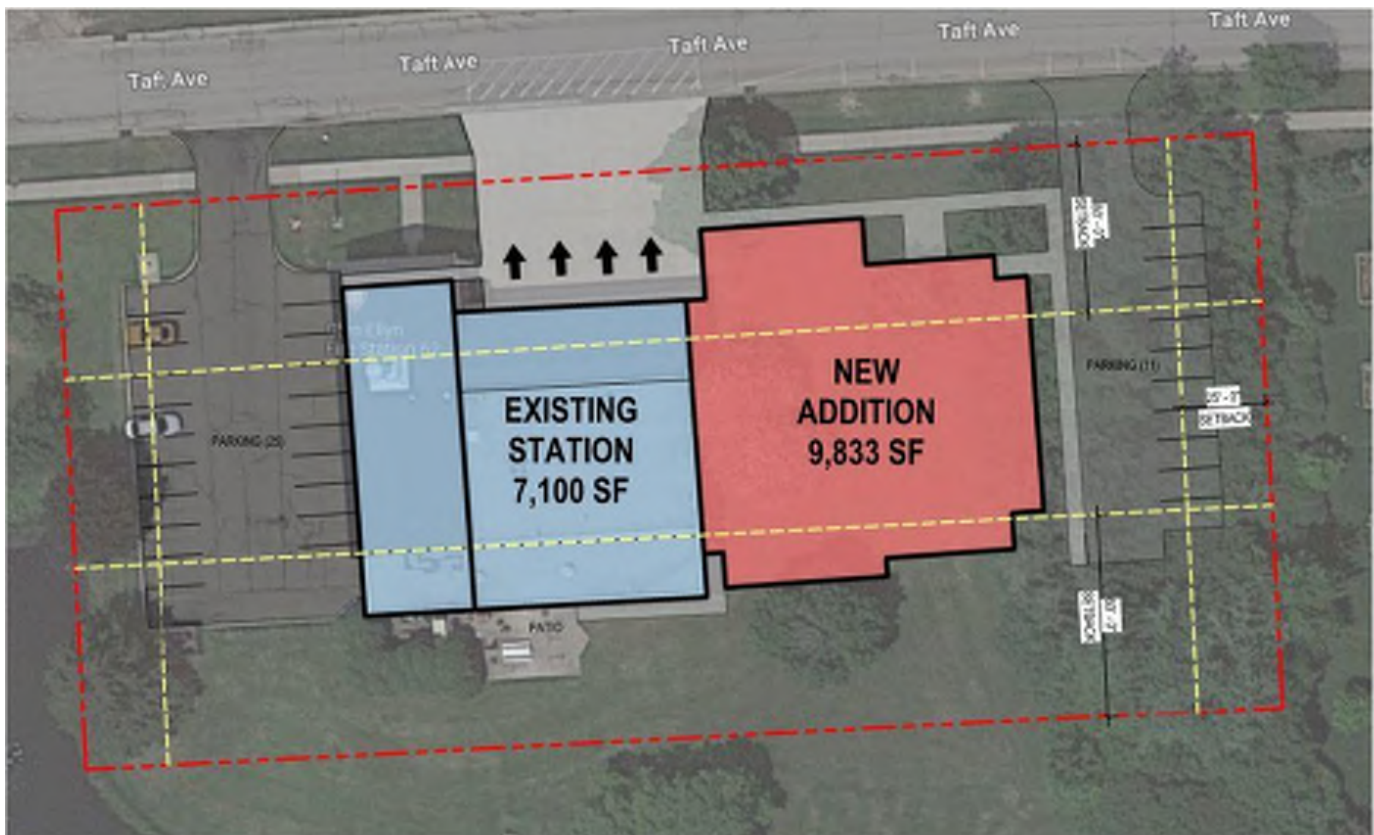
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SECTION 6

Fire Station No.62

Renovation/Addition – Concept B

Site Plan Diagram

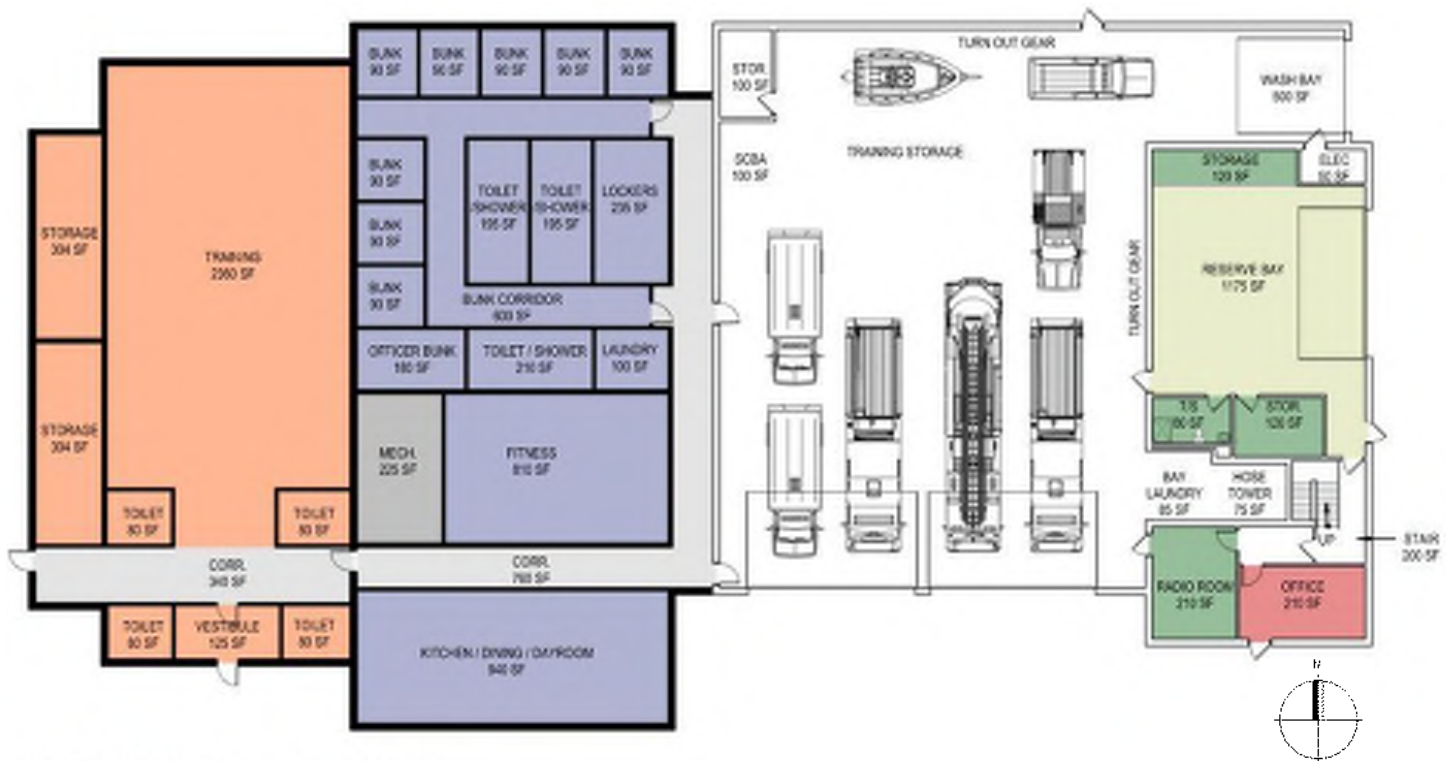


SECTION 6

Fire Station No.62

Addition/Renovation – Concept B

First Floor Plan Diagram



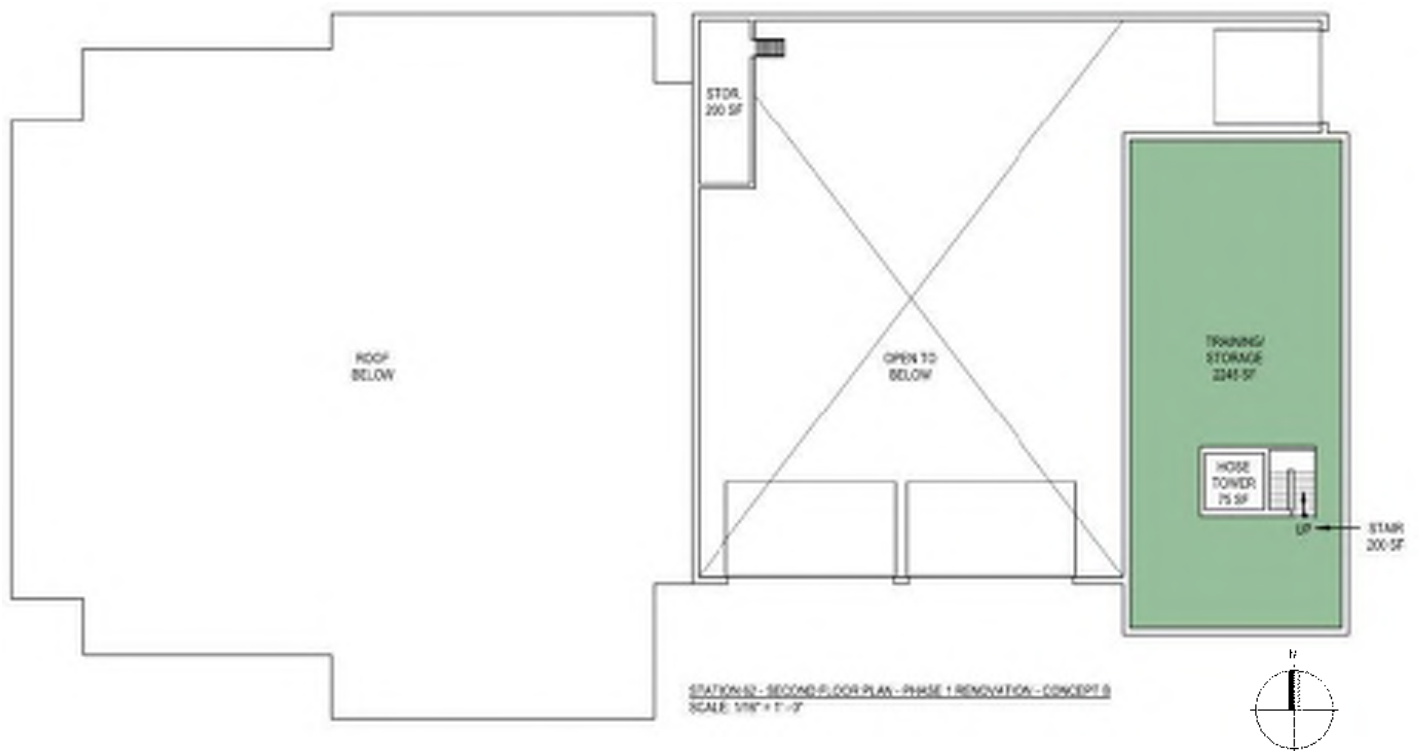
STATION 62 - FIRST FLOOR PLAN - PHASE I RENOVATION - CONCEPT B
SCALE: 1/8" = 1' - 0"

SECTION 6

Fire Station No.62

Addition/Renovation – Concept B

Second Floor Plan Diagram



FGMARCHITECTS		Glen Elynn Volunteer Fire Company					
June 29, 2022		Station 62					
FGMAR 22-3310.01		Add/Reno - Option B - Scope and Budget					
Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		8,725	SF	145	1,265,125	1,352,375
1.2	Medium Renovation		3,180	SF	181	215,640	288,540
1.3	Heavy Renovation		280	SF	263	58,120	63,120
1.4	Bidding Contingency	3% of Construction Cost				230,908	248,255
1.5	Subtotal					\$1,770,293	\$1,993,290
2.0	Fire Station Addition						
2.1	Station Addition		9,845	SF	340	3,347,800	3,593,425
2.2	Exterior Envelope		1	Allowance		110,000	140,000
2.3	Replace Oil Doors	replace doors, and new door	3	Each	18,000	54,000	75,000
2.4	Site Work	new parking lot to the east	1	Allowance		160,000	190,000
2.5	Bidding Contingency	3.1% of Construction Cost. Includes current market premiums				550,695	599,764
2.6	Subtotal					\$4,223,995	\$4,598,189
3.0	Subtotal Project Budget					\$5,994,288	\$6,591,479
3.1	Construction Contingency	3.0% of Construction Cost				599,229	650,148
3.2	Architectural & Engineering Fees	3.0% of Construction Cost				599,229	650,148
3.3	Legal, Survey, Env. Fees	0.3%				29,961	32,507
3.4	Utility & Permit Fees	0.3%				29,961	32,507
3.5	Material Testing During Construction		1	Allowance		5,500	5,000
3.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
3.7	Plan Printing		1	Allowance		2,000	2,500
3.8	Furniture, Furnishings, & Equipment	3% of Construction Cost				TBD	TBD
3.9	Subtotal					\$7,256,168	\$7,874,290
3.10	TOTAL PROJECT BUDGET					\$7,256,168	\$7,874,290
4.11	10% inflation of bid in 2026		(\$10,147) Low		(\$14,011) High	\$7,546,453	\$8,189,261

4.0 NOTES:

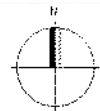
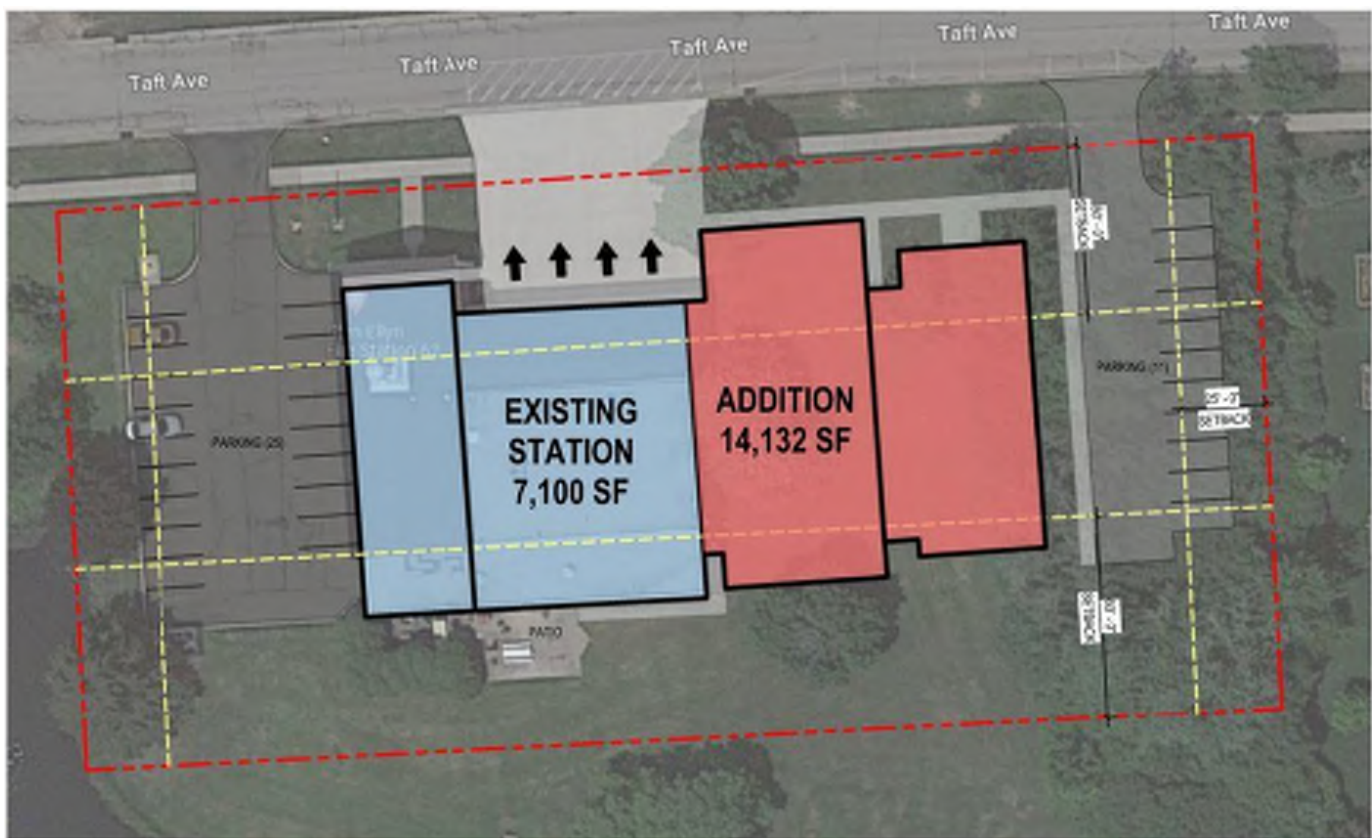
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SECTION 6

Fire Station No.62

Renovation/Addition – Concept C

Site Plan Diagram

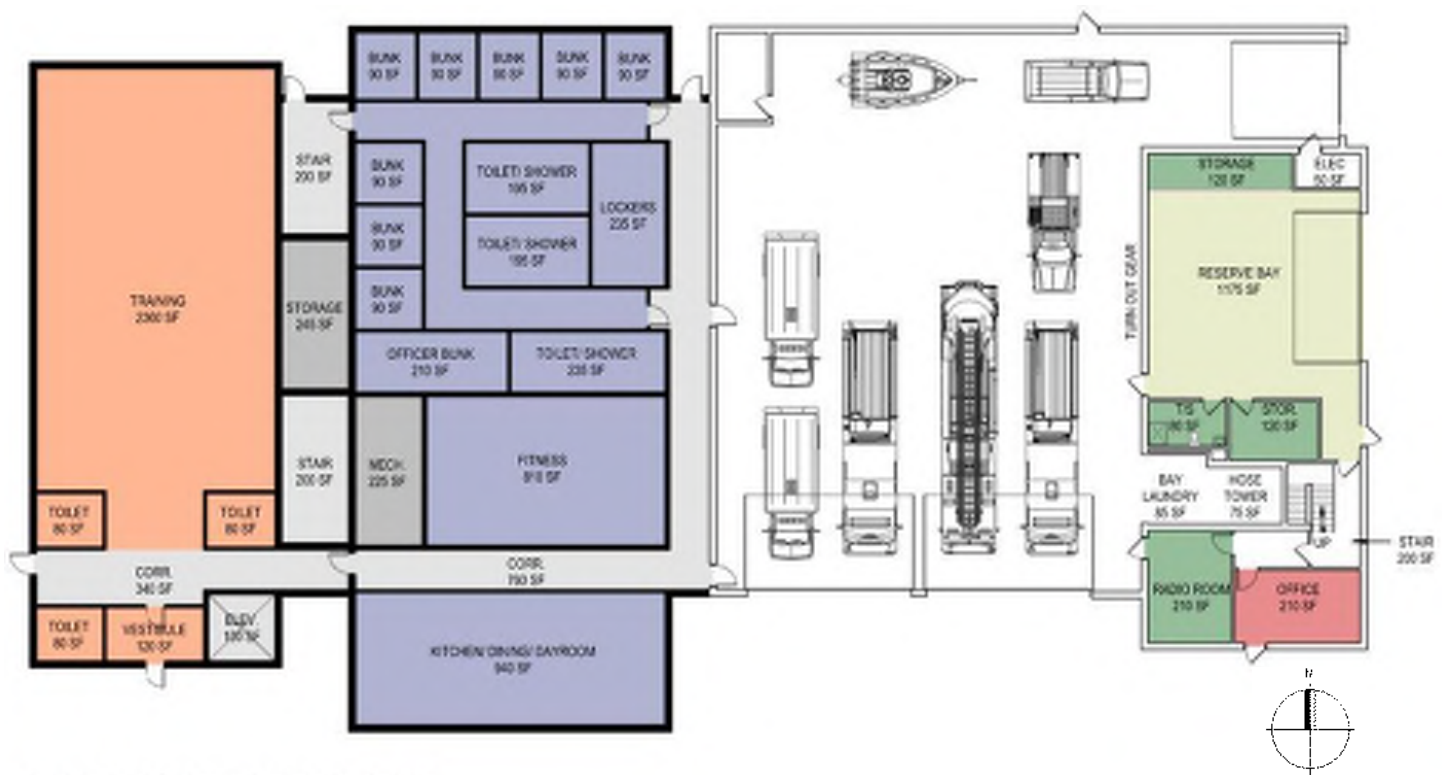


SECTION 6

Fire Station No.62

Addition/Renovation – Concept C

First Floor Plan Diagram



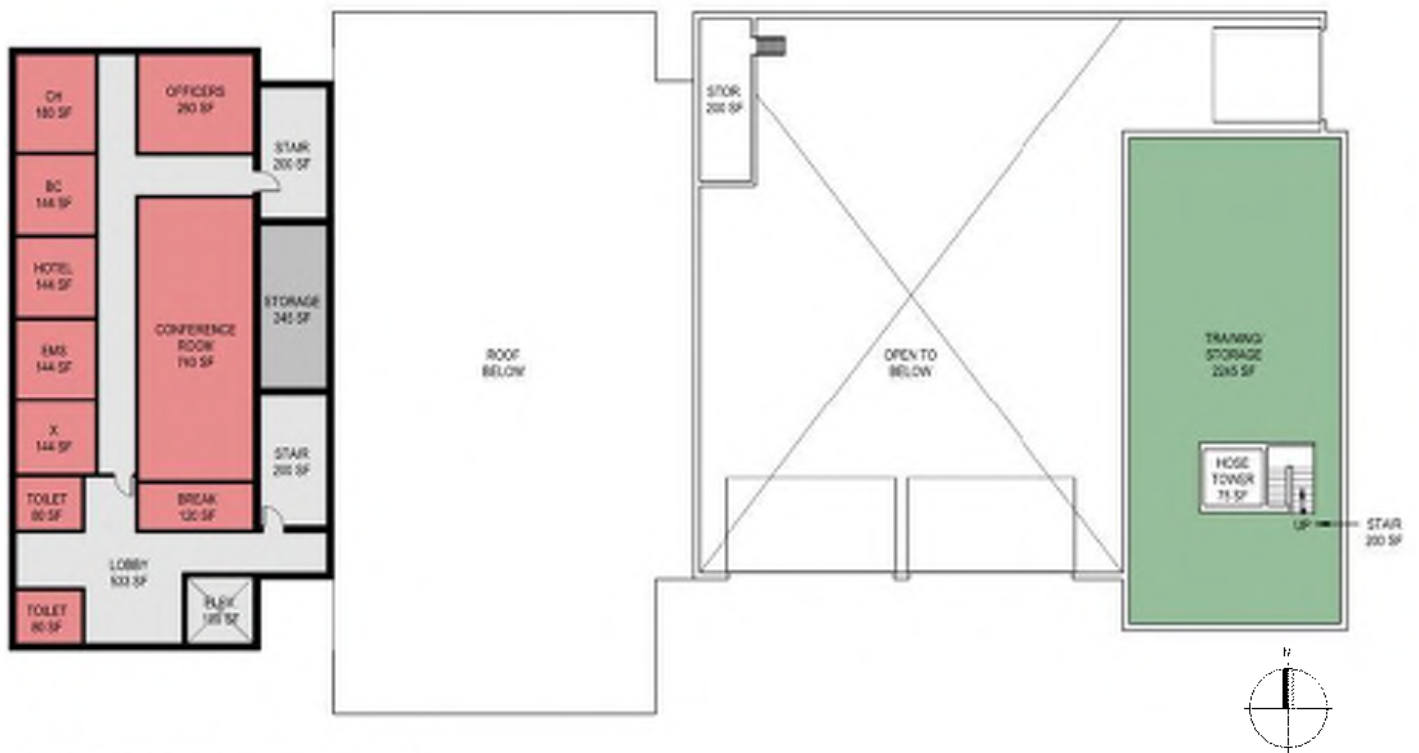
STATION 62 - FIRST FLOOR PLAN - PHASE 1 RENOVATION - CONCEPT C
SCALE: 1/8" = 1' - 0"

SECTION 6

Fire Station No.62

Addition/Renovation – Concept C

Second Floor Plan Diagram



STATION 62 - SECOND FLOOR PLAN - PHASE 1 RENOVATION - CONCEPT C
SCALE: 1/8" = 1' - 0"



Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		8,725	SF	145	1,265,125	1,352,375
1.2	Medium Renovation		1,180	SF	185	215,940	259,540
1.3	Heavy Renovation		240	SF	243	58,320	61,120
1.4	Bidding Contingency	1% of Construction Cost				230,908	248,255
1.5	Subtotal					\$1,770,293	\$1,901,290
2.0	Fire Station Addition						
2.1	Station Addition		35,190	SF	160	5,630,400	5,179,560
2.2	Exterior Envelope		3	Allowance		130,000	140,000
2.3	Replace OH Doors	replace doors, and new door	3	Each	18,000	54,000	75,000
2.4	Site Work	new parking lot to the east	1	Allowance		160,000	190,000
2.5	Bidding Contingency	2% of Construction Cost, includes current market premium				772,290	837,653
2.6	Subtotal					\$5,920,890	\$6,422,083
3.0	Sub Total Project Budget					\$7,691,183	\$8,323,283
3.1	Construction Contingency	2% of Construction Cost				769,118	832,529
3.2	Architectural & Engineering Fees	2% of Construction Cost				769,118	832,529
3.3	Legal, Survey, Env. Fees	0.1%				38,456	41,626
3.4	Utility & Permit Fees	0.1%				38,456	41,626
3.5	Material Testing During Construction		1	Allowance		5,500	5,000
3.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
3.7	Plan Printing		1	Allowance		2,000	2,500
3.8	Fixtures, Furnishings, & Equipment	FM&T Supply 7% of Construction Cost				TBD	TBD
3.9	Subtotal					\$9,311,833	\$10,083,184
3.10	TOTAL PROJECT BUDGET					\$9,311,833	\$10,083,184
3.11	4% Inflation of bid in 2024		103,373	low	545,344	high	59,683,304

4.0 NOTES:

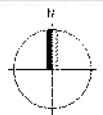
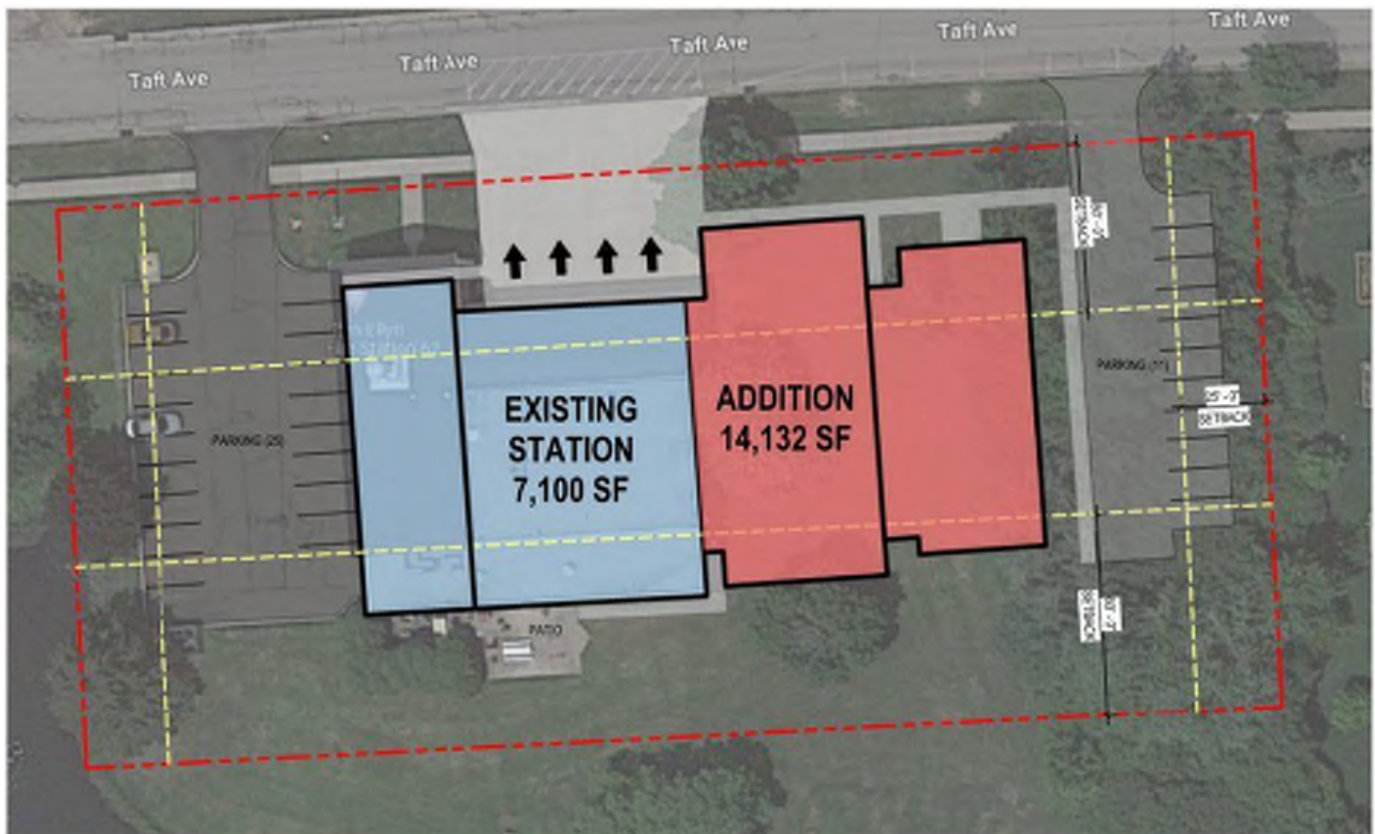
- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 4.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time.
- 4.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 4.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2024 based upon recorded market conditions.

SECTION 6

Fire Station No.62

Renovation/Addition – Concept D

Site Plan Diagram

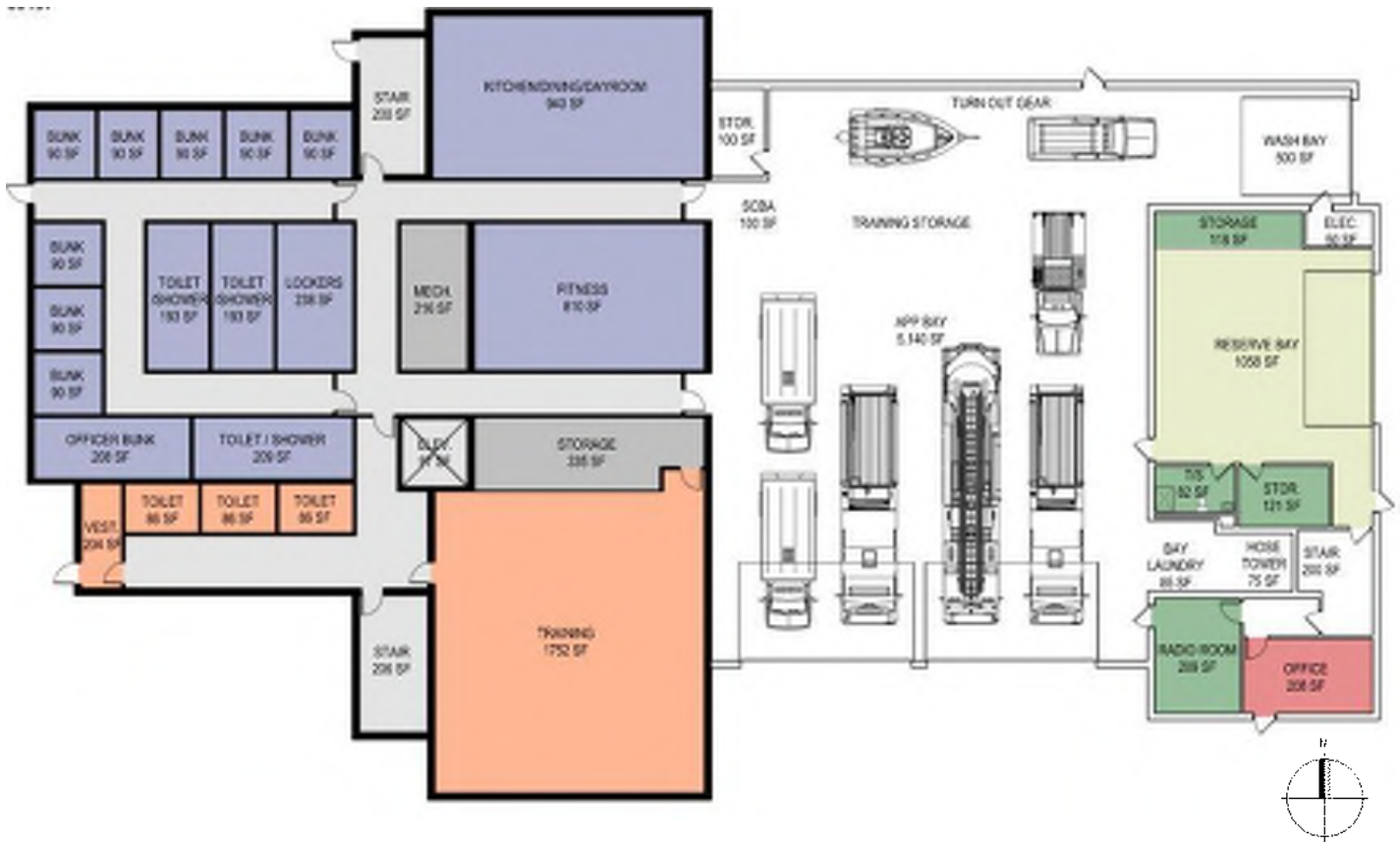


SECTION 6

Fire Station No.62

Addition/Renovation – Concept D

First Floor Plan Diagram



SECTION 6

Fire Station No.62

Addition/Renovation – Concept D

Second Floor Plan Diagram





Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost	
1.0	Fire Station Renovation							
1.1	Light Renovation		8,725	SF	145	1,265,125	1,352,375	
1.2	Medium Renovation		1,180	SF	183	215,940	239,540	
1.3	Heavy Renovation		240	SF	243	58,320	63,120	
1.4	Bidding Contingency	2.0% of Construction Cost				280,908	248,755	
1.5	Subtotal					\$1,770,293	\$1,903,790	
2.0	Fire Station Addition							
2.1	Station Addition		11,320	SF	340	4,528,800	4,861,800	
2.2	Exterior Envelope		1	Allowance		110,000	140,000	
2.3	Replace Old Doors	replace doors, and new door	5	Each	18,000	25,000	75,000	
2.4	Site Work	new parking lot to the east	1	Allowance		160,000	180,000	
2.5	Bidding Contingency	2.0% of Construction Cost, includes permit marker premiums				227,620	290,020	
2.6	Subtotal					\$5,586,420	\$6,056,820	
3.0	SubTotal Project Budget					\$7,356,713	\$7,960,610	
3.1	Construction Contingency	2.0% of Construction Cost				735,103	796,011	
3.2	Architectural & Engineering Fees	10% of Construction Cost				735,103	796,011	
3.3	Legal, Survey, Env. Fees	10%				36,755	39,801	
3.4	Utility & Permit Fees	10%				36,755	39,801	
3.5	Material Testing During Construction		1	Allowance		3,500	5,000	
3.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD	
3.7	Plot Printing		1	Allowance		2,000	2,500	
3.8	Furniture, Furnishings, & Equipment	10% of Construction Cost				TBD	TBD	
3.9	Subtotal					\$8,900,325	\$9,639,233	
3.10	TOTAL PROJECT BUDGET					\$8,900,325	\$9,639,233	
3.11	4% Inflation if bid in 2024		188,000	low	188,189	high	\$9,256,234	\$10,024,803

4.0 NOTES:

- The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time.
- This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2024 based upon recorded market conditions.

SECTION 7

Fire Station No.61 & No.62

Conclusion/ Summary



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

Meeting 5/15/2023 7:00 PM
Department: Public Works
Department Head:
Category: Presentation
Prepared By:

AGENDA ITEM (ID # 2023-
536)

DOC ID: 2023-536

Environmental Commission - Board Update and Initiatives Discussion

Statement of the Issue:

In early 2023, the Environmental Commission (EC) conducted a Strategic Planning exercise. As an outcome, the Land and Waste sectors were prioritized, with a supporting priority to engage the community to inspire change. Also discussed was emissions reduction as a future area of focus.

The EC has drafted strategic goals for stewardship in the sectors of Land and Waste, has brainstormed action plans to achieve those goals, and has invested time in a shortlist of near-term initiatives. The EC has also conducted initial research in planning toward a consultant-led sustainability study, with emission reduction as a possible overarching objective for measureability.

Analysis:

The EC appreciates that the Village has agreed to provide funding for two initiatives for this year:

- Summer Incentive for Curbside Composting (May-June)
- Summer Incentive for Residential Sustainable Yard Certification (May-September)

The EC requests support for several proposals in development:

Land

- Conduct a Community-wide Tree Canopy and Greenspace Assessment

Waste

- Collaborate on establishing Commercial Cardboard Recycling in the CBD
- Expand Specialty / Hazardous Waste Recycling Events or Services

Engage

- Publish an annual “Achievements in Sustainability” Report to celebrate successes
- Update Ordinances to support strategic objectives
- Publish a Stewardship Plan for Land and Waste Sectors (2023)
- Take steps towards a Comprehensive Sustainability Plan (2024)

Budget Impact:

Tree Canopy and Greenspace Assessment - To engage a consultant is estimated at up to \$10,000

Waste Initiatives - funding requirements not yet scoped

Land and Waste Stewardship Plan - N/A

Emissions Reduction Sustainability Plan - To engage a consultant is estimated at \$40,000

Contribution to Strategic Plan (if applicable)

Action Requested:

The Environmental Commission requests the following in collaboration with the Village Staff and Board of Trustees:

Land and Waste Stewardship Plan (2023)

Schedule a Workshop to assist in formalizing the near-term initiatives above, to adopt the Land and Waste Strategic Goals drafted by the Environmental Commission, and to refine the supporting Action Plans. This will enable several near-term initiatives to begin and a Stewardship Plan for Land and Waste to be formalized and published in 2023.

Emissions Reduction Sustainability Plan (2024)

Schedule a scoping session for a proposal and quote for a consulting firm to conduct an emissions study across municipal sectors in 2024, including facilitation of creation of a Comprehensive Sustainability Plan.

Plan Implementation and Maintenance – the Plans are intended to be living documents, where Action Plans are implemented or revised on an annual basis. This facilitation could be accomplished by hiring a Sustainability Coordinator to the Village Staff (or a position could be shared with other Village agencies) or by integrating sustainability planning into the annual planning activities of each Village department.

Attachments:

1. EC May 2023 Board Workshop Presentation

Stewardship Resilience Sustainability

The Environmental Commission seeks to *inspire Glen Ellyn* to be an active community that is intentionally stewarding its resources and adapting toward resilience and sustainability.

The commission will propose initiatives that:

- promote the health and wellness of Glen Ellyn residents and businesses
- steward our natural and manmade resources
- inspire sustainability in municipal, commercial, and residential pursuits

2023 Priorities



LAND

Tree Canopy and Greenspace Stewardship

Steward natural resources and increase climate resiliency to improve community health and well-being



WASTE

Waste Stewardship

Increase diversion of landfilled waste via effective recycling and composting, and protect the waste stream from hazardous materials



ENGAGE

Educate and Motivate

Support residential, commercial, and municipal initiatives with an Events & Education communications framework and with Recognition programs with incentives



**Greenest
Region
Compact**

COLLABORATING FOR SUSTAINABLE COMMUNITIES

Strategic Goals



LAND

Tree Canopy and Greenspace Stewardship

L1 – Increase tree cover, with priority in underserved areas

L2 – Convert turf to sustainable landscapes that benefit pollinators, reduce maintenance cycles, and increase stormwater benefits

L3 – Increase accessibility, equity, and active community use of Village parks and nature preserves

L4 – Reduce heat island effect by converting “dark” impervious surfaces to light or permeable surfaces



WASTE

Waste Stewardship

W1 – Increase landfill diversion of recyclable materials while decreasing contamination of recycling collections

W2 – Increase organics diversion rate

W3 – Increase diversion of potential recoverables and hazardous waste

W4 – Increase the number of commercial properties and multi-family units that recycle and use organics collection

W5 – Protect the wastestream from contamination by reducing distribution of hazardous or nonrecyclable containers in the Village



ENGAGE

Educate and Motivate

I1 – “Set the Example” with strategic planning

I2 – Create incentives to encourage action

I3 – Sponsor education to inspire choices

I4 – Sponsor events to encourage community engagement

Spring 2023 Proposals and Initiatives



LAND

Tree Canopy and Greenspace Stewardship

- ❑ Sponsor the Summer Incentive for Residential Sustainable Yard Certification
- ❑ Conduct a Community-wide Tree Canopy and Greenspace Assessment



WASTE

Waste Stewardship

- ❑ Sponsor the Summer Incentive for Curbside Composting
- ❑ Update Website Resources for Residential Curbside Recycling
- ❑ Collaborate on establishing Commercial Cardboard Recycling in the CBD
- ❑ Expand Specialty / Hazardous Waste Recycling Events or Services



ENGAGE

Educate and Motivate

- ❑ Publish an annual "Achievements in Sustainability" Report to celebrate successes
- ❑ Update Ordinances to support strategic objectives
- ❑ Publish a Stewardship Plan for Land and Waste Sectors
- ❑ Plan towards a comprehensive Emissions Reduction Sustainability Plan

Proposal – Collaboration on Strategic Plans

2023 Objective

Publish a Stewardship Plan for Land and Waste Sectors

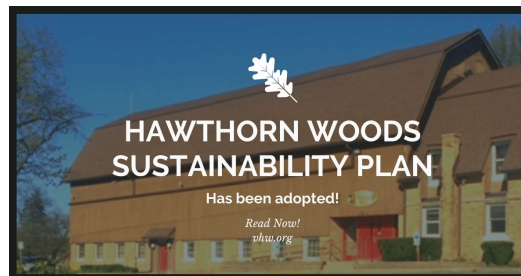
- ❑ Workshop to adopt Strategic Goals and refine supporting Action Plans

2024 Objective

Develop a comprehensive Emissions Reduction Sustainability Plan

- ❑ Scoping Session to define proposal and budget to be considered in the Fall 2023 budgeting cycle

Best practices from other communities encourage a collaborative approach with Village Staff, Board of Trustees, and other Commissions



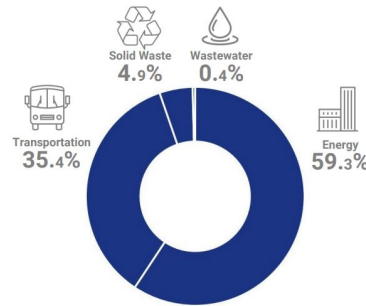
Supporting Slides

Vision inspires Action

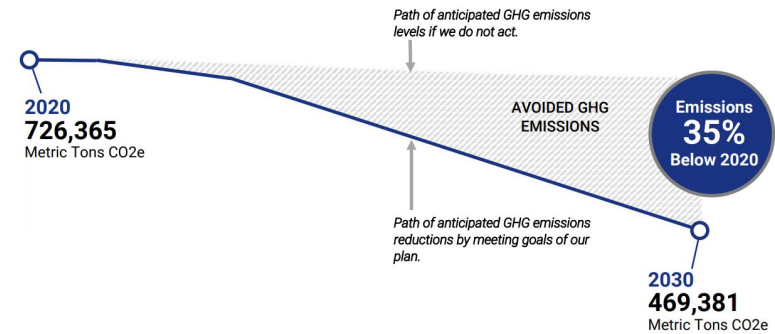
Emissions Reduction Forecasts mapped across all Municipal Planning Sectors –

Supported by Strategic Goals and Action Plans to achieve them

Community-Wide GHG Emissions by Sector in 2020



Skokie's Carbon Reduction Pathway

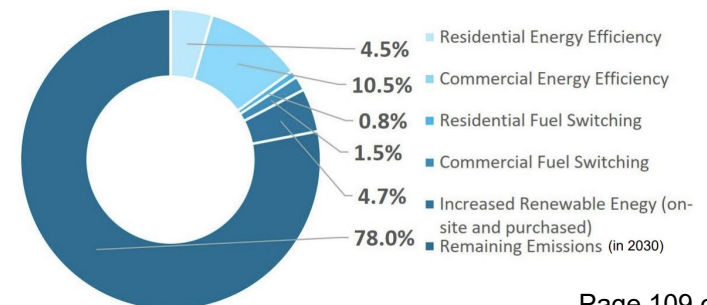


Sector Impacts

Planned Sector Emission Reductions Through 2030

The strategies and actions included in this section of the Environmental Sustainability Plan are projected to reduce the community's annual GHG emissions by 94,753 metric tons (MT) annually by 2030 - a 22% reduction from 2020 levels. It should be noted these decreases include impacts anticipated by a 10% population increase projected for Skokie by CMAP. When compared to 2020 emissions, this is equivalent to eliminating nearly 20,000 of current Skokie vehicles from the road, or 1.9 billion cubic feet of human-made GHG atmosphere annually by 2030.

The total projected change to sector emissions are as follows*:



Data-driven Strategic Goals and Supporting Action Plans

Key Climate Considerations

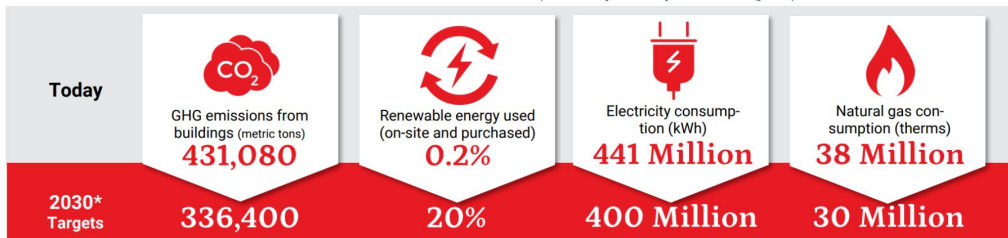
- Resilience of critical infrastructure serving buildings, including streets, stormwater, and utilities
- Impacts of extreme heat and other climate changes on energy supply and demand and potential for increased power outage
- Ability of a building's insulation and heating and cooling systems to affordably keep occupants safe during extreme temperature events



74%

of survey respondents support the Village offering incentives for energy efficiency and renewable energy adoption, particularly for low-income households.

Sector Goals



* Includes impacts associated with population increases, and planned electrification goals. See Appendix A for research compiled during plan development which supported planning team in goal finalization.

Strategies

BE 1: Improve total community-wide residential, commercial, institutional, and industrial building energy efficiency by 15% by 2030.

BE 2: Increase adoption of high-performance building construction technology, achieving 0.5% Net Zero households, commercial, and institutional properties community-wide by 2030.

BE 3: Achieve 5% residential, commercial, industrial, and institutional building "fuel switching" from on-site fossil fuel combustion to electrification by 2030.

BE 4: Increase on-site renewable energy from 0.12% to 2% of residential, commercial, industrial, and institutional electric use by 2030.

BE 5: Increase residential, commercial, industrial, and institutional green electricity purchasing (wind and solar source) community-wide to 15% by 2030.

BE 6: Increase resilience of community-wide building stock to the impacts of climate change (increased flood control and green infrastructure, etc).

BE 7: Improve total municipal building energy efficiency by 15% by 2030 (electricity and natural gas).

BE 8: Achieve 15% municipal building thermal "fuel switching" from on-site fossil fuel combustion to electrification by 2030.

BE 9: Increase on-site renewable energy to 7.5% of Village operations electricity consumption by 2030.

The detailed actions on the following pages are anticipated to be initiated in phases: phase 1 within 1-2 years, phase 2 within 2-5 years, and phase 3 within 3-7 years of plan approval. Phasing shown in this plan is preliminary and may evolve through implementation.

BUILDINGS AND ENERGY

Strategy	Action	Actions
		BE 2: Increase adoption of high-performance Zero households, commercial, and institutional
BE 2-	1	Establish a Net Zero Energy Building Guide and Solar-Ready Checklist for designers, and contractors with detailed information on projects Net Zero Energy or Net Zero Energy ready. Include use and report sustainable strategies used.
BE 2-	2	Explore a policy requiring Village-assisted projects and incentives to be built to meet or exceed an energy efficiency standard. Enterprise Green Communities, the 24 National Green Building Awards.
BE 2-	3	Launch a platform and training program to share best practices. Net Zero Energy Guide and Solar-Ready Checklist.
BE 2-	4	Develop competitive Request for Proposals (RFP) for energy efficiency building in every neighborhood* to establish visibility of : quality mixed-use redevelopment on infill properties and corridors. RFPs should focus on equity, affordability, livability, and minimum of 1 successfully completed pilot project of all types.
		BE 3: Achieve 5% residential, commercial, industrial, and institutional on-site fossil fuel combustion to electrification
BE 3-	1	Educate residents and businesses about the benefits of source heat-pumps, geo-thermal systems, solar thermal rebates and tax credits available for electrification upgrades like the library and Go Green Skokie.
BE 3-	2	Explore, identify, and promote incentives for all-electric buildings.
BE 3-	3	Coordinate and promote a residential and small business purchase campaign annually to help reduce the costs of and ground source heat pumps through volume purchasing annually). Program design to focus on improved equity strategies to support local small business contractors. renewable energy group purchase program action.

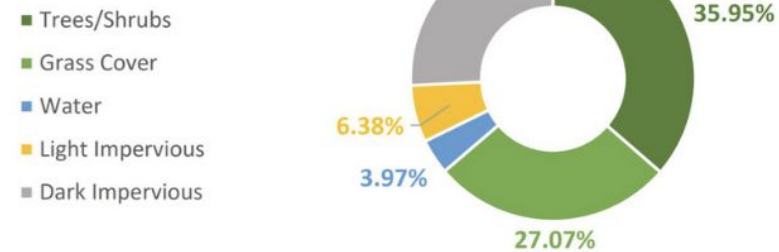
Data Baseline

Ground Cover Survey and Carbon Sequestration Study

Section 01	Introduction and Methodology
Section 02	Land Coverage Characteristics
Section 03	Land Cover Impacts and Benefits
Section 04	Tree Canopy Economic Value
Section 05	Findings
Section 06	Calculating Potential Goals
Section 07	Recommendations
Appendix 1	i-Tree Technical Notes
Appendix 2	Climate Adaptive Tree Species



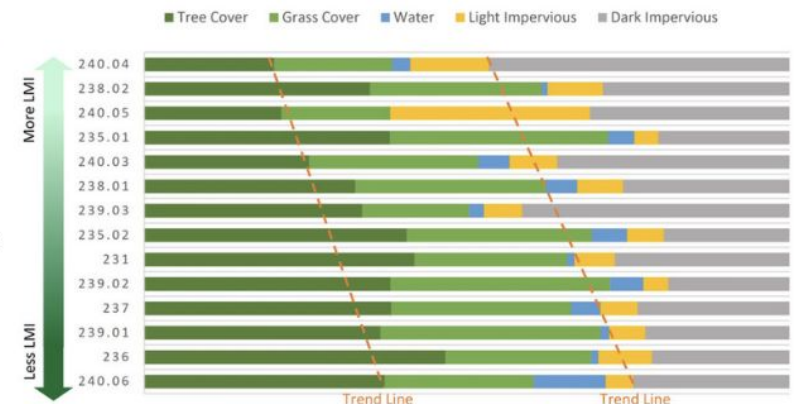
Ground Cover Breakdown by Type



Ground Cover Characteristics by Census Tract

Organized by Share of Low Income Population (LMI)

The bar chart below provides a side-by-side comparison of the of land cover data detailed in Section 2, by Census Tract.



Detail by Census Tract

Tree Canopy Coverage



City Average:

35.9%

Census Tract High:

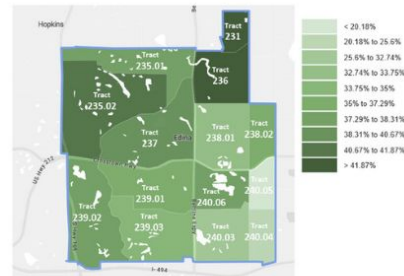
46.7%

Tract: 236

Census Tract Low:

12.6%

Tract: 240.05



Lawns and Grass Coverage



City Average:

21.2%

Census Tract High:

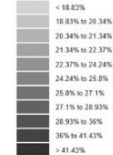
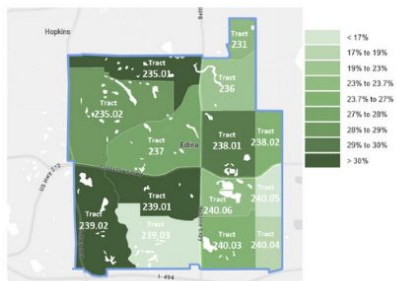
34.1%

Tract: 239.01

Census Tract Low:

10.0%

Tract: 240.05



Light Impervious Surface Coverage (buildings+pavement)



City Average:

6.4%

Census Tract High:

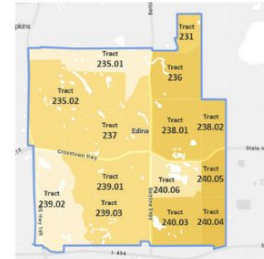
18.4%

Tract: 240.05

Census Tract Low:

3.4%

Tract: 235.01



Dark Impervious Surface Coverage (buildings+pavement)



City Average:

25.5%

Census Tract High:

46.6%

Tract: 240.04

Census Tract Low:

18.4%

Tract: 240.05





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

Meeting 5/15/2023 7:00 PM
Department: Community Development
Department Head: Marty Scott
Category: Discussion Item
Prepared By: Emily Rodman

AGENDA ITEM (ID
2023-545)

DOC ID: 2023-545

Discussion of Proposed Amendments to the C-3, C-4, C5A, C5B and C-6 Zoning Districts

Statement of the Issue:

The Plan Commission and Village Board have recently considered amendments to the Zoning Code to address vape, smoke and tobacco shops in the Village's commercial zoning districts. Staff is seeking direction from the Village Board as to how they would like to regulate these uses going forward.

Analysis:

Background

Prior to 2020, the Village regulated tobacco shops as permitted uses in all commercial zoning districts. In November 2019, staff brought forward amendments to redefine "tobacco shops" to "vape, smoke & tobacco shops", eliminate them as permitted uses and make them special uses in the C2, C3, C5A, C5B and districts. Upon initial review by the Plan Commission, the Commission requested additional information from staff, including: (1) a legal opinion from Ancel Glink on whether tobacco shops could be regulated as special uses, and (2) a survey of how surrounding communities regulated tobacco shops.

In January 2020, the proposed amendments were brought back before the Plan Commission with the additional information requested. Ancel Glink's opinion confirmed the legality of regulating tobacco shops as special uses. The survey results indicated that all eight participating communities allowed tobacco shops as a permitted use in at least one zoning district. Based on this information, the Plan Commission recommended approval of the revised definition of "tobacco shops" (to "vape, smoke and tobacco shops") and also recommended allowing vape, smoke and tobacco shops as permitted uses in the C-3 Zoning District. The Village Board approved the amendments as recommended by the Plan Commission on January 27, 2020.

Proposed Amendments to C-3 Zoning District

Earlier this year, some Village Trustees expressed concerns about the proliferation of vape, smoke and tobacco shops within the Village. There are currently five establishments in the Village that would fall into this category, although many (if not all) of the liquor stores located in the Village also sell vape and tobacco products. The Village has pending code enforcement actions against four of the five vape, smoke and tobacco establishments. Thus, staff was directed to prepare amendments to the C-3 zoning district to eliminate vape, smoke and tobacco shops as permitted uses in the C-3 zoning district and make them special uses instead. The Plan Commission considered the

amendments (along with others) at their March 9, 2023 meeting and unanimously recommended approval of the amendments. The Village Board considered the amendments at their March 20, 2023 meeting. At the meeting, the Village Board questioned why the Glen Smoke Shop was able to locate in the Baker Hill Shopping Center (C-6) and requested staff research this issue (see below).

Vape, Smoke & Tobacco Shops in the C-6 Commercial District

In May 2021, the Glen Smoke Shop submitted a Business Registration Application to locate in the Baker Hill Shopping Center (944 Roosevelt Road). Staff approved the application, citing Section 10-4-18A(1) of the Zoning Code. This section, which is within the C-6 district regulations for permitted uses, states that permitted uses include "the complete range of primary retail and service uses". The Zoning Code does not define "primary retail use" or "retail use," but does define a "retail establishment" as "a place of business devoted in whole or in part to the sale, rental and/or servicing of goods or commodities which are normally delivered or provided on the premises to a consumer." Based on this definition, it was reasonable for staff to interpret a vape, smoke and tobacco shop as a retail use and therefore as a permitted in the C-6 district.

Revised Amendments

Due to the concerns expressed by some Village Trustees, staff conferred with the Village Attorney regarding how to address the existing vape, smoke and tobacco shop in the Baker Hill Shopping Center. The Village Attorney advised staff it would be more prudent to restrict these uses as special uses in the C-6 district going forward, rather than to prohibit them altogether. As such, staff prepared amendments to eliminate vape, smoke and tobacco shops as permitted uses in the C-3 and C-6 zoning districts and make them special uses. Due to a misunderstanding, staff also included the C-4, C5A and C5B zoning districts when drafting the revised amendments. As such, a new public notice was issued and the Plan Commission held a public hearing on the revised amendments on May 4, 2023. The Plan Commission unanimously recommended approval of the revised amendments, which eliminated vape, smoke and tobacco shops as permitted uses in the C-3 and C-6 zoning districts, but added them as special uses in the C-3, C-4, C5A, C5B and C-6 zoning districts.

Current Vape, Smoke and Tobacco Shops in Glen Ellyn

- X-Treme Vape Shop - 688 Roosevelt Road (Pickwick Place)
- Glen Smoke Shop - 944 Roosevelt Road (Baker Hill Shopping Center)
- Vape Star Gallery Glen Ellyn Tobacco - 1100 Roosevelt Road (east of I-355)
- Vapebuzz Smoke Shop - 315 Roosevelt Road (SWC of Roosevelt Road/Lambert)
- Inferno Smokes - 434 Roosevelt Road (north side of Roosevelt Road, across from McDonald's)

Budget Impact:

N/A

Contribution to Strategic Plan (if applicable)

N/A

Action Requested:

Staff does not believe it is appropriate to allow vape, smoke and tobacco shops in the Central

Business District (C5A and C5B) and finds no substantive reason to expand the opportunity for these uses to locate within the C-4 District. Staff believes it would be in the best interest of the health, safety and welfare of the community to restrict these uses only to the C-3 and C-6 zoning districts as special uses. However, as the Plan Commission recommended approval of amendments to all five zoning districts, staff is seeking feedback from the Village Board as to whether they would like to proceed with the proposed amendments as recommended by the Plan Commission, or would like to modify the amendments to be less restrictive.

PLEASE NOTE: The Village Board may modify the proposed amendments to make them less restrictive than what was outlined in the public hearing notice for the April 27 Plan Commission Meeting. However, should the Village Board prefer to regulate vape, smoke and tobacco shops in a manner more restrictive than what was considered by the Plan Commission, this will require publication of a new notice and another public hearing before the Plan Commission.

Attachments:

1. March 9, 2023 Plan Commission Memo
2. March 9, 2023 PC Minutes_See pg. 7
3. May 4, 2023 Plan Commission Memo
4. March 20, 2023 VB Minutes_See pg. 2



**Glen Ellyn Plan
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 3/9/2023 7:00 PM
Department: Community Development
Department Head: Marty Scott
Category: Public Hearing
Prepared By: Derek Rockwell

**AGENDA ITEM (ID
2023-259)**

DOC ID: 2023-259

**Public Hearing – Text Amendments: Proposed Amendments
regarding outdoor dining and platforms, food trucks, tobacco, vape
and smoke shops, and keeping of hens to the Glen Ellyn Zoning
Code, Public Ways and Property Regulations, and Police
Regulations**

Statement of the Issue:

Please see attached.

Analysis:

Please see attached.

Budget Impact:

N/A

Contribution to Strategic Plan (if applicable)

Action Requested:

Please see attached.

Attachments:

1. PC Memo - Village Code Text Amendments
2. 1. Public Hearing Notice
3. 2. Outdoor Dining - Draft Text Amendment
4. 3. Outdoor Dining Notable Changes Summary
5. 4. Outdoor Dining - Other Affected Code Sections
6. 5. Food Trucks - Draft Text Amendment
7. 6. Tobacco, Vape, and Smoke Shops - Draft Text Amendment
8. 7. Keeping of Hens - Draft Text Amendment
9. 8. Keeping of Hens - Other Affected Code Sections
10. 9. Keeping of Hens - Peer Community Survey Table
11. 10. Draft Motions to Approve

STAFF REPORT

TO: Glen Ellyn Plan Commission
FROM: Derek Rockwell, AICP, Planner
DATE: March 3, 20223
FOR: March 9, 2023 Plan Commission Special Meeting
SUBJECT: Various Village Code Text Amendments

PETITIONER: The Village of Glen Ellyn

REQUEST: Village staff is requesting review of a suite of text amendments to the Village Code at a public hearing and subsequent recommendations to the Village Board.

PUBLIC NOTICE: Notice of the public hearing was published in the February 21, 2023 edition of The Daily Herald advertising a public hearing to be held on Thursday, March 9, 2023.

SUMMARY: As a component of the Village's ongoing efforts to modernize and streamline various portions of the Village Code, as well as to respond to ever-evolving market conditions and demands, a suite of text amendments is being brought forward to the Plan Commission for consideration at a public hearing so that a recommendation on each of the topics outlined below can be provided to the Village Board.

Outdoor Dining Regulations

Building on a pilot program implemented in 2022, staff has drafted a comprehensive outdoor dining text amendment. This is in an effort to formalize and standardize the requirements and regulation of the pilot program into a permanent set of standards. This amendment regulates outdoor dining both on public and private property, throughout the entirety of the Village. The amendment also regulates outdoor dining platforms, such as those constructed in the past at locations such as A Toda Madre. The draft language would replace the current outdoor dining regulations located in Section 10-5-15 (Outdoor Seating for Restaurants) of the Zoning Code. In order to assist the Commission with review of the proposed amendment, staff has prepared a summary of notable changes to the current code language (attached).

Food Truck Regulations

In an effort to respond to evolving market conditions and trends, as well as to standardize and modernize relevant code requirements throughout the Village, staff has drafted the attached text amendment related to food truck regulations.

Tobacco, Vape, and Smoke Shop Regulations

At a recent meeting, the Village Board directed staff to prepare a draft text amendment which would designate tobacco, vape, and smoke shops as only being allowed via the special use process within the Village. Currently, the only zoning district to allow these uses is the C3 Service Commercial District, where they are permitted.

Staff has drafted the attached text amendment to the Zoning Code to remove these uses as permitted within the C3 district, and instead to designate them as special uses within that district. The C3 district is the Village's primary commercial zoning district, largely located along the Roosevelt Road corridor.

Keeping of Hens

At a recent meeting, the Village Board directed staff to prepare a draft text amendment regarding the potential keeping of hens within the Village. Staff has drafted the attached text amendment. The language of the amendment was prepared utilizing prior staff experience with this issue in other municipalities, as well as peer community research and best practices research. A local community group in support of hen keeping, named Hen Ellyn, also attended the Village Board meeting and provided draft code language as well. Also attached are the results of a peer community review of 16 surrounding communities. Of the communities surveyed, 8 allow hen keeping in some form with a variety of conditions, and 8 do not allow hen keeping at all.

PLAN COMMISSION ACTION:

The Plan Commission should review and discuss the attached proposed Zoning Code text amendments. The Commission may recommend approval, approval with revisions, or denial of the proposed amendments. The Commission may also recommend approval of some of the regulations and not others.

ATTACHMENTS:

1. Public Hearing Notice
2. Outdoor Dining – Draft Text Amendment
3. Outdoor Dining Notable Changes Summary
4. Outdoor Dining – Other Affected Code Sections
5. Food Trucks – Draft Text Amendment
6. Tobacco, Vape, and Smoke Shops – Draft Text Amendment
7. Keeping of Hens – Draft Text Amendment
8. Keeping of Hens – Other Affected Code Sections
9. Keeping of Hens – Peer Community Survey Table
10. Draft Motions to Approve

cc: Martin Scott, Director of Community Development
Atrian Fard, Senior Planner



NOTICE OF PUBLIC HEARING

The Village of Glen Ellyn will be conducting a public hearing regarding proposed amendments to Chapter 2 (Definitions), Chapter 4 (District Regulations), and Chapter 5 (Supplementary Regulations) of the Zoning Code as well as Title 8 (Public Ways and Property) and Title 6 (Police Regulations) of the Glen Ellyn Village Code, and any other necessary adjustments to the Village Code in order to allow for the proposed amendments. Before the Glen Ellyn Village Board can consider these amendments, the Glen Ellyn Plan Commission must conduct a public hearing. The Plan Commission will consider these amendments on **Thursday, March 9, 2023 at 7:00 p.m.** in the Galligan Board Room, on the third floor of the Glen Ellyn Civic Center, 535 Duane Street, Glen Ellyn, Illinois. The public is welcome to attend.

The proposed text amendments pertain to potential updated regulations regarding outdoor dining and platforms, food trucks, keeping of hens, and the designation of tobacco, vape and smoke shops as special uses.

A detailed copy of the proposed text amendments will be available for public review not less than seven days prior to the hearing in the Community Development Department, Glen Ellyn Civic Center, 535 Duane Street, Glen Ellyn, Illinois. The Plan Commission reserves the right to add, delete or change the proposed regulations based on the deliberations and testimony at the public hearing.

Questions or comments pertaining to the proposed Zoning Code text amendments can be directed to Derek Rockwell, Planner at drockwell@glenellyn.org. All public comments received by 4:30 pm on Thursday, March 9, 2023, will be read into the record at the public hearing.

Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village 24 hours in advance of the meeting.

10-5-15. Outdoor Dining

(A). Eligibility:

1. Outdoor dining is allowed as a temporary use in the C2, C3, C5A, C5B and C6 zoning districts on private and public property, provided that the proposed operator secures authorization to use the property from the property owner. Proof of such authorization (letter, lease, etc.) shall be provided to the Community Development Director as a component of the application.
2. The use of public or private property for outdoor dining areas shall only be permitted incidental to the restaurant that operates the outdoor dining area. The outdoor dining area shall be located immediately adjacent to the building that contains the operating restaurant. All outdoor seating must be located on private property unless the owner has entered into a license agreement with the Village Board to allow outdoor seating on public property. The license agreement shall only be necessary for initial Village Board review of proposed outdoor dining platforms or temporary wind blocks.

(B). Approval Process:

1. Initial applications for outdoor dining on Village property shall be reviewed by the Community Development Director or his designee, and other appropriate departments as necessary, with a staff recommendation forwarded to the Village Board, and in compliance with subsection A(2) of this Section. Upon receipt of the staff recommendation, the application shall be approved or denied by the Village Board at a public meeting.
2. Applications for permit or license agreement renewals, provided no or minimal changes are requested, shall be approved by the Community Development Director, unless the previous operation of the outdoor dining area constituted a nuisance, or the operator otherwise refused to comply with the applicable Village Code provisions. In the event the Village Board decides that the previously approved operating rules, location, or layout require changes or alterations in order to meet the health, safety or general welfare criteria set forth in subsection (C)3 of this section, the application for permit or license agreement renewal is subject to approval by the Village Board.
3. Requests for outdoor dining areas on private property shall only be subject to permit approval unless the underlying zoning district requires a Special Use Permit for an outdoor dining area. A license agreement will be only required for outdoor dining areas on public property.
4. The Village reserves the right to impose, as part of approval of a permit or license agreement, such other regulations on the operation of an outdoor dining area as are deemed necessary and appropriate under the circumstances.

(C). Outdoor Dining Regulations:

1. All tables, chairs and other appurtenances shall be removed during the period between November 1st to March 31st each year, or if required by the Village at any other time. This period may be extended on a case-by-case basis by the Village Manager or Community Development Director, who shall consider extenuating factors such as unseasonable weather. During cold or inclement weather, an outdoor dining area may be fully or partially enclosed by temporary wind blocks, provided that the temporary structure is approved and inspected by the Village. It is the permit holder's responsibility to be aware of severe weather, to provide evacuation directions if necessary, and secure outdoor dining area items.
2. The operation of an outdoor dining area shall comply with all applicable provisions of federal, state or county law in addition to the Village Code. These regulations include but are not limited to those of the DuPage County Health Department, the Illinois Accessibility Code, and the Americans with Disabilities Act (ADA).
3. The operation of outdoor dining shall not create a nuisance and shall not be detrimental to the health, safety or general welfare of persons residing or working nearby. Outdoor dining areas may, if deemed necessary, be visually screened by fencing, landscaping, or other appropriate structures, that can serve as a buffer to minimize the trespass of noise and light onto the street and/or adjacent residential properties.
4. No food may be stored, cooked, or otherwise prepared in the outdoor dining area.
5. The operation of outdoor dining areas shall conform to Section 3-1-11 of the Village Code. Prior to the opening time and after the closing times listed within this section, patrons shall not occupy the outdoor dining area.
6. All outdoor dining permits shall be subject to review and approval by the Village, and such permits may be revoked by action of the Village Board at any time with thirty (30) days' notice or immediately by the Village Manager, Community Development Director, Public Works Director, or Chief of Police in the event of a public health or safety issue as determined by the Village.
7. If utilizing the public right of way, the applicant must enter into a license agreement with the Village. This agreement shall include:
 - (a) Hold harmless and indemnification provisions.
 - (b) A Certificate of Liability insurance that names the Village and its appointed and elected officials, employees, agents, attorneys, engineers, and volunteers (Village affiliates) as named additional insureds.
 - (c) Minimum coverage shall be two million dollars (\$2,000,000.00) per occurrence for general liability insurance.
8. Outdoor dining platforms:
 - (a) May not be bolted to the street nor affixed to the curb or sidewalk unless a full restoration plan has been approved by the Village.

- (b) Shall not result in a loss of more than the equivalent of two parking spaces, as deemed appropriate based on safety, location, and available parking within the area.
 - (c) Shall at all times not interfere with the safe flow of vehicle traffic.
 - (d) All platform access points must be level with the sidewalk, with no greater than a 1/2" gap from the curb.
 - (e) May only be designed to be accessed from the sidewalk and conform to ADA accessibility requirements.
 - (f) Shall not hang banners or other signage from the platform.
9. If the outdoor dining area is located on private property, the applicant must still maintain the above insurance coverage, with the Village and Village affiliates named as additional insureds and must submit proof of such coverage to the Village as a component of permit eligibility.
 10. The service or consumption of alcoholic beverages within an outdoor dining area is prohibited unless the Village Board has created a liquor license for such activity and a liquor license has been issued to the outdoor dining area operator by the local liquor control commissioner per Section 3-19 (Liquor Control Code).
 11. Smoking within the outdoor dining area is prohibited.
 12. The amplification of sound is permitted at a level which does not cause disturbance or nuisance to adjacent properties or the public.
 13. Portable outdoor gas-fired heating appliances are permitted, subject to compliance with all applicable Village building and life safety regulations.
 14. All items placed on the public right-of-way for the operation of the outdoor dining area shall be located so that a clear path of at least five (5) contiguous feet is provided.
 15. All items placed in the public right-of-way for the operation of the outdoor dining area shall not be located in pedestrian crosswalk access aisles.
 16. If the restaurant is located in a shopping center, such seating shall only be permitted in front or on the side of the subject establishment unless otherwise approved as part of a special use permit, planned unit development or variation.
 17. Maintenance and Upkeep:
 - (a) Maintenance of the public right of way and any private property associated with the operation of the outdoor dining area shall be the sole responsibility of the owner/operator of the associated restaurant.

- (b) Maintenance includes cleanup of tables, chairs, trash, litter and washing of sidewalks, and the repair or replacement of damaged public or private property.
- (c) The owner/operator shall provide and maintain in a clean and neat manner at least one covered trash receptacle within the outdoor dining area. The covered trash receptacle(s) shall be emptied once full, and also each day upon closing of the outdoor dining area.
- (d) Tables, chairs, umbrellas, and barriers are permitted to remain on the public right-of-way overnight during the active license agreement period. Umbrellas shall be closed. No items shall be secured to public property overnight unless permitted as part of the license agreement.
- (e) Materials and finishes for all furniture, fencing, planters, and other appurtenances shall be selected for their durability and wear as well as for their appearance. Proper measures shall be taken to correct damage or decline due to the elements, neglect, or abuse.

18. Lighting:

- (a) As required per Section 10-5-13(M) of the Village Code, the maximum intensity of light (at lot line as measured at ground level) shall be no greater than 3-foot-candles if adjacent to a nonresidential use, and 0.5 foot-candles if adjacent to a residential use.

(D). Submittal Requirements:

1. Completed Application for Outdoor Dining Form shall be filed by the applicant with the Community Development Department.
2. An application fee of one hundred dollars (\$100). If an outdoor dining platform is included, the fee shall be two hundred dollars (\$200).
3. A narrative statement describing the layout and operation of the outdoor dining area.
4. Proof of insurance listing the Village and its affiliates as additional insureds. Minimum coverage shall be two million dollars (\$2,000,000.00) per occurrence for general liability insurance.
5. A signed license agreement for outdoor dining areas on the public property, prepared by the Village Attorney, containing hold harmless and indemnification provisions.
6. A site plan drawn to scale, including:
 - (a) Location of the outdoor dining area in relation to the building.
 - (b) Distances to the property lines.

- (c) Dimensions and square footage of the outdoor dining area.
 - (d) Number of tables and chairs.
 - (e) A lighting plan, if applicable. All light fixtures within the outdoor dining area shall be depicted on the plans.
 - (f) If the outdoor dining area is proposed to be located on the public right of way, the drawings must also include the location of existing public improvements, including fire hydrants, freestanding signs, streetlights, traffic signals, mailboxes, trash cans, benches, trees and shrubs, planters, or any other street furniture.
7. Cut sheets of the lighting fixtures, planters, fence, borders, awnings, and furniture and other appurtenances to be located within the outdoor dining area.
 8. For outdoor dining platforms, an approved permit is required, and submittal of sealed architectural plans may also be requested, as determined by the Village Building Official. In all cases, such platforms shall be designed and constructed in a safe and workman like manner and shall conform to all applicable Village building and life safety codes and regulations in addition to the Illinois Accessibility Code.

Notable Changes Summary

The following table provides a summary of the notable changes associated with the draft text amendment regarding Section 10-5-15 Outdoor Seating for Restaurants

<u>Section</u>	<u>Change</u>	<u>Reasoning</u>
10-5-15 Title	Changes title from “Outdoor seating for restaurants” to “Outdoor Dining”	Modernization of terms
10-5-15(A)-1	Clarifies that outdoor dining is a temporary use in the C2, C3, C5A, C5B and C6 zoning districts on private and public property	Clarification of eligible properties
10-5-15(B)-1	Clarifies that Community Development is responsible for application review	Clarification
10-5-15(B)-2	Allows for annual renewal of permits and licenses if no major issues have arisen with the operation	Streamlining of process, flexibility
10-5-15(C)-1	Allows Village Manager or Community Development Director to extend duration of outdoor dining in cases of favorable November weather	Streamlining, flexibility to businesses
10-5-15(C)-2	Requires compliance with outside agencies (County / State / Federal)	Modernization, safety
10-5-15(C)-6	Allows for revocation of permits by Village Board, or senior staff in case of emergencies	Safety, flexibility
10-5-15(C)-8	Codifies outdoor dining platforms as permitted structures and provides design standards	Formalization of existing practices, safety
10-5-15(C)-12	Allows for sound amplification at reasonable levels	Flexibility, allows for Village action in case of nuisance
10-5-15(C)-17	Outlines maintenance standards	Modernization, safety, aesthetics
10-5-15(C)-18	Permits outdoor lighting in accordance with existing code requirements	Modernization, allows for Village action in case of nonconforming lighting
10-5-15(D)	Outlines and updates submittal requirements	Modernization, codification of process
10-5-15(D)-8	Requires building permits for platforms and provides design drawing flexibility	Safety, flexibility, streamlining

Other Affected Zoning Code Sections

Section 10-2-2 Terms defined.

OUTDOOR DINING AREA: An area set up outside the confines of a commercial structure which may include, but not be limited to, tables, chairs, and other furnishings for the purpose of selling, offering for sale, and serving food and beverages by an adjoining restaurant in which the same food and beverages are offered for sale, sold, and served. An outdoor dining area may include an Outdoor Dining Platform.

OUTDOOR DINING PLATFORM: A raised level surface on which persons or items can be placed and that allows an outdoor dining area to serve as an extension of an adjacent sidewalk. Typical elements of an outdoor dining platform may include a base, railings, and other durable materials that shall withstand wear and tear of weather elements, and surface materials textured or treated to ensure a safe walking surface. Such platforms shall be designed and constructed in a safe and workmanlike manner and shall conform to all applicable Village building and life safety regulations.

Title 8-1-13(A) Encroachments on public ways.

Notwithstanding the provisions of Section 10-5-15 (Outdoor Dining) of the Village Code, No person shall erect, maintain or continue any private building or private structure which encroaches on or into any public street, way or grounds, except an awning securely affixed to a building abutting a public street and constructed in full compliance with all Village codes and ordinances, unless a license agreement for a business to place tables and chairs, vestibules, vendor carts, or other similar structures on the public sidewalk in the downtown has been approved by the Village Manager or Village Board.

Section 10-5-8(C) Use of off street spaces.

Use of off-street spaces: Except as may otherwise be provided for the parking of trucks, ~~or~~ for special uses, or the provisions of Section 10-5-15 (Outdoor Dining) of the Village Code, required off street parking facilities required as accessory to uses listed herein, shall be solely for the parking of passenger automobiles of patrons, occupants or employees;

10-5-20. Food trucks.

(A) Food trucks shall be permitted to operate on ~~public~~ private property in the CR, CC, C1, C2, C3, C4, C5, C5A, C5B, and C6 zoning districts with the exception of ~~school owned property properties owned by governmental bodies, or~~ the public right-of-way, or as part of a special event approved by the Village, and shall operate in accordance with the following provisions:

1. The operator must obtain permission from the property owner of record prior to establishing a location for the food truck.
2. Food trucks shall only be used for the sale of food and beverages. The sale of other merchandise or goods from a food truck shall not be permitted. The sale of alcohol is prohibited, unless expressly permitted as part of a special event approved by the Village.
3. Food truck operators must be at least 18 years of age and neither the owner nor any of his/her employees shall be a registered sex offender as defined by the sex offender license act.
4. Food trucks shall be operated in compliance with all requirements of the DuPage County Health Department. A copy of a valid permit issued by the DuPage County Health Department shall be available on site at all times and furnished to the Village upon request.
5. Food trucks must be operated in compliance with all Village codes and ~~ordinances~~ the Illinois Accessibility Code.
6. A trash receptacle adequate in size for containing the waste produced by the truck and its patrons must be provided by the operator, and the area immediately surrounding the food truck shall be maintained free of any garbage or debris and any garbage or debris disposed of. The operator shall be responsible for any additional cleanup costs associated with the operation of the truck.
7. The use of electronic or sound amplification equipment in association with the operation of a food truck shall be prohibited.
8. Food trucks shall not be located in such close proximity to a vehicular access drive or the railroad tracks so as to create a safety hazard as determined by the Village. If a food truck is located on or adjacent to a sidewalk, a five-foot wide clear area must be maintained for pedestrian use and accessibility.
9. Food trucks shall only be permitted to park in a designated parking space.

10. Food trucks must be self-contained. If power is drawn from an external source, the food truck owner or operator must obtain the permission of the property owner in advance. Power shall not be provided by an off-site source.
11. Food trucks shall be attended by the licensed operator or his/her employees when on site.
12. No flags, balloons or other attention getting devices shall be permitted in association with a food truck and all signage must be affixed to the truck.
13. The operator shall obtain a sales tax ID number from the state and furnish a copy of the same to the Village.
14. The food truck must be stored off site when not in operation. No food trucks shall be left unattended on public property, nor remain on public property outside of their permitted hours of operation.
15. Food truck operators must have a valid peddler's license as required by this Code, which, among other things, requires the submittal of a fingerprint based background check to the Glen Ellyn Police Department.
16. Food truck hours of operation shall be limited to no more than eight (8) hours per day and no more than two (2) days in any seven (7) day period.
17. License Fees:
 - (a) Applicants must obtain a license for either a three- or six-month period at a cost of \$150.00 for three months or \$270.00 for six months, which in either case shall include the cost of one fingerprint background check.
 - (b) All license issued pursuant to this Chapter shall expire on December 31st of each year.
 - (c) No applicant fee shall be charged of a food truck sponsored by governmental bodies, religious, education, or charitable organizations where such organization is entirely nonprofit and who must furnish the Village with a tax exempt and any other written proof of its tax-exempt status.
18. Food trucks must be parked only on improved surfaces as approved by the Village.

10-4-15. C3 Service Commercial District.

(A) *Permitted uses:*

1. Animal daycare.
2. Animal grooming.
3. Animal training.
4. Automobile and automotive sale and service use, including open sales lots, parking lots and public garages and storage garages.
5. Bakery where not more than 50 percent of the floor area is devoted to processing.
6. Bank, loan office, and financial institution but not including payday lending service, check cashing service, or currency exchange.
7. Building material sales establishment; plumbing, heating, ventilating and electrical equipment and fixture service and repair uses; machinery and equipment sales, service and rental; cabinetmaking and custom woodworking uses.
8. Commodities sales uses for basic living needs of a neighborhood, such as: art and school supply store; bicycle sale and repair shop; bookstore; camera and photographic supply store; candy and beauty shop; furniture, upholstery, carpet, china or glass store; clothing store; department store; toy and hobby shop; hardware store; jewelry or leather goods store; liquor store; garden supply shop; electrical and household appliance sales; coin and philatelic store; interior decorating including making of draperies, slip covers and other similar articles; sporting goods; musical instrument sales and repair; paint and wallpaper store; variety store; video sales and rental store.
9. Community support service uses such as: music and dance school; antique shop; health spa; mail order store; newspaper office; office supply; pet shop; indoor theater; catering; laundry retail; mortuary; photographic and art studio; food store; and employment agency.
10. Drugstore and pharmacy, retail.
11. Engraving, printing, publishing, lithography, blueprinting and photocopying establishment.
12. Greenhouse, including retail and wholesale sale of plants.
13. Hotel or motel.
14. Indoor recreational facility.
15. Laundry, commercial.
16. Mail order house, retail.
17. Medical or dental clinic.

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18. Monument establishment.
 19. Movie theater.
 20. Nail salon.
 21. Office, business, medical or professional.
 22. Research activity.
 23. Restaurant and eating place, including outdoor seating on private property as an accessory use provided such outdoor seating complies with the provisions in section 10-5-15 of this title.
 24. Service uses performed on premises for needs of a neighborhood, such as: barber and beauty shop; dressmaking; tailoring; shoe repair; household appliance repair; radio or television sales, service and repair; frozen food locker; locksmith; millinery shop; travel agency; telegraph office; furrier storage, conditioning and sales; picture framing.
 25. Telephone exchange.
 - ~~26. Tobacco, Vape, and Smoke Shop.~~
 26. Used car, trailer or boat sales.
 27. Veterinarian or animal hospital.
 28. Antenna attachments to existing antenna towers, buildings or other structures which do not exceed the permitted height in the zoning district or the height established by a special use permit.

All permitted uses must also comply with all applicable requirements contained in chapter 5, "Supplementary Regulations", of this title as well as all other pertinent regulations in this title.

- (B) *Special uses:* No enumerated special use shall be considered to be an accessory use to any other permitted or special use, and a separate permit shall be required for each separate special use.

1. Automobile car wash.
2. Automobile repair.
3. Automotive vehicle rental.
4. Cartage, express, parcel delivery or motor freight terminal.
5. Church or temple.
6. Commercial planned development in accordance with the provisions of the "planned unit development regulations".
7. Compounding of cosmetics, toiletries, dyes and pharmaceuticals.
8. Contractor's yard for storage of vehicles and materials.

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9. Drive-in commercial facility.
 10. Garage/service station.
 11. Kennel or cattery.
 12. Light manufacturing assembly of previously manufactured parts, fabricating, cleaning, testing, assembling, repairing or servicing.
 13. Outdoor amusement establishment.
 14. Outdoor merchandise, storage, promotional activities, or tents.
 15. Payday lending service, check cashing service, and currency exchange.
 16. Private school.
 17. Public park and playground.
 18. Public use.
 19. Public utility and public service use.
 20. School, commercial or trade.
 21. Television and radio tower, antenna support structure, church spire, belfry, monument, tank, water and fire tower, stage tower or scenery loft, cooling tower, ornamental tower, and spire, chimney, elevator bulkhead, conveyor and flagpole which exceed the maximum height.
 22. Tobacco, Vape, and Smoke Shop.
 23. Vehicle storage lot.
 24. Wholesale merchandising and storage warehousing.

All special uses must also comply with all applicable requirements contained in chapter 5, "Supplementary Regulations", of this title, as well as all other pertinent regulations in this title.

(C) *Accessory building and uses:*

1. Storage garage and parking lot.
2. Accessory buildings may be located in a rear yard but not occupy more than 30 percent of a rear yard. If within ten feet of a principal building, then it must observe the same side yard requirements for a principal building. If more than ten feet from a principal building, then it must be at least 60 feet from the front street line and three feet from both the side and rear yards.

(D) *Minimum yard and lot requirements:*

1. *Front yard:* 40 feet in depth.
2. *Rear yard:* 30 feet in depth.

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3. *Side yard:* Ten feet; a 20 foot side yard is required when the property adjoins or is across the alley from a residential district; and such transitional yard shall be appropriately landscaped; a side yard abutting a street (corner side yard) shall be 30 feet in depth.
 4. *Lot area:* 10,000 square feet.
 5. *Lot width:*
 - (a) Interior lot: 80 feet;
 - (b) Corner lot: 100 feet.
 6. *Lot depth:* 140 feet.
 7. *Landscaping:* An area ten feet wide along the front lot line and any side lot line abutting a street shall be reserved for open space and appropriately planted and landscaped.

(E) *Maximum height:*

1. Forty five feet, except that by special use a building may be erected to a height not exceeding 55 feet if the building is set back from each yard line at least two additional feet for each additional foot of building height above 45 feet. Churches and temples may, by special use permit, be erected to a height not exceeding 75 feet if such structure is set back from each yard line at least two additional feet for each additional foot of building height above 45 feet.
2. The height of a television or radio tower, antenna support structure, church spire, belfry, monument, tank, water and fire tower, stage tower or scenery loft, cooling tower, ornamental tower, and spire, chimney, elevator bulkhead, conveyor and flagpole shall be specified in the ordinance granting a special use permit.

(F) *Signs, fences and obstructions in yards:*

1. Signs as per sign ordinance.
2. Screening required pursuant to subsection 10-5-13(L) of this title.
3. See section 10-5-5, "Yards", of this title.

(G) *Parking and loading requirements:*

1. The following design standards shall apply within this district:
 - (a) No vehicle shall be parked within ten feet of the front property line, and such unobstructed ten foot setback shall be appropriately planted and landscaped;
 - (b) All parking areas shall be appropriately landscaped;
 - (c) Driveways shall be located no closer than 40 feet to another driveway, or an intersecting street.
2. All buildings except those specified below: One space for each 250 square feet of gross floor area.

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3. *Automobile sales*: Three spaces for each 1,000 square feet of gross floor area, plus one space for each 2,000 square feet of gross land area.
 4. *Car wash*: One space for each two employees, plus reservoir parking space or stacking space equal to five times the maximum capacity of the washing unit.
 5. *Commercial or trade school*: One space for each two students, based on design capacity.
 6. *Hotel and motel*: One space for each lodging unit.
 7. *Indoor theater*: One space for each three seats.
 8. *Light manufacturing*: Two spaces for each three employees.
 9. *Medical and dental clinic*: One space for each 200 square feet of the gross floor area.
 10. *Private school*: One space for each four students, based on design capacity.
 11. *Bowling alley*: Four spaces for each bowling lane.
 12. *Other indoor recreation*: One space for each 200 square feet of gross floor area.
 13. *Outdoor amusement establishment*: Three spaces for each 1,000 square feet of gross land area.
 14. *Restaurant (drive-in and/or carryout where the restaurant has no inside seating)*: One space for each 100 square feet of gross floor area.
 15. *Restaurant (sit down)*: One space for each three seats provided in eating or drinking areas.
 16. Additional off street parking and loading requirements are found in chapter 5, "Supplementary Regulations", of this title.

10-5-23. Keeping Of Hens

(A). Definition:

1. Hen: the female of the species *Gallus gallus domesticus* (chicken), female *Anas platyrhynchos* (duck), or females from the family *Odontophoridae* (quail).

(B). Regulations:

1. The keeping of hens is permitted on any single-family residentially zoned property in the Village.
2. Hens shall not be permitted to run at large in the Village.
3. No person shall keep or harbor more than eight (8) hens on any residential lot.
4. No person shall keep or harbor any rooster.
5. Hens may be allowed outside in a fenced rear yard area or other permanently fenced area or temporarily fenced area while in the presence of their owners or keepers.
6. There shall be no slaughtering of any poultry outdoors on any residential lot.
7. When left unattended, hens shall be kept in a covered outside enclosure or inside a residence, which shall at all times maintain a habitable temperature.
8. Hen Shelter Regulations:
 - (a) Hen shelter areas shall be subject to all applicable zoning requirements, including but not limited to, lot coverage restrictions, maximum accessory structure area, etc.
 - (b) Confinement enclosures are prohibited within all front, corner side, or side yard areas.
 - (c) A maximum of one hundred fifty (150) square feet will be permitted for both the hen shelter and associated outdoor area.
 - (d) Maximum shelter ridge height shall not exceed 8 feet (8').
 - (e) An outdoor shelter shall be located only in the rear yard of a lot and no closer than ten feet (10') of either side yard lot line and no closer than ten feet (10') from any rear yard lot line.
 - (f) The interior area of any shelter and the rear yard area shall be maintained in a sanitary condition.
 - (g) Outdoor shelters shall be designed to be architecturally compatible with the principal residence or any existing accessory structure or the principal

residence's rear yard landscape theme and shall be constructed of quality, durable building materials.

- (h) Outdoor shelters shall be constructed in a workmanlike manner and maintained to be weatherproof in order to withstand inclement and extreme weather.
- (i) All shelters shall be designed and constructed with adequate ventilation and in a manner that allows them to be easily cleaned.
- (j) All feed shall be maintained in rodent-proof containers.

Other Affected Zoning Code Sections

Section 6-3-8. - Prohibited animals.

It shall be unlawful to stable or house horses, ponies, burros, mules, goats, cattle, swine, sheep, hens or other similar animals within the Village.

TABLE 10-5-5(B)4-30

30. Shed (see subsection 10-5- 4(A)2(b) of this chapter)	X	X	(a) Limitations: Used for storage purposes only, <u>except as provided in Section 10-5-23 (Keeping Of Hens)</u> (b) Height: 15' maximum ridge
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DRAFT MINUTES
REGULAR PLAN COMMISSION MEETING
March 9, 2023

Call to Order and Roll Call

Chairperson Tim Loftus called the meeting to order at 7:05 p.m., and explained the Plan Commission's function and operating procedure as an advisory body. He described the public hearing protocol including for public comment, and announced that comments would be recorded. Mr. Loftus introduced Trustee Liaison Steve Thompson, Community Development Director Marty Scott, Senior Planner Atrian Fard, Recording Secretary Barbara Dutton-Thomas and new student member Emma Smith. Roll was called. Chairperson Loftus, Plan Commissioners Arango, Brown, Dawson, Kreuzer, Saeed, Thakkar and Wyant; Commissioner Cooper was absent.

Approval of Minutes

Commissioner Dawson moved to approve the draft minutes of the December 8, 2022 Plan Commission meeting; seconded by Commissioner Saeed, the motion passed by voice vote.

Public Comment Non-Agenda Items

Village President Mark Senak, on behalf of the Village Board and the residents of the community, thanked the Plan Commission members for their input and their effort to serve the community.

Public Hearing – 1102 Hill Avenue

Commissioner Arango moved to open the Public Hearing to consider approval of a special use permit to allow an addition of DISH Wireless 5G antennas and support equipment to an existing cellular tower. Seconded by Commissioner Brown, the motion passed by voice vote.

Staff Introduction

Sworn in, Atrian Fard, Sr. Planner, 535 Duane, reported receiving an email from the attorney of the Petitioner requesting that the hearing be continued to the next regular meeting date. Commissioner Kreuzer, seconded by Commissioner Wyant, moved to continue the Public Hearing until April 27, 2023. The motion passed by voice vote, with all voting, "Yes," except Commissioner Dawson, who voted, "No."

Public Hearing – Proposed Text Amendments

Commissioner Saeed moved to open the Public Hearing to consider text amendments to the Zoning Code. Seconded by Commissioner Brown, the motion passed by voice vote. Chair Loftus noted that each proposed amendment could be discussed separately to provide direction to staff and possible recommendations to the Village Board

KEEPING HENS

Staff Introduction

Sworn in, Marty Scott, Director of Community Development, 535 Duane, Glen Ellyn, gave an overview of the process for updating zoning text, and introduced the topic of keeping of hens in the Village. He explained that a local community group named Hen Ellyn that has been part of the process, and that peer community research had been performed, as well. Mr. Scott said the proposed focuses on type and number of birds, and said that a coop would be treated like other structure put in a yard – like a shed or a deck – and has to be compatible with the home, and that a fenced yard would be required. He related his experience in regulating hen-keeping, mentioning that complaints are rare, and cited benefits of the practice, including environmental and educational.

Commissioner Questions

Chairperson Loftus remarked that he didn't see any proposed concerning licensing, as well as observed that a range of setbacks mentioned in regulations, and wondered if zoning districts need to be defined for hen-keeping purposes. Development Director Scott stated that most communities haven't delineated zones, as coops are looked at as similar to accessory structures, such as playhouses. Wondering if a distinction needs to be made between hen shelter and associated outdoor area, and perceiving a conflict relative to building permitting, Mr. Loftus suggested additional language to clarify the requirements. Mr. Scott noted that a large space isn't needed for eight hens, but saw no problem in defining a size specifically for the coop. In response to a query from Commissioner Arango, Mr. Scott said a permit would be required to verify all aspects of a proposed set-up. Ms. Arango asked about aesthetics, to which Mr. Scott said that people spend [considerable] money on coops, and speculated that the worst-case scenario would be a cedar or natural application.

Commissioner Wyant asked why some communities don't allow keeping hens. Director Scott responded that concerns in one town arose about yards not being big enough as well as a fear of cleanliness issues. Mr. Wyant suggested talking to some communities that rejected the idea, and cited a University of Minnesota study that yielded concerns over disease, noise, odor, pests and waste management. Mr. Scott related that noise, if any, is minimal, and that in his observation, cleanliness was not a factor. Commissioner Wyant expressed concern over coops, given the trend toward outdoor living and the incidence of coyotes. Commissioner Saeed asked if hens had any environmental impacts, to which Mr. Scott replied that he is not aware of any, adding that chicken droppings are used as fertilizer. Relating that she has seen neighbors with hens, Ms. Brown asked how this is currently regulated. Mr. Scott replied that responses to such situations are complaint-driven. Commissioner Kreuzer asked how waste is addressed in other communities. Mr. Scott said that it is typically bagged, separately, for garbage pick-up. Mr. Kreuzer asked if the Village's waste hauler would allow this waste; Mr. Scott said this is a good question. Mr. Kreuzer asked about the proposal for keeping ducks and about fence type required, to which Mr. Scott deferred the duck question to Hen Ellyn, and said the fencing he's observed is typically at least 4-ft. high. In response to a query from Mr. Kreuzer about commercial sales of eggs, Director

Scott said he believes it would be prohibited from homes. To a question about lot-size requirements, he said this is a consideration of the Commission, but there's "no real science to it."

Commissioner Dawson asked if any restrictions might be placed on paint colors for coops. Calling this the "weakest link" in the proposed ordinance, Mr. Scott said Staff would take on the risk of monitoring this, though guidelines could be drawn up. Mr. Dawson argued for a minimum lot size requirement and asked if periodic inspections would be performed. Mr. Scott replied that there were no complaints in three years of experience he had with a hen-keeping ordinance, and that hen owners tend to be responsible, though said there's a possibility of performing inspections. Mr. Dawson asked if proportional aspects of setback calculations for non-conforming lots would prohibit hen space. Sworn in, Ms. Fard, Sr. Planner, 535 Duane, explained that this regulation, unlike setbacks for a house, specifies 10 ft. from the rear and side, a flat rate, she said, that, if there is an objection to it, could be adjusted to reflect lot width. Commissioner Wyant said he's not sure how the community feels about having chickens near their homes, so would like some quantifiable data from communities that have disallowed hens, as well as opinions of realtors as to the effect of hens on home valuations. Chairperson Loftus asked if power would be needed to maintain a habitable temperature. Mr. Scott said he can't speak to this, but that it would probably be covered by the initial permit. Ms. Brown suggested tabling the discussion, pending further information.

Public comment

The following individuals, sworn in, made respective comments:

Emily Henkels, 779 Harding Ave., representing Hen Ellyn, a group promoting hen-keeping in the community, said she doesn't intend to keep hens herself, but would like to have neighbors who do. She invited questions to the group.

Jenna Lindman, 365 S. Kenilworth, said she's always wanted to keep chickens, and having lived near people who kept them on narrow lots, observed that the practice had never been a nuisance. She said hens were a joy to see and that they typically only take up a small space.

Matthew Guadette, 409 Hill, who stated that he had kept four hens on a 5,600SF lot in Oak Park, said waste was put into the trash but it could also be composted. He added that hen-keeping is educational for children, and gives them a sense of how food ends up on a plate.

William Weicher, 241 Traver, asked the Commission to take some time in its decision and to draw on available resources for more information. He said having hens gives children a reason to get outside and interact with nature and to learn where food comes from. He maintained that a hen's cluck is not as loud as a dog's bark.

Billy Joe Mills, 611 Maiden Lane, who introduced himself as a co-organizer of Hen Ellyn, said the community is already surrounded by hens, pointing to nearby towns including Lombard and Lisle. He urged Glen Ellyn to be a leader in encouraging development of a local food supply and fostering resilience.

Margaret Kamm, 230 Crest Road, said she almost didn't move to Glen Ellyn because it didn't allow chickens, but real estate choices narrowed for her as properties in towns with a hen-keeping ordinance were snapped up quickly. She added that chickens teach sustainability, particularly in this age of high egg prices.

Patrick Lopardo, 365 S. Kenilworth Ave., said he'd assumed Glen Ellyn already allowed chickens, and upon learning it didn't, got involved in the hen-keeping movement, and has come to the meeting to express support for the practice.

Angel Oakley, 641 Prairie, said she didn't come to the meeting over the hen question, but applauds the thoughtful commentary of the evening. She said she's familiar with hen-keeping through family members who kept chickens on small lots in an expensive area of California. She favored a 3-ft. setback.

Stephanie Giancarli, 84 N. Parkside, expressed concerns over the safety of 5G wireless, but was told by the Chairperson that the Public Hearing on the proposed cell tower had been continued to April 27, 2023.

A motion was made by Commissioner Dawson to close the Public Hearing; seconded by Commissioner Saeed, the motion passed by voice vote.

Commissioner Discussion

Commissioners Saeed and Thakkar agreed that any ordinance should cover hens only. Commissioner Brown said she is not well enough informed to make a determination about hens in the Village. Director Scott said he could come back with a report addressing a wide variety of topics. Commissioner Wyant said run-size guidance is needed. While voicing support for hens in the Village, Commissioner Dawson said he can't vote on the ordinance as written, wishing to see the maximum number of chickens reduced to four, setback deficiencies addressed, and a minimum lot size set. Mr. Kreuzer requested definitions of coop/run dimensions and shed height. Ms. Fard noted that relevant regulations for accessory structure placement already exist in the Code, and recommended against broadening restrictions, thereby creating a less inclusive environment. Chairperson Loftus favored tabling the discussion to allow opportunity to enhance ordinance language for review. Commissioner Thakkar moved to table the topic concerning an updated amendment for keeping hens until the April 27, 2023 Commission meeting. Seconded by Commissioner Brown, the motion passed by roll call vote, with all Commissioners present voting, "Yes."

OUTDOOR DINING AND PLATFORMS; FOOD TRUCKS; AND TOBACCO, VAPE AND SMOKE SHOPS

A motion to open the Public Hearing to consider amendments to text of the Zoning Code governing outdoor dining and platforms, food trucks, and tobacco, vape and smoke shops was made by Commissioner Thakkar; seconded by Commissioner Wyant, the motion carried by voice vote. Sworn in, Marty Scott, Director of Community Development, 535 Duane, Glen Ellyn, stated that these ordinances are already in place, but the Village is working to enhance them. He said that some of the outdoor dining perhaps enjoyed in the past year or two were pilot programs, for which more specifics are desired to help Staff manage application. Hence, he explained, proposed is new language, which also addresses

outdoor dining platforms such as those constructed at A Toda Madre. New regulations, continued Mr. Scott, apply to public and private spaces, whether on right-of-ways (ROW) or into a side yard. The focus, he indicated, is on permission, allowable dates, safety and so forth. Platforms, he added, present some challenges, specifically location, structural integrity, pedestrian traffic safety, maintenance and upkeep, lighting compliance, proper site management.

Chairperson Loftus asked for a description of wind blocks, to which Mr. Scott explained that they are add-ons (e.g., fencing, lattice) for stability, but that “igloos” wouldn’t be allowed to infringe. Commissioner Wyant noted date exceptions (for flexibility). The Chairperson asked if platform size is limited by Code, to which Mr. Scott replied, “No,” but said they are reviewed for ADA and pedestrian/vehicle safety by Staff and Public Works, respectively. Emphasizing the value of restaurateur feedback, Commissioner Wyant asked if Glen Ellyn is considering closing Main Street in summer months, as Wheaton does, to accommodate street dining. Mr. Scott said he hasn’t heard of any such conversations. Commissioner Arango asked if the process to extend for good weather is seamless (i.e., not a lot of red tape) for restaurants, to which Mr. Scott replied affirmatively. To respond to a query by Commissioner Kreuzer about lighting near residential space above restaurants, Atrian Fard, Sr. Planner, 535 Duane St., was sworn in. She explained that when apartments are above dining establishments, though the mixed-use building is considered commercial, a ½ foot candle restriction applies. Observing that the Code was written before LED technology was invented, Commissioner Kreuzer said that nothing in the ordinances addresses it (e.g., color and temperature). Ms. Fard said LED considerations can be addressed in the final Zoning Code cleanup. He then asked how noise is measured. Mr. Scott responded that loud noise (i.e., diner) or disturbing amplified music is likely complaint-driven and addressed by the Police Department. Commissioner Kreuzer asked if restaurants will be asked to turn off their outdoor dining lights when they close, to which Ms. Fard explained that outdoor dining is subject to regular restaurant operation rules, which stipulate lights be turned off at closing. Commissioner Brown moved for the following:

After conducting a public hearing and deliberating on the requests of the petitioner, the Village of Glen Ellyn, for approval of proposed amendments to Chapter 2 and Chapter 5 of the Zoning Code as well as Chapter 1 (Streets and Sidewalks) of the Public Ways and Property of the Glen Ellyn Village Code, the Plan Commission hereby recommends:

1. Approval as discussed or amended at the Plan Commission public hearing on March 9, 2023, which are hereby incorporated into the Motions by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village, of proposed amendments to Chapter 2 (Definitions) and Chapter 5 (Supplementary Regulations) of the Zoning Code as well as Chapter 1 (Streets and Sidewalks) of the Public Ways and Property of the Glen Ellyn Village Code, all relating to outdoor dining and outdoor platform regulations.

Seconded by Commissioner Arango, the motion passed on a roll call vote with Commission members Brown, Arango, Dawson, Kreuzer, Saeed, Thakkar and Wyant and Chairperson Loftus voting, "Yes."

Director Scott introduced the next set of proposed text amendments by saying that food truck activity also stems from a pilot program. He indicated that to respond to this commercial endeavor via code requirements, best practices from other communities, namely St. Charles, were examined. Staff, he continued, focused on location, products sold, compliance with Health Department, site management, sales tax procedure, and number of days and hours of operation. He said he anticipates food trucks would be allowed on private property to supplement existing businesses and at special events if invited by local taxing bodies and not-for-profits, but prohibited from street operation on random days.

In response to a query from Chairperson Loftus about parking on public ROWs, Director Scott said ROW parking would only be allowed at a public event, such as one sponsored by the Park District or the College of DuPage. The Chairperson then asked whether a truck could be on a street if the Village-sponsored an event. Mr. Scott replied that it would only be permitted on the site, unless a Board waiver is granted. Chairperson Loftus asked for a definition of accessibility in a food truck context. Mr. Scott said accessibility refers to placement of the truck to allow disabled individuals access to it. Mr. Loftus asked if a food truck is permitted to be on a sidewalk; on a private one, replied Mr. Scott. Sworn in, audience member Dawn Smith, 147 Kenilworth, related that trucks are on the road leading to the Boathouse and sit on brick pavers on Lenox along Lake Ellyn Park, as well as park in back of municipal lots during the French Market. Mr. Scott special events would be looked at on a case-by-case basis. Chairperson Loftus asked about a power source. Noting that generators are loud and circuit overload is a concern, Director Scott said requirements could be reviewed to see if any flexibility is needed. Mr. Loftus asked if private lot parking is curtailed by food trucks, in violation of Code; Mr. Scott noted that situations are temporary. Chairperson Loftus asked if a three-day limit would be more appropriate than a two-day limit. Ms. Smith related that the carnival lasts one week, "The Taste" runs four days, and everything else is a one-day event. Mr. Scott said language could perhaps be added pertinent to extended limits for special events. Ms. Smith suggested language be included to prevent grease being dumped into sewers. Mr. Scott said it's not a bad idea to call this out. In response to a question from the Chairperson about hour restrictions, Mr. Scott said he doesn't think a truck would operate beyond eight hours, while Commissioner Kreuzer observed that trucks usually run out of food after two to three hours. Commissioner Wyant wondered whether restaurants look at food trucks as cutting into their business, expressing a wish for feedback on this, while Commissioner Arango stressed a need to be specific about proximity to restaurants. Sworn in, Trustee Steve Thompson, 535 Duane St., Glen Ellyn, observed that local restaurants typically don't want to participate in "Taste," and don't view food trucks as competition, seeing them as temporary, while Mr. Kreuzer noted that restaurants benefit from takeout by Beer Cellar patrons. The distinction between food trucks and vendor carts, and the desire for flexibility in regulating temporary signage were discussed. Commissioner Dawson moved for the following:

After conducting a public hearing and deliberating on the requests of the petitioner, the Village of Glen Ellyn, for approval of proposed amendments to Chapter 5 (Supplementary Regulations) of the Glen Ellyn Zoning Code, the Plan Commission hereby recommends:

1. Approval as discussed or amended at the Plan Commission public hearing on March 9, 2023, which are hereby incorporated into the Motions by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village, of proposed amendments to Chapter 5 (Supplementary Regulations) of the Zoning Code, relating to food truck regulations.
2. No dumping of grease in the Village storm or sanitary sewer.
3. For food truck hours and duration, Staff to provide final language to address Plan Commission concerns.
4. To item 12 add "unless expressly approved by the Village" to the end of the sentence.
5. Strike final sentence from item #10.

Seconded by Commissioner Arango, the motion carried on a roll call vote with Commission members Dawson, Arango, Brown, Kreuzer, Saeed, Thakkar and Wyant and Chairperson Loftus voting, "Yes."

Director Scott related that tobacco shops and vape stores are currently permitted uses in the C3 District, which is entirely along Roosevelt Road, and that it is proposed to reclassify them as special uses. While saying these are fine businesses that serve a need, Director Scott said they have a connotation to them that goes along with garish signs, names and lighting, and that complaints received are being addressed.

Mr. Saeed asked if verbiage "and other places of worship" be added to references to churches and temples. Commissioner Wyant asked where dispensaries fit in, to which Director Scott replied they aren't permitted. Trustee Thompson interjected that medical use is permitted, but not recreational. Commissioner Dawson moved for the following:

After conducting a public hearing and deliberating on the requests of the petitioner, the Village of Glen Ellyn, for approval of proposed amendments to Chapter 4 (District Regulations) of the Glen Ellyn Zoning Code, the Plan Commission hereby recommends:

1. Approval as discussed or amended at the Plan Commission public hearing on March 9, 2023, which are hereby incorporated into the Motions by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village, of proposed amendments to Chapter 4 (District Regulations) of the Zoning Code, relating to tobacco, vape, and smoke shop regulations.
2. Add to item 10-4-15 (B5) "or other places of worship."
3. Add to item 10-4-15 (E1) "or other places of worship."

Seconded by Commissioner Saeed, the motion passed on a roll call vote with Commission members Dawson, Saeed, Arango, Brown, Kreuzer, Thakkar and Wyant and Chairperson Loftus voting, "Yes."

A motion to close the Public Hearing was made by Commissioner Saeed; seconded by Commissioner Wyant, the motion passed by voice vote.

Official Zoning Map

Sr. Planner Fard explained that the Illinois Compiled Statutes require that the Village publish an updated Zoning Map by April 1st of each year. This update, she explicated, typically includes annexations, zoning map amendments, and the correction of any platting errors. Staff, she said, requests the Plan Commission review and make a recommendation regarding the Official Zoning Map of 2023 to the Village Board. She proceeded to describe the changes to the map adopted by the Village Board in 2022:

Harding Glen Townhomes: This is a zoning map amendment and a re-subdivision for a 23-unit residential townhome development to be known as Harding Townhomes. The property was rezoned from R2 Residential to R4 Multi-family Development District.

413 N. Main Street: The ordinance rezoned an area of the building from the C5A to C5B to accommodate the redevelopment of the back half of the existing building on the property to accommodate 12 loft-style apartments. (C5A, she noted, doesn't allow apartment use on the first floor.)

Glen Estates Subdivision: P.J. Murphy sub-divided a big lot into eight lots, seven of which will include single-family homes, a process underway.

Arboretum Estates East: This change encompasses the annexation of 28 properties, which were added to the map.

She outlined Plan Commission action on the Official Zoning Map for 2023. Chairperson Loftus declared that the recommendation is, "Let's go with it."

Trustee's Report

Trustee Thompson said the Board is engaged in multiple Village initiatives, listing the Streetscape, the train station, the US Bank property, the hotel site, the Comprehensive Plan and the McKee House, Glenwood Station, Apex garage, and the Katy's site. He invited questions.

Staff Report

Sr. Planner Fard said there are several cases under review, but nothing scheduled for the March meeting. Commissioner Dawson expressed that he'd rather attend an additional meeting than have to endure an exceptionally long one.

Adjournment

Chairperson Loftus adjourned the meeting at 10:40 p.m., following passage by voice vote of a motion by Commissioner Thakkar and seconded by Commissioner Saeed.

Respectfully submitted,

Barbara Dutton-Thomas, Recording Secretary



**Glen Ellyn Plan
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 5/4/2023 7:00 PM
Department: Community Development
Department Head: Marty Scott
Category: Other
Prepared By: Marty Scott

**AGENDA ITEM (ID
2023-492)**

DOC ID: 2023-492

**Public Hearing – Proposed Text Amendment: Amendments to
Chapter 4 (District Regulations), specifically C3-C6 zoning districts
of the Zoning Code pertaining to the designation of tobacco, vape,
and smoke shops as special uses.**

Statement of the Issue:

Please see the attached staff report.

Analysis:

Please see the attached staff report.

Budget Impact:

N/A

Contribution to Strategic Plan (if applicable)

Action Requested:

Please see the attached staff report.

Attachments:

1. PC Memo - Tobacco-Vape - Text Amendments
2. Tobacco, Vape, and Smoke Shops - Draft Text Amendment - 5-4-23 PC review
3. Draft Motions to Approve - Vape-Tobacco

STAFF REPORT

TO: Glen Ellyn Plan Commission
FROM: Marty Scott, Director of Community Development
DATE: April 28, 2023
FOR: May 4, 2023 Plan Commission Special Meeting
SUBJECT: Proposed Village Code Text Amendments

PETITIONER: The Village of Glen Ellyn

REQUEST: Village staff is requesting that the Plan Commission revisit possible text amendments to the Village Code relating to tobacco, vape, and smoke shops within commercial zoning districts. A new public hearing was published with the intention that the Commission could host a hearing and subsequently provide a new recommendation to the Village Board.

PUBLIC NOTICE: Notice of the public hearing was published in the April 19, 2023, edition of The Daily Herald advertising a public hearing to be held on Thursday, May 4, 2023.

SUMMARY: Tobacco, Vape, and Smoke Shop Regulations

Earlier this year, the Village Board directed staff to prepare a draft text amendment which would designate tobacco, vape, and smoke shops as special uses within the Village. Currently, the only zoning district to allow these uses is the C3 Service Commercial District, where they are permitted.

When this issue was last presented to Commission on March 9th, the draft language only included changes to the C-3 district (to convert these uses from permitted to special uses). The Commission recommended approval and the issue proceeded to the Village Board. At a subsequent meeting, the Board expressed concern that the same level of scrutiny would not be applied to other commercial districts. The Board directed staff to prepare amendments to the C3 through C6 districts. Staff has drafted the attached text amendment to the Zoning Code to accomplish the following:

- Remove tobacco, vape, and smoke shop as permitted within the C3 district, and add them a special uses.

- Add tobacco, vape, and smoke shop as special uses with the following districts:
 - ❖ C-4 Office District
 - ❖ C5A Central Retail Core Subdistrict
 - ❖ C5B Central Service Subdistrict and,
 - ❖ C6 Commercial/Multiuse Planned Development District

These proposed amendments are shown on the attached documents.

These amendments are important since tobacco, vape, and smoke shops can become a visual nuisance. Many of the shops install a variety of lighting features (e.g., rope lights, neon, flashing signs, etc.) to attract customers. The Village receives complaints from the public regarding the garish look of some of these establishments. In fact, each of the four current establishments have received “notices of violation” in regard to their signage and will likely be required to appear at a Local Adjudication hearing. This one characteristic of the business operation is reasonable justification for the proposed text amendments.

**PLAN
COMMISSION
ACTION:**

The Plan Commission should review and discuss the attached proposed Zoning Code text amendments. The Commission may recommend approval, approval with revisions, or denial of the proposed amendments. The Commission may also recommend approval of some of the regulations and not others. (Please note that other sections of the permitted and/or special lists cannot be modified at this time since the hearing notice focused on tobacco and vape shops).

Proposed amendments to Chapter 4 (District Regulations), specifically C-3 through C-6 Zoning Districts of the Zoning Code and of the Glen Ellyn Village Code, regarding the designation of tobacco, vape and smoke shops as special uses. (Below are code excerpts from the affected sections of the Zoning Code).

10-4-15. C3 Service Commercial District.

(A) *Permitted uses:*

1. Animal daycare.
2. Animal grooming.
3. Animal training.
4. Automobile and automotive sale and service use, including open sales lots, parking lots and public garages and storage garages.
5. Bakery where not more than 50 percent of the floor area is devoted to processing.
6. Bank, loan office, and financial institution but not including payday lending service, check cashing service, or currency exchange.
7. Building material sales establishment; plumbing, heating, ventilating and electrical equipment and fixture service and repair uses; machinery and equipment sales, service and rental; cabinetmaking and custom woodworking uses.
8. Commodities sales uses for basic living needs of a neighborhood, such as: art and school supply store; bicycle sale and repair shop; bookstore; camera and photographic supply store; candy and beauty shop; furniture, upholstery, carpet, china or glass store; clothing store; department store; toy and hobby shop; hardware store; jewelry or leather goods store; liquor store; garden supply shop; electrical and household appliance sales; coin and philatelic store; interior decorating including making of draperies, slip covers and other similar articles; sporting goods; musical instrument sales and repair; paint and wallpaper store; variety store; video sales and rental store.
9. Community support service uses such as: music and dance school; antique shop; health spa; mail order store; newspaper office; office supply; pet shop; indoor theater; catering; laundry retail; mortuary; photographic and art studio; food store; and employment agency.
10. Drugstore and pharmacy, retail.
11. Engraving, printing, publishing, lithography, blueprinting and photocopying establishment.
12. Greenhouse, including retail and wholesale sale of plants.
13. Hotel or motel.

-
14. Indoor recreational facility.
 15. Laundry, commercial.
 16. Mail order house, retail.
 17. Medical or dental clinic.
 18. Monument establishment.
 19. Movie theater.
 20. Nail salon.
 21. Office, business, medical or professional.
 22. Research activity.
 23. Restaurant and eating place, including outdoor seating on private property as an accessory use provided such outdoor seating complies with the provisions in section 10-5-15 of this title.
 24. Service uses performed on premises for needs of a neighborhood, such as: barber and beauty shop; dressmaking; tailoring; shoe repair; household appliance repair; radio or television sales, service and repair; frozen food locker; locksmith; millinery shop; travel agency; telegraph office; furrier storage, conditioning and sales; picture framing.
 25. Telephone exchange.
 - ~~26. Tobacco, Vape, and Smoke Shop.~~
 26. Used car, trailer or boat sales.
 27. Veterinarian or animal hospital.
 28. Antenna attachments to existing antenna towers, buildings or other structures which do not exceed the permitted height in the zoning district or the height established by a special use permit.

All permitted uses must also comply with all applicable requirements contained in chapter 5, "Supplementary Regulations", of this title as well as all other pertinent regulations in this title.

- (B) *Special uses:* No enumerated special use shall be considered to be an accessory use to any other permitted or special use, and a separate permit shall be required for each separate special use.

1. Automobile car wash.
2. Automobile repair.
3. Automotive vehicle rental.
4. Cartage, express, parcel delivery or motor freight terminal.
5. Church or temple.

-
6. Commercial planned development in accordance with the provisions of the "planned unit development regulations".
 7. Compounding of cosmetics, toiletries, dyes and pharmaceuticals.
 8. Contractor's yard for storage of vehicles and materials.
 9. Drive-in commercial facility.
 10. Garage/service station.
 11. Kennel or cattery.
 12. Light manufacturing assembly of previously manufactured parts, fabricating, cleaning, testing, assembling, repairing or servicing.
 13. Outdoor amusement establishment.
 14. Outdoor merchandise, storage, promotional activities, or tents.
 15. Payday lending service, check cashing service, and currency exchange.
 16. Private school.
 17. Public park and playground.
 18. Public use.
 19. Public utility and public service use.
 20. School, commercial or trade.
 21. Television and radio tower, antenna support structure, church spire, belfry, monument, tank, water and fire tower, stage tower or scenery loft, cooling tower, ornamental tower, and spire, chimney, elevator bulkhead, conveyor and flagpole which exceed the maximum height.
 22. Tobacco, Vape, and Smoke Shop.
 23. Vehicle storage lot.
 24. Wholesale merchandising and storage warehousing.

All special uses must also comply with all applicable requirements contained in chapter 5, "Supplementary Regulations", of this title, as well as all other pertinent regulations in this title.

10-4-16. C4 Office District.

(B) Special uses: No enumerated special use shall be considered to be an accessory use to any other permitted or special use, and a separate permit shall be required for each separate special use.

-
1. Adult daycare center.
 2. Automobile repair.
 3. Church or temple.
 4. Congregate housing for the elderly.
 5. Daycare center.
 6. Office planned development in accordance with the provisions of the "planned unit development regulations".
 7. Outdoor merchandise, storage, promotional activities, or tents.
 8. Printing and publishing establishment.
 9. Public park and playground.
 10. Public use.
 11. Public utility and public service use.
 12. Sheltered care facility.
 13. Television and radio tower, antenna support structure, church spire, belfry, monument, tank, water and fire tower, stage tower or scenery loft, cooling tower, ornamental tower, and spire, chimney, elevator bulkhead, conveyor and flagpole which exceed the maximum height.
 14. Tobacco, Vape, and Smoke Shop.
 15. Vehicle storage lot.
 16. Warehouse.
 17. Medical cannabis dispensary (in accordance with section 10-5-19 of this title).

10-4-17-1. C5A Central Retail Core Subdistrict.

(B) Special uses: No enumerated special use shall be considered to be an accessory use to any other permitted or special use, and a separate permit shall be required for each separate special use.

1. Adult daycare center.
2. Automobile and automotive sales and service uses.
3. Automobile car wash.
4. Automobile repair.
5. Automobile vehicle rental (or automotive vehicle rental).
6. Bank and financial institution.
7. Beauty and barber shop.
8. Building material sales establishment, plumbing, heating, ventilating and electrical equipment and fixtures service and repair uses; machinery and

equipment sales, service and rental; cabinetmaking and custom woodworking uses.

9. Catering service.
10. Church.
11. Club and lodge, private, fraternal or religious.
12. Communication exchange.
13. Compounding of cosmetics, toiletries, dyes and pharmaceutical products.
14. Congregate housing for the elderly.
15. Co-working office with business events.
16. Daycare center.
17. Drive-in commercial facility.
18. Drive-in or carryout eating place.
19. Engraving, printing, publishing, lithography, blueprinting and photocopy establishment.
20. Greenhouse, including retail and wholesale sale of plants.
21. Health spa.
22. Hospital.
23. Hotel, motel and apartment hotel.
24. Indoor amusement.
25. Indoor recreational facility.
26. Laundry and dry cleaning (commercial).
27. Light manufacturing assembly of previously manufactured parts, fabricating, cleaning, testing, repairing or servicing.
28. Medical or dental clinic.
29. Monument establishment.
30. Mortuary.
31. Music and dance school.
32. Nail salon.
33. Newspaper office and distribution center.
34. Office: business, medical, professional or public.
35. Outdoor merchandise, storage, promotional activities, or tents.
36. Private school.
37. Public or private garage and parking lot.
38. Public park or playground.
39. Public school.
40. Public use.
41. Public utility and public services use.
42. Research activities and/or laboratory.

43. Television and radio tower, antenna support structure, church spire, belfry, monument, tank, water and fire tower, stage tower or scenery loft, cooling tower, ornamental tower, and spire, chimney, elevator bulkhead, conveyor and flagpole which exceed the maximum height.

44. Tobacco, Vape, and Smoke Shop.

45. Trailer or boat sales.

46. Travel agency.

47. Veterinarian or animal hospital.

48. Wholesale merchandising and storage warehousing.

10-4-17-2. C5B Central Service Subdistrict.

(B) Special uses: No enumerated special use shall be considered to be an accessory use to any other permitted or special use, and a separate permit shall be required for each separate special use.

1. Adult daycare center.
2. Automobile and automotive sales and service use.
3. Automobile car wash.
4. Automobile repair.
5. Automobile vehicle rental (or automotive vehicle rental).
6. Building material sales establishment, plumbing, heating, ventilating and electrical equipment and fixtures service and repair uses; machinery and equipment sales, service and rental; cabinetmaking and custom woodworking uses.
7. Church.
8. Compounding of cosmetics, toiletries, dyes and pharmaceutical products.
9. Congregate housing for the elderly.
10. Daycare center.
11. Designated historical landmark, site, or structure.
12. Drive-in commercial facility.
13. Drive-in or carryout eating place.
14. Dwellings: single-family attached (provided that no more than six units are attached), single-family detached, two-family and multi-family.
15. Engraving, printing, publishing, lithography, blueprinting and photocopy establishment.
16. Greenhouse, including retail and wholesale sale of plants.
17. Hospital.
18. Hotel, motel and apartment hotel.

-
19. Indoor recreational facility.
 20. Laundry and dry cleaning (commercial).
 21. Light manufacturing assembly of previously manufactured part, fabricating, cleaning, testing, repairing or servicing.
 22. Medical or dental clinic.
 23. Monument establishment.
 24. Outdoor merchandise, storage, promotional activities or tents.
 25. Private school.
 26. Public or private garage and parking lot.
 27. Public park or playground.
 28. Public school.
 29. Public use.
 30. Public utility and public services use.
 31. Research activities and/or laboratory.
 32. Television and radio tower, antenna support structure, church spire, belfry, monument, tank, water and fire tower, stage tower or scenery loft, cooling tower, ornamental tower and spire, chimney, elevator bulkhead, conveyor and flagpole which exceed the maximum height.
 33. Tobacco, Vape, and Smoke Shop.
 34. Trailer or boat sales.
 35. Veterinarian or animal hospital.
 36. Wholesale merchandising and storage warehousing.

10-4-18. C6 Commercial/Multiuse Planned Development District.

Development within this district shall be by planned development only, and shall be consistent with the Glen Ellyn Comprehensive Plan. All development shall comply with requirements contained in chapter 7, "Planned Unit Developments", of this title, as well as all other pertinent regulations in this title.

(A) Uses: The following uses may be allowed, subject to the review and approval of the development plan:

1. The complete range of primary retail and service uses.
2. Offices: business, professional, headquarters and governmental.
3. Auto oriented commercial uses.
4. Institutional uses, consistent with the predominantly commercial/multiuse plan for the site.

5. Residential uses, consistent with the predominantly commercial/multiuse plan for the site.

6. Outdoor merchandise, storage, promotional activities, or tents.

(B) Special uses: No enumerated special use shall be considered to be an accessory use to any other permitted or special use, and a separate permit shall be required for each separate special use.

1. Tobacco, Vape, and Smoke Shop.



Minutes
Village of Glen Ellyn
Special Village Board Meeting
Monday, March 20, 2023
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

- A. Call to Order – 7:06 PM
- B. Pledge of Allegiance
- C. Roll Call

Upon roll call by Clerk Cosby, President Senak and Trustees Christiansen, Fasules, Kalinich, Payne, Gould, and Thompson answered “Present.”

Also in attendance: Village Manager Franz, Assistant Village Manager Rodman, Public Works Director Buckley, Community Development Director Scott, Senior Planner Fard, Economic Development Coordinator Hannah, Deputy Chief of Police Vavra, and Fire Chief Clark.

- D. Audience Participation

There was no off-agenda public comment.

President Senak announced the Autism event, “Rock you Socks” on Tuesday and encouraged all to participate.

- E. Consent Agenda - The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below:

RESULTS:	APPROVED [6 to 0]
MOVER:	Trustee Kalinich [Items 1 – 2]
SECONDER:	Trustee Payne
AYES:	Kalinich, Payne, Thompson, Fasules, Christiansen, Gould
NAYS:	

- 1) Motion to approve a change order to P.O. number 20220005 in the amount of \$1,153.38 to pay for fuel commodities purchased from Offen Petroleum of Commerce City, Colorado. Funds will be expensed to the Equipment Services Gas and Oil Fund #65000-530300 (Public Works Director Buckley)
- 2) Motion to Approve Resolution No. 23-03, A Resolution Authorizing Adoption of the

2023 Official Zoning District Map for The Village of Glen Ellyn (Community Development Director Scott)

- 3) Motion to Approve Ordinance No. 7024-VC, An Ordinance Amending Title 8 of the Glen Ellyn Municipal Code, Chapter 1, Section 13 Regarding Encroachments on Public Ways; Amending Title 10, Chapter 2, Section 2 Regarding Definitions; Amending Title 10 of the Glen Ellyn Municipal Code Chapter 4, Section 15 Regarding Tobacco, Smoke and Vape Shops; Amending Title 10, Chapter 5, Section 8 Regarding Off Street Spaces; Amending Title 10, Chapter 5, Section 15 Regarding Outdoor Dining; and Amending Title 10, Chapter 5, Section 20 Regarding Food Trucks (Community Development Director Scott)

RESULTS:	APPROVED [6 to 0] TO TABLE FOR WORKSHOP
MOVER:	Trustee Fasules [Item 3]
SECONDER:	Trustee Gould
AYES:	Fasules, Gould, Kalinich, Payne, Thompson, Christiansen
NAYS:	

Trustee Thompson asked for clarification of the Tobacco, Smoke and Vape Shops changes. Community Development Director Scott replied with details on specific districts that would designate the special use. The changes are designed to reduce the number of these sorts of shops in the Village.

Trustee Gould asked if it is available in C6 currently. Community Development Director Scott replied. Debate ensued and staff was asked to research when the existing shop opened in C6. Special use in C3

Trustee Fasules suggested research to be done regarding food trucks and that this ordinance should be tabled for a workshop. Vote ensued.

Trustee Kalinich suggested that any information that a Trustee needs to speak to the topic be supplied to the Board.

F. Exterior Appearance of Building Facade Improvements for Brick & Mortar - 411 North Main Street (Community Development Scott) (Trustee Gould)

RESULTS:	WITHDRAW FOR FURTHER DISCUSSION And ADDITIONAL INPUT FROM PETITIONER [6 to 0]
MOVER:	Trustee Fasules
SECONDER:	Trustee Payne
AYES:	Fasules, Payne, Thompson, Christiansen, Kalinich, Gould
NAYS:	

- 1) Motion to Approve Ordinance No. 7025, An Ordinance Approving the Exterior Appearance of Building Façade Improvements for Brick & Mortar Located at 411 North Main Street

Senior Planner Fard reviewed the motion being made for the exterior building facade. She reviewed the previous proposal and the changes that have been made to that proposal to better reflect the character of the Village.

Senior Planner Fard reviewed the AAC recommendations made on March 8, 2023. At the request of President Senak, Senior Planner Fard reviewed the windows specifically.

Pam Albrecht, resident and Commissioner of the AAC, spoke about the history of the discussion regarding this proposal. The Village gave a permit that did not allow the exterior to be changed, yet the contractor did not understand this and did demolition on the facade, which is how the issue has gotten to its current situation. She added that she wished she had not allowed the door to be located off-center.

Chris Wilson, resident, spoke about her belief the door should remain in the center of the building to retain its original 1927 design. She pointed out that it is in the Historic District. She added that the windows should be updated in the same exact design. She wanted clarification on the courtyard. Trustee Gould replied. Ms. Wilson wants the Historic character to remain intact.

Kathy Cornell, resident, spoke about her belief that the door should remain in the center and that allowing small variance like this could lead to bigger requests and the Village would lose its historic appeal down the road.

Ian Dawson, resident and plan commissioner, discussed how this proposal arrived where it is today. He also talked about the landmark status of his home and things that he could change but did not, especially the doorway. He also talked about the construction that he found a way to do while preserving the historic integrity.

Barb Lemme, resident, submitted comment online. It was read into the record.

Trustee Gould asked what were the existing second story windows building materials. The petitioner replied wood and glass. Trustee Gould followed up with a question on repair – which the petitioner said would be \$25,000 and challenging for them to do.

Trustee Gould asked about the access to the upstairs. The petitioner replied.

Trustee Kalinich asked for clarification about the courtyard and what the current proposal is for the courtyard. Senior Planner Fard replied it is painting the brick and that it will be changed as part of the proposal.

Trustee Kalinich asked if the signage is separate of part of the wall or if it is to be painted directly on the façade? The petitioner replied that it was to be painted directly on the façade. Trustee Kalinich followed up wanting to know if this

complied with the signage regulations. Senior Planner Fard replied that it did.

Trustee Kalinich reference a statement that the original first floor exterior was red, but this was not accurate.

Trustee Gould asked about the fireplace and chimney and filling in the space. The petitioner replied.

Senior Planner Fard added that this building is historically significant, but not landmarked. Therefore, the replacement/moving of doors and windows can be done "in kind," but that the Village does not regulate and enforce these sorts of modifications. Trustee Gould added that there are 10 items from the AAC that are applied to buildings in the district.

Trustee Gould wanted to know if the petitioner had photos from the past showing the facade.

President Senak asked if the petitioner had seen the AAC recommendations. The petitioner replied they are willing to execute the recommendations, but that the door is not practical to keep in the center position.

President Senak asked about the revisions to the courtyard. Commissioner Albrecht replied that the preference is to not paint the brick. The petitioners were willing to revise the plan to paint the brick and cinderblock.

Trustee Gould stated she is still concerned with the door placement and replica aluminum custom-made windows, and that is what she would vote for.

The petitioner stated that the door was changed because of the fire-rated corridor was not an issue in 1927, which now must be in compliant with current safety regulations. He added that this configuration is the best function for the business and will allow it to be successful.

Trustee Gould stated that continuing interior work was at the petitioner's own risk.

Trustee Gould was concerned about the cinder block treatment and agreed that stucco would be applied over it to match the front facade.

Trustee Christiansen thanked the petitioner for their due diligence and reiterated the requirements of the Historic District. She stressed that the doorway should stay in its original position.

Trustee Kalinich gave her appreciation of all the work put into this by the AAC and the petitioners. She voiced her concern that the center door is critical to maintain. She added that the stucco on the cinder block is a good compromise, as is all the other revisions to the proposal.

Trustee Thompson stated that the work that has been done is phenomenal, and that he understands the fire code issues. He added that he doesn't see the center position of the door will affect how the business operates. He was O.K. with rest.

Trustee Christiansen added her thoughts on the courtyard.

Trustee Fasules gave his thoughts on the fire and ADA compliance needed for this building. He suggested that revising the layout is safer and is a good compromise to combine the old with the new. Trustee Thompson said that there are not facts that support Trustee Fasules' hypothesis.

Trustee Payne thanked for the investment by the petitioners. He also stated that he agreed with Trustee Fasules' analysis of the situation and that sometimes there must be some "give" to accommodate the future.

Trustee Gould echoed the petitioner's effort to reimagine the proposal. She felt the door is not an ADA issue but a design feature that the petitioner wants. She agreed that the stucco would be a good compromise for the courtyard.

President Senak asked for further information about the safety and ADA aspect of the positioning of the front door.

Village Manager Franz said that the Board needs to work out these issues, not the staff.

President Senak asked Fire Chief Clark to address the fire safety issue of the door position. Fire Chief Clark wanted to know more about the firewall. In his opinion, the position of the door does not affect the safety of the building.

Trustee Payne asked that if the door was moved to the center, would the fireplace area be able to be used. The petitioner replied that the area becomes less useful because people love to work at the front windows and therefore the goal was to maintain as much of the frontage as possible, which moving the door accomplishes. He added that the ADA issue is with the door width, which if not moved, would ruin the front window space.

President Senak asked if the door is truly Tudor style. Trustee Gould replied that the point is not the Tudor style but that the door has to stay because it is original.

Trustee Gould asked how many mailboxes are in the vestibule. The petitioner responded. Trustee Gould asked if the mailboxes could be located outside. The petitioner added that a classic Tudor style has the door not centered.

Trustee Thompson asked if there is a compromise that can be made to avoid a no vote. President Senak stated that a compromise needs to be made, based on the amount of effort and money that have been put into this building, adding that a "no" vote would not be positive for the renovation of this building.

The petitioner reiterated the importance of the front window seats and that the luster of the space will be lost. Trustee Thompson asked about the seating that was in the window in the previous business.

Village Manager Franz understood looking back versus looking forward. The position of the door may retain history but may not be positive for the future use

of the space. The petitioner explained his view on the door position.

Nick, an AP Government student, was asked to give his opinion of the night's discussion.

Trustee Thompson suggested that the petitioner cannot sell the building unless they put the facade back to its original condition. President Senak disagreed. Trustee Thompson called a question.

Trustee Kalinich stated that she would approve everything with the exception of the door placement and would approve if door stays in the center.

President Senak gave the petitioners 2 minutes to decide if they wanted to allow the vote to continue or to pull the motion for further consideration of a compromise.

The petitioner asked if the door could be shifted almost center. Senior Planner Fard explained where the door and window would be in this new design.

Trustee Kalinich, Trustee Thompson, Trustee Christiansen, and Trustee Gould want the peak and door to be centered with each other. The petitioner explained how this would affect the walk path and the seating.

Trustee Kalinich asked for clarification on the recessed area for the door. The petitioner replied.

The petitioners decided to withdraw from vote at this time.

G. Reminders

H. Adjourn – 9:17 PM

Mover: Trustee Gould; Second: Trustee Kalinich. Unanimous vote to adjourn.



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

Meeting 5/15/2023 7:00 PM
Department: Administration
Department Head: Emily Rodman
Category: Ordinance
Prepared By: Grant Paplauskas

**AGENDA ITEM (ID
2023-452)**

DOC ID: 2023-452

Proposed Amendments to Title 2, Chapter 10 of the Municipal Code - Community Relations Commission

Statement of the Issue:

The Community Relations Commission serves the Village by encouraging policy recommendations, programs, events, actions, and communications that align with Glen Ellyn's commitment to Diversity, Equity, and Inclusion principles and practices. The Commission annually reviews its portion of the Municipal Code to maintain the Commission's intent and purpose. The Commission is bringing forth proposed changes to the Village Board for review and approval.

Analysis:

The Community Relations Commission reviewed its portion of the Municipal Code and is recommending the following changes to more clearly define the Commission's intent and purpose:

- Inclusion of the terms "interact with, or visit" in regard to Glen Ellyn and the reach and impact of the Community Relations Commission.
- Including the term "well-being" for those who are impacted by issues and concerns reviewed by the Commission.
- Allowing student commissioners to be enrolled in higher education or vocational school.
- Changing references of "chairman" to "chairperson" to provide more inclusive language.

Given that the Village Board recently re-established this Commission and agreed to a governance model, staff thought it was prudent to verify with the Village Board to see if they are willing to modify the makeup of the Commission to allow student commissioners to be enrolled in higher education. As you recall, these are two voting positions.

Budget Impact:

N/A

Contribution to Strategic Plan (if applicable)

Action Requested:

Staff is seeking feedback from the Village Board on how they would like to proceed the requested amendments.

Attachments:

1. ORD Amending Village Code regarding CRC 4.24.2023
2. Glen Ellyn Village Code - Chapter 10 CRC Recommended Edits

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE GLEN ELLYN MUNICIPAL CODE,
TITLE 2, CHAPTER 10
COMMUNITY RELATIONS COMMISSION**

WHEREAS the Village of Glen Ellyn ("Village") strives to be an inclusive community that champions diversity and abjures racism, embraces its immigrant communities, respects sexual and gender identity, makes room for all faiths, pursues equity, and rejects hatred, violence, and terrorism; and

WHEREAS the Village desires to continue its commitment to be a community of justice and peace where the dignity of every human being is respected; and

WHEREAS, in furtherance of these objectives, the Village reestablished the Community Relations Commission on August 23, 2021; and

WHEREAS, the Community Relations Commission reviewed the Glen Ellyn Municipal Code and is proposing the following changes for review and approval, in effort to more closely align with the mission and values represented by the Commission.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, ILLINOIS:

SECTION ONE. That Section 2-10-2 of the Glen Ellyn Municipal Code is deleted in its entirety and is hereby replaced with the following language:

2-10-2. Intent and purpose.

Glen Ellyn strives to be a community that welcomes, respects, and engages all people in all aspects of Village life, including employment, commerce, housing, recreation, faith practices, access to resources, and civic engagement. The Community Relations Commission (CRC) promotes these aspirations by actively engaging the community and Village institutions by articulating benchmarks for ongoing efforts in achieving diversity, equality, equity, and inclusion; by educating those who live, work, play, study, interact with, or visit the Village; by reporting on related initiatives; and by serving as a point of contact for community members.

The definition of "all people" is inclusive and covers race; color; sex (including pregnancy and gender identity); sexual orientation; religion or no religion; mental, intellectual, and emotional abilities or disabilities; physical abilities or disabilities; genetic information; health condition; age; economic status and income; profession; education level; national origin, ethnicity, or immigration status; language(s) spoken, written, or read; dress and other customs and choices; appearance; and any other characteristics of diversity.

The Village of Glen Ellyn acknowledges the existence of racism, discrimination, and inequitable treatment in our country and is committed to being a welcoming and inclusive community for all. To realize this goal will require the ongoing commitment of residents, elected officials, and staff. The intent and purpose of the CRC is to make recommendations to the Village Board to create and support policies, programs, events, actions, and communications that guide the community toward this goal.

It shall be the intent and purpose of the Community Relations Commission to:

- (A) Encourage through policy recommendations, programs, events, actions, and communications that Glen Ellyn remain a community that welcomes, respects, and engages all people in all aspects of Village life, including employment, commerce, housing, recreation, faith practices, access to resources, and civic engagement.
- (B) Promote these aspirations by actively engaging the community and Village institutions by articulating benchmarks for ongoing efforts in achieving diversity, equality, equity, and inclusion; by educating those who live, work, play, study, interact with, or visit the Village; by reporting on related initiatives; and by serving as a point of contact for community members.
- (C) Review issues and concerns related to diversity, equality, equity, and inclusion initiated by members of the CRC (e.g., presented to the CRC by individuals, organizations, or groups) or requested by the Board of Trustees. The CRC shall undertake as part of its mission the goal of tackling those issues related to community relations and the fair and equitable treatment and well-being of all who reside, work, play, study, interact with, or visit the Village.
- (D) Perform such other functions and responsibilities as the Board of Trustees may request of it.

SECTION TWO. That Section 2-10-3 of the Glen Ellyn Municipal Code is deleted in its entirety and is hereby replaced with the following language:

2-10-3. Commission membership.

- (A) Appointment: The Community Relations Commission shall consist of seven volunteer members and two volunteer student members appointed by the Village President, with the approval of the majority of the Board of Trustees; all Commissioners shall serve without compensation. Student members shall be in Grades 9–12, or enrolled in higher education or vocational school. Student Commissioners shall vote in the same manner as all other appointed Commissioners. All Commissioners shall reside, own property, attend school, or work in the Village. The Village President may choose Commissioners with special knowledge or special interest in the Village of Glen Ellyn who are not currently residing, property owners, attending school or working within the Village.
- (B) Liaisons: A member of the Board of Trustees shall be appointed by the Village President and shall serve as a non-voting trustee liaison. A representative from Glen Ellyn Park District, Glen Ellyn Public Library, School District 41, School District 87, School District 89, College of DuPage, and two Village staff members (one from the Police Department) may serve as non-voting liaisons to the Community Relations Commission.
- (C) Terms: Each member shall serve for a term of three years. All terms shall expire on July 31.

- (D) Vacancies: Vacancies on said Commission shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.
- (E) Removal: A Commission member may be removed at any time by the majority vote of the Village President and Board of Trustees.
- (F) Chairperson: The Village President, with the advice and consent of the majority of the Village Board, shall designate one of the members of the Commission to be Chairperson. The Chairperson shall be appointed annually in July.
- (G) Secretary: The Commission shall have a secretary who is not a member of the Commission and who shall be provided by the Village Administrator's Office.

SECTION THREE. That Section 2-10-4 of the Glen Ellyn Municipal Code is deleted in its entirety and is hereby replaced with the following language:

2-10-4. Meetings.

- (A) Regular meetings: Regular meetings shall be monthly on a day certain as determined by the Chairperson of the Commission.
- (B) Special meetings: Special meetings of the Commission may be called by the Chairperson from time to time. Members of the Commission must receive notice not less than 48 hours prior to a special meeting. Notice of said special meeting must be posted in the Civic Center not less than 48 hours before said meeting. Special meetings may also be called by the written request of any two members of the Commission. Such written request shall be received by the Chairperson no less than five days prior to the requested date of meeting.
- (C) Quorum: A majority of the Commission members shall be necessary to constitute a quorum to transact any Commission business at any regular or special meeting of the Commission.
- (D) Manner of acting: The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the members.
- (E) Rules of procedure: The Commission shall enact rules of behavior not inconsistent with ordinances or statutes that further enhance the purposes of the board or Commission.

SECTION FOUR. That Section 2-10-5 of the Glen Ellyn Municipal Code is deleted in its entirety and is hereby replaced with the following language:

2-10-5. Duties

- (A) The Commission shall create, support, and promote to the Village Board policy recommendations that are aligned with the Commission's intent and purpose in furthering a diverse, equitable, and inclusive community that is safe, welcoming, and accessible to all.

- (B) The Commission shall propose programs to the Village Board that promote diversity, equality, equity, and inclusion within Village government and the community at large.
- (C) The Commission shall create, support, and promote programs and events that educate and engage our diverse community; are accessible to all; and advance the Village's ongoing efforts in being a community that is equitable, inclusive, safe, and welcoming to all.
- (D) The Commission may devise and propose metrics intended to measure and monitor diversity, equality, equity, inclusivity, accessibility, and safety as well as the welcoming nature of the Village and may report on these metrics annually to the Village Board. The Commission also may propose to the Village Board on an annual basis benchmark goals for these monitoring and measuring said metrics.
- (E) The Commission shall hear concerns and complaints from community members regarding topics such as racism, discrimination, or inequitable treatment and shall propose to the Village Board methods to resolve such issues.
- (F) The Commission shall manage and allocate the resources of the Commission (as budgeted by the Village Board of Trustees) to create, support, and promote policies, programs, events, actions, and communications that align with the mission of the Commission in ensuring safe, welcoming, and equitable treatment of all who reside, work, play, study, interact with, or visit the Village.
- (G) The Commission shall have the authority to appoint appropriate subcommittees within the auspices of the Commission to aid in discharging its duties.
- (H) The Commission shall perform other such functions and responsibilities within the scope of the intent and purpose of the Commission as the Village Board of Trustees deems.

SECTION FIVE. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION SIX. This ordinance shall be in full force and effect upon its passage and approval according to law.

AYES:

NAYS:

PASSED AND APPROVED this 24th day of April 2023.

Village President

Village Clerk

Chapter 10 COMMUNITY RELATIONS COMMISSION

2-10-1. Creation of Commission.

There is hereby created the Community Relations Commission, which shall be advisory to the Village Board.

(Ord. 1972, 2-10-1975)

2-10-2. Intent and purpose.

Glen Ellyn strives to be a community that welcomes, respects, and engages all people in all aspects of Village life, including employment, commerce, housing, recreation, faith practices, access to resources, and civic engagement. The Community Relations Commission (CRC) promotes these aspirations by actively engaging the community and Village institutions by articulating benchmarks for ongoing efforts in achieving diversity, equality, equity, and inclusion; by educating those who live, work, play, and study, interact with, or visit in the Village; by reporting on related initiatives; and by serving as a point of contact for community members.

The definition of "all people" is inclusive and covers race; color; sex (including pregnancy and gender identity); sexual orientation; religion or no religion; mental, intellectual, and emotional abilities or disabilities; physical abilities or disabilities; genetic information; health condition; age; economic status and income; profession; education level; national origin, ethnicity, or immigration status; language(s) spoken, written, or read; dress and other customs and choices; appearance; and any other characteristics of diversity.

The Village of Glen Ellyn acknowledges the existence of racism, discrimination, and inequitable treatment in our country and is committed to being a welcoming and inclusive community for all. To realize this goal will require the ongoing commitment of residents, elected officials, and staff. The intent and purpose of the CRC is to make recommendations to the Village Board to create and support policies, programs, events, actions, and communications that guide the community toward this goal.

It shall be the intent and purpose of the Community Relations Commission to:

- (A) Encourage through policy recommendations, programs, events, actions, and communications that Glen Ellyn remain a community that welcomes, respects, and engages all people in all aspects of Village life, including employment, commerce, housing, recreation, faith practices, access to resources, and civic engagement.
- (B) Promote these aspirations by actively engaging the community and Village institutions by articulating benchmarks for ongoing efforts in achieving diversity, equality, equity, and inclusion; by educating those who live, work, play, and study, interact with, or visit in the Village; by reporting on related initiatives; and by serving as a point of contact for community members.
- (C) Review issues and concerns related to diversity, equality, equity, and inclusion initiated by members of the CRC (e.g., presented to the CRC by individuals, organizations, or groups) or requested by the Board of Trustees. The CRC shall undertake as part of its mission the goal of tackling those issues related to community relations and the fair and equitable treatment and well-being of all who reside, work, play, study, interact with, or visit the Village.
- (D) Perform such other functions and responsibilities as the Board of Trustees may request of it.

(Ord. 2043, 2-23-1976; amd. Ord. 6892, 8-23-2021)

2-10-3. Commission membership.

- (A) *Appointment:* The Community Relations Commission shall consist of seven volunteer members and two volunteer student members appointed by the Village President, with the approval of the majority of the Board of Trustees; all Commissioners shall serve without compensation. Student members shall be in grades 9-12, or enrolled in higher education or vocational school. Student Commissioners shall vote in the same manner as all other appointed Commissioners. All Commissioners shall reside, own property, attend school, or work in the Village. The Village President may choose Commissioners with special knowledge or special interest in the Village of Glen Ellyn who are not currently residing, property owners, attending school or working within the Village.
- (B) *Liaisons:* A member of the Board of Trustees shall be appointed by the Village President and shall serve as a non-voting trustee liaison. A representative from Glen Ellyn Park District, Glen Ellyn Public Library, School District 41, School District 87, School District 89, College of DuPage, and two Village staff members (one from the Police Department) may serve as non-voting liaisons to the Community Relations Commission.
- (C) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.
- (D) *Vacancies:* Vacancies on said Commission shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.
- (E) *Removal:* A Commission member may be removed at any time by the majority vote of the Village President and Board of Trustees.
- (F) *Chairperson:* The Village President, with the advice and consent of the majority of the Village Board, shall designate one of the members of the Commission to be Chairperson. The Chairperson shall be appointed annually in July.
- (G) *Secretary:* The Commission shall have a secretary who is not a member of the Commission and who shall be provided by the Village Administrator's Office.

(Ord. 1927, 2-10-1975; Ord. 2252, 9-12-1977; amd. Ord. 3282, 12-15-1986; Ord. 5919, 2-14-2011; Ord. 6041, 6-25-2012; amd. Ord. 6064, 8-27-2012; amd. Ord. 6892, 8-23-2021)

2-10-4. Meetings.

- (A) *Regular meetings:* Regular meetings shall be monthly on a day certain as determined by the Chairperson Chairman of the Commission.
- (B) *Special meetings:* Special meetings of the Commission may be called by the Chairperson Chairman from time to time. Members of the Commission must receive notice not less than 48 hours prior to a special meeting. Notice of said special meeting must be posted in the Civic Center not less than 48 hours before said meeting. Special meetings may also be called by the written request of any two members of the Commission. Such written request shall be received by the Chairperson Chairman no less than five days prior to the requested date of meeting.
- (C) *Quorum:* A majority of the Commission members shall be necessary to constitute a quorum to transact any Commission business at any regular or special meeting of the Commission.
- (D) *Manner of acting:* The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the members.
- (E) *Rules of procedure:* The Commission shall enact rules of behavior not inconsistent with ordinances or statutes that further enhance the purposes of the board or Commission.

(Ord. 1927, 2-10-1975)

2-10-5. Duties.

- (A) The Commission shall create, support, and promote to the Village Board policy recommendations that are aligned with the Commission's intent and purpose in furthering a diverse, equitable, and inclusive community that is safe, welcoming, and accessible to all.
- (B) The Commission shall propose programs to the Village Board that promote diversity, equality, equity, and inclusion within Village government and the community at large.
- (C) The Commission shall create, support, and promote programs and events that educate and engage our diverse community; are accessible to all; and advance the Village's ongoing efforts in being a community that is equitable, inclusive, safe, and welcoming to all.
- (D) The Commission may devise and propose metrics intended to measure and monitor diversity, equality, equity, inclusivity, accessibility, and safety as well as the welcoming nature of the Village and may report on these metrics annually to the Village Board. The Commission also may propose to the Village Board on an annual basis benchmark goals for these monitoring and measuring said metrics.
- (E) The Commission shall hear concerns and complaints from community members regarding topics such as racism, discrimination, or inequitable treatment and shall propose to the Village Board methods to resolve such issues.
- (F) The Commission shall manage and allocate the resources of the Commission (as budgeted by the Village Board of Trustees) to create, support, and promote policies, programs, events, actions, and communications that align with the mission of the Commission in ensuring safe, welcoming, and equitable treatment of all who reside, work, **play, study**, interact with, or visit the Village.
- (G) The Commission shall have the authority to appoint appropriate subcommittees within the auspices of the Commission to aid in discharging its duties.
- (H) The Commission shall perform other such functions and responsibilities within the scope of the intent and purpose of the Commission as the Village Board of Trustees deems.

(Ord. 2043, 2-23-1976; amd. Ord. 6892, 8-23-2021)

2-10-6. Reports and records.

- (A) The Commission shall keep permanent records and minutes of its meetings, showing the vote of each member upon each topic submitted to it.
- (B) The Commission shall prepare and submit minutes of each meeting to the Village Board in a timely manner.
- (C) The Commission shall submit its recommendations to the Village in writing.
- (D) A minority report may be attached to the majority recommendation.

(Ord. 1927, 2-10-1975)



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

Meeting 5/15/2023 7:00 PM
Department: Finance
Department Head:
Category: Report
Prepared By:

AGENDA ITEM (ID # 2023-534)

DOC ID: 2023-534

Finance Director Noller will present the 2023 First Quarter Financial Report

Statement of the Issue:

Analysis:

Budget Impact:

Contribution to Strategic Plan (if applicable)

Action Requested:

Attachments:

1. 2023 Q1 Financial Report
2. 2023 Q1 Village Links
3. 2023 Q1 Funds Summary
4. Cash and Investment Report 2023-3-31

First Quarter Financial Report 2023



ABOUT THIS REPORT

- January 1, 2023 to March 31, 2023
- Preliminary and Unaudited
- Budget basis (cash basis)



General Fund

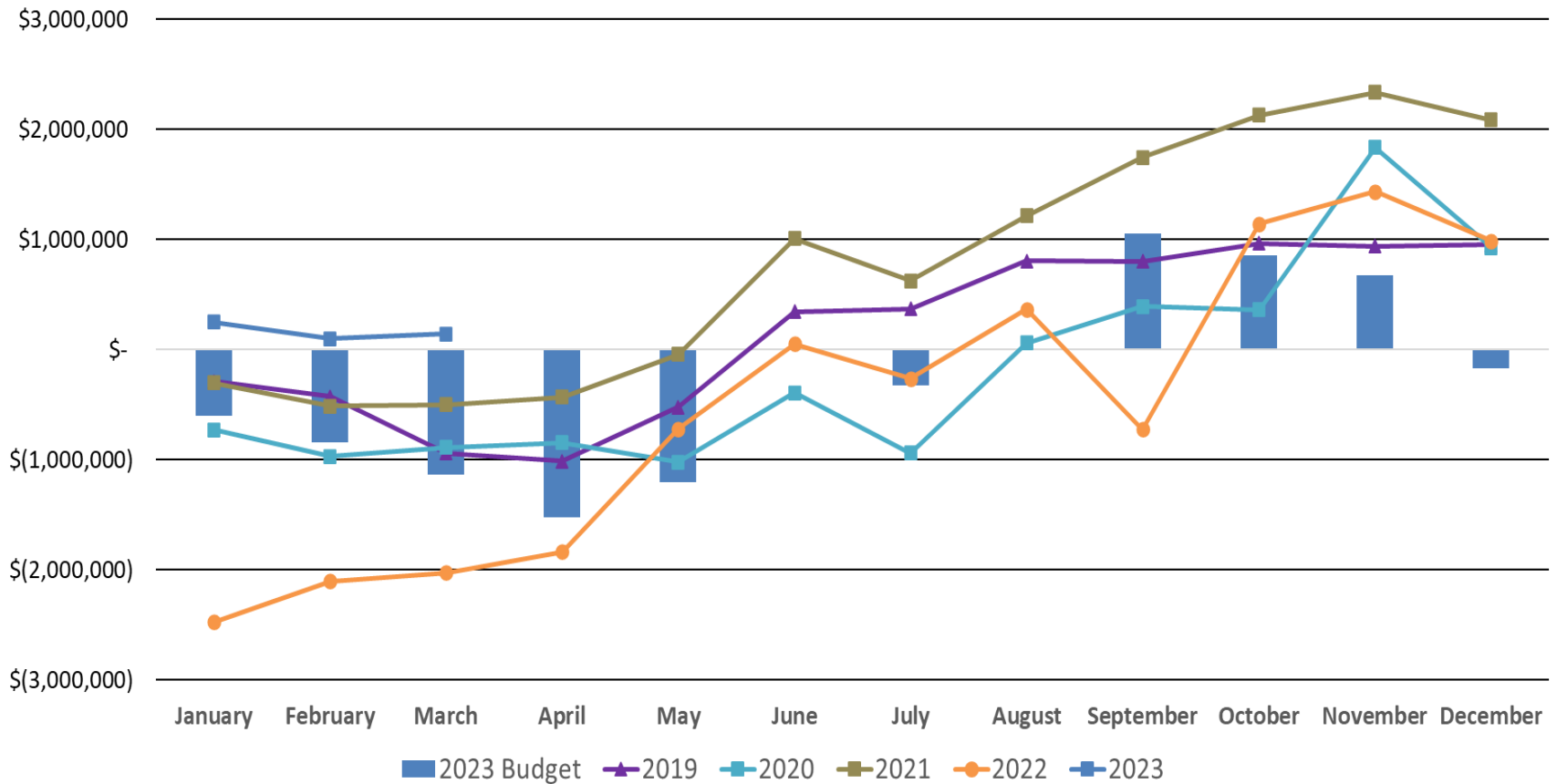
Year to Date Revenues and Expenditures



- Revenues exceed prior year by \$638,160
- Revenues exceed budget by \$626,431
- Revenue increase primarily due to building permits and interest income
- Core revenues 3% greater than last year and 5% above budget
- Expenditures \$2.16 M below last year due to purchase of hotel property
- Excluding hotel purchase, General Fund expenditures are \$472,242 greater than last year and below budget by \$652,142

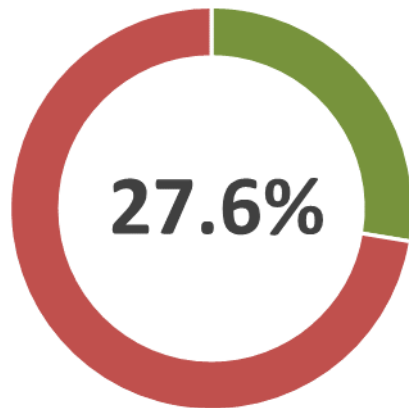
VILLAGE OF *Glen Ellyn* ILLINOIS

General Fund Cumulative Change in Fund Balance



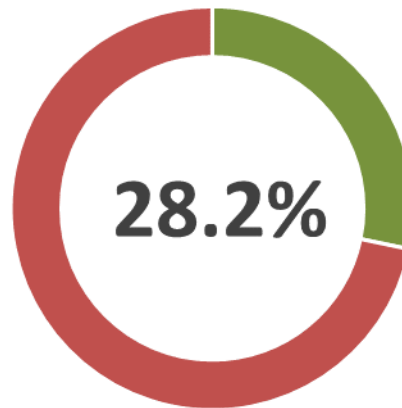
General Fund Core Revenues as % of Budget

Sales Tax



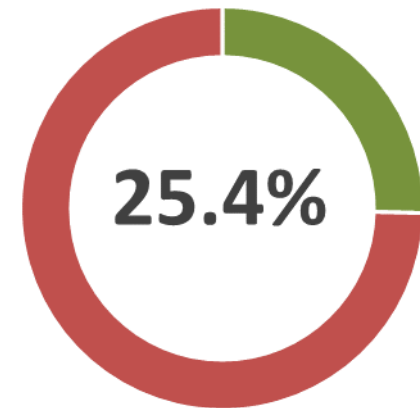
Target
25.8%

HR Sales Tax



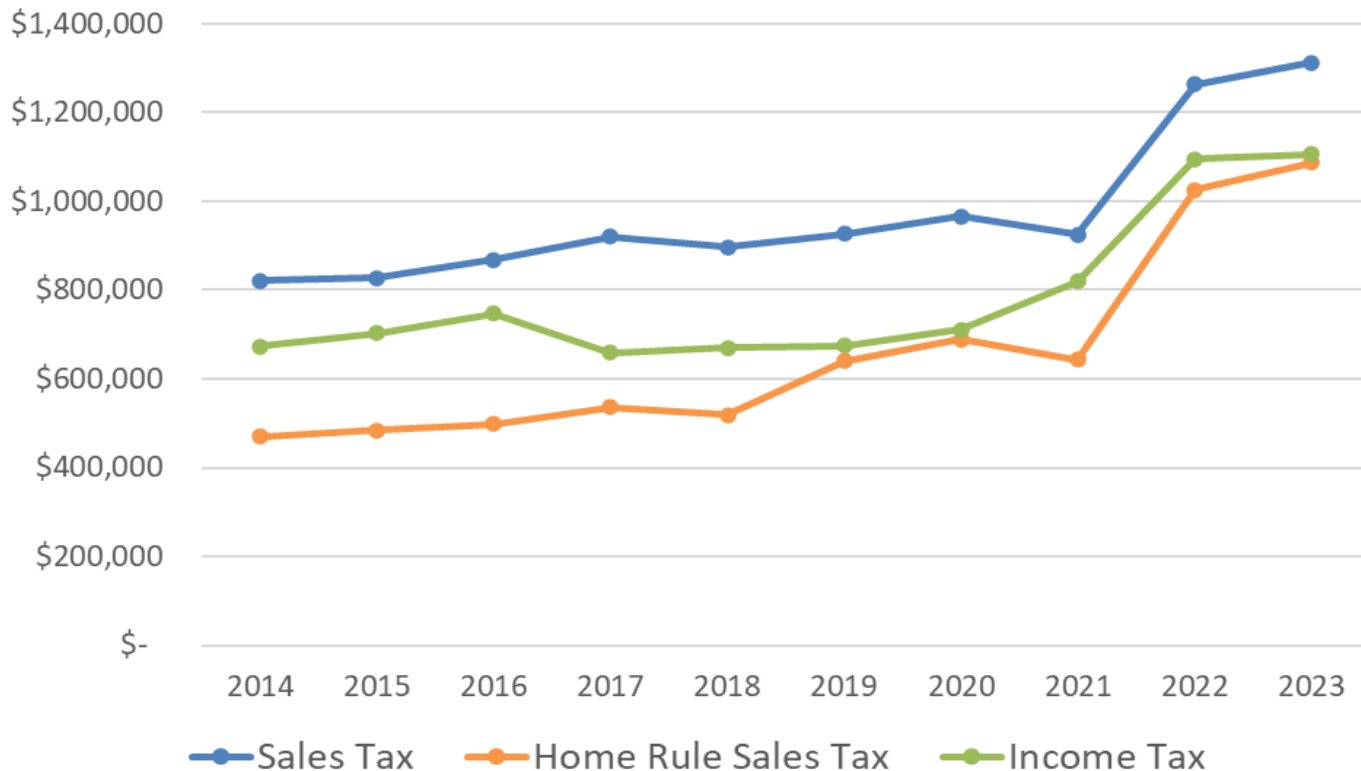
Target
25.4%

Income Tax



Target
25.7%

YTD Core Revenues

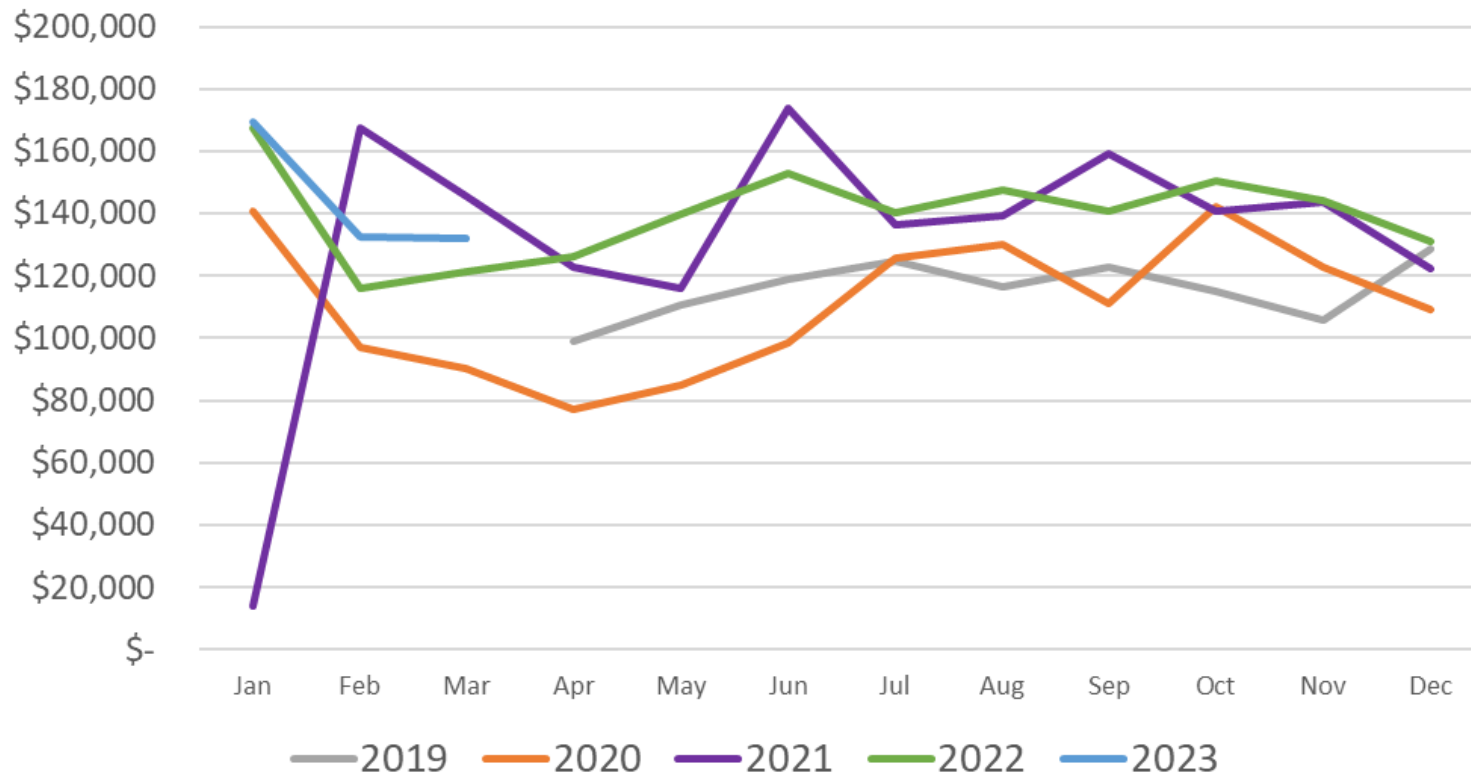


General Fund Expenditure Trends – From Budget

- Overall expenditures 11% below budget
- Vacancies

Capital Projects Fund

Food & Beverage Tax

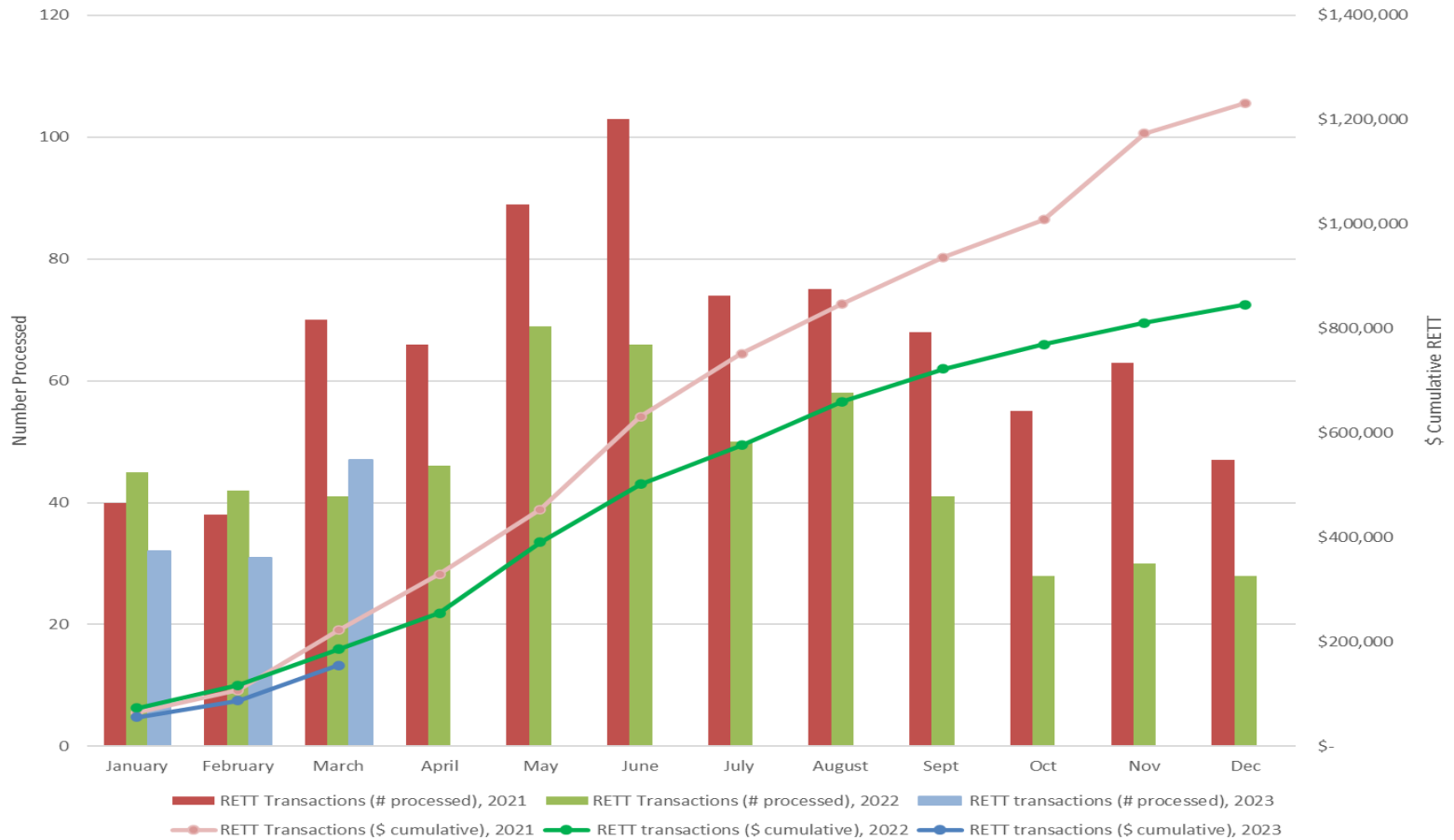


Capital Projects Fund

Food & Beverage Tax 12 Month Rolling Average



Capital Projects Fund: Real Estate Transfer Tax



Other Funds

Water and Sewer Fund

- Water and sewer fee revenue trending lower
 - Cool and wet spring

Village Links

- See the General Manager's Report attached.

Cash Reserves

Fund	Available Cash		Minimum Policy		Above/(Below) Policy
General	\$	13,679,261	\$	7,103,000	\$ 6,576,261
Water & Sewer	\$	14,535,597	\$	2,458,610	\$ 12,076,987
Solid Waste	\$	475,780	\$	480,750	\$ (4,970)
Parking	\$	1,856,130	\$	89,121	\$ 1,767,009
Village Links	\$	1,201,015	\$	1,490,114	\$ (289,099)

POLICE PENSION

- State mandated pension consolidation transition completed in April 2022
- Illinois Police Officers' Pension Investment Fund (IPOPIF)

IPOPIF	QTD	1 Year
Fund performance, net of fees	4.3%	-4.81%

Village long term target: 6.5%
IPOPIF long term target: 6.8%

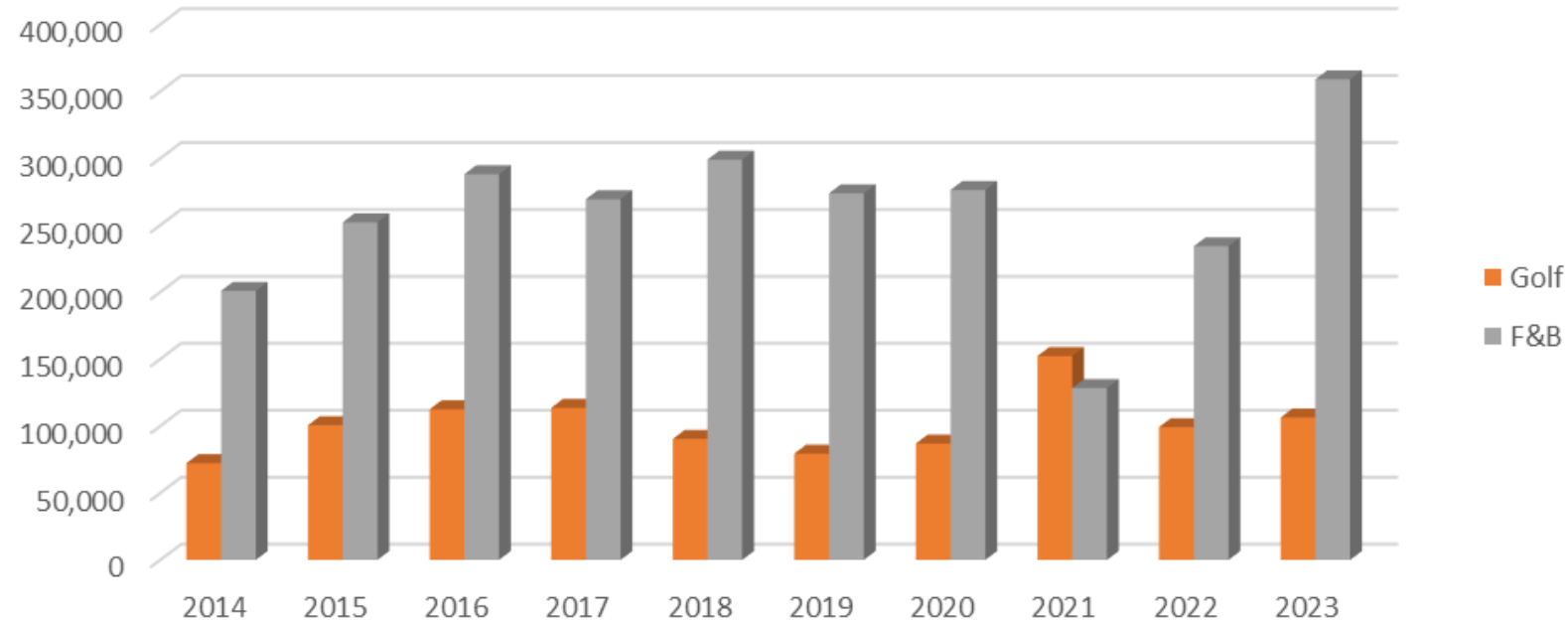


VILLAGE LINKS
G L E N E L L Y N

RESERVE
— 22 —
TWENTY-TWO

1st Quarter - 2023

Q1 Revenues



Revenues up 42%

- **Rest. & Bar up 33%**
- **Banquets up 102%**
- **Golf up 7%**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Revenues	273,191	352,716	400,614	386,572	401,880	363,667	379,341	281,822	344,493	487,318
Operating Expenses	588,676	611,443	614,649	714,130	821,885	818,559	803,168	552,510	853,086	979,306
Capital Improvement	272,269	1,030	25,818	111,814	26,172	6,620	8,085	34,150	56,520	157,099
Change in Net Position	(587,754)	(259,757)	(239,853)	(439,372)	(446,177)	(461,512)	(431,912)	(304,837)	(565,113)	(649,087)
Cash On Hand (000)	1,174	1,050	1,377	1,353	975	522	295	655	1,387	1,438

Overall Revenues up 42% (\$143K)

Operating Expenses up 15% (\$126K)

Labor Cost +30% (Wage increases, hours worked)

Inflation

Capital Improvements \$157K

Overall Net Position is down 15% (\$84K)

Cash On Hand at 10 year High \$1.44M

The Year Ahead

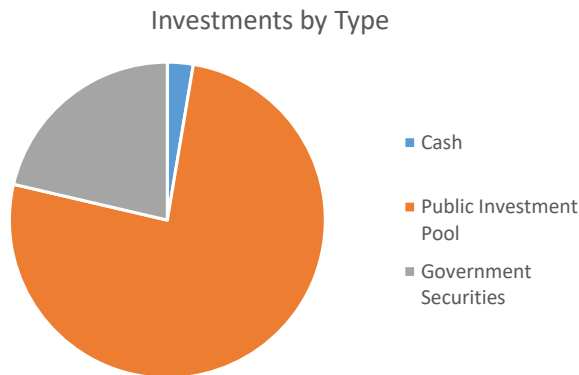
- Excellent 1st Quarter golf course conditions
- Experienced Reserve 22 management team
- Continued marketing to new golfers
- Enhanced excitement for Banquets
- Increased Capital Improvements planned
- 54% reduction in retired annual debt

Village of Glen Ellyn
All Funds Summary
For the Period January 1, 2023 to March 31, 2023
(Preliminary and Unaudited)

Fund	Current Year Activity									Prior Year Activity					
	Revised Budget			Year to date						Year to date					
	Revised Budget Revenues	Revised Budget (Expenses)	Net Income (Loss)	Year to date Revenues	Expenditures (Expenses)	Net Income (Loss)	Encumbrances	Net Income Less Encumbrances		Year to date Revenues	Expenditures (Expenses)	Net Income (Loss)	Encumbrances	Net Income Less Encumbrances	
Governmental Funds															
General	\$ 23,882,408	\$ 24,050,675	\$ (168,267)	\$ 5,477,613	\$ 5,339,162	\$ 138,451	\$ 464,028	\$ (325,577)		\$ 4,839,428	\$ 6,865,917	\$ (2,026,489)	\$ 551,136	\$ (2,577,625)	
Debt Service	2,224,474	2,225,524	(1,050)	422	550	(128)	-	(128)		9	1,000	(991)	-	(991)	
Capital Projects	20,821,707	30,684,583	(9,862,876)	1,267,523	1,487,950	(220,427)	19,761,161	(19,981,588)		1,095,207	438,386	656,821	7,441,057	(6,784,236)	
Corporate Reserve	3,000	300,879	(297,879)	11,516	62,442	(50,926)	57,545	(108,471)		28	500,000	(499,972)	3,693	(503,665)	
Motor Fuel Tax	1,282,200	2,007,557	(725,357)	341,233	113,163	228,070	92,604	135,466		569,726	155,859	413,867	320,224	93,643	
Central Business District (CBD) TIF	932,000	552,150	379,850	-	12,337	(12,337)	75,846	(88,183)		264	71,683	(71,419)	166,923	(238,342)	
Roosevelt Road TIF	144,300	95,400	48,900	-	3,899	(3,899)	33,675	(37,574)		-	301,503	(301,503)	45,578	(347,081)	
Fire Services	1,951,200	2,362,713	(411,513)	478,780	610,605	(131,825)	724,527	(856,352)		415,341	220,213	195,128	-	195,128	
Forfeiture Fund	-	-	-	13,196	268	12,928	23,567	(10,639)		47,981	3,722	44,259	31,422	12,837	
ARPA	-	-	-	-	-	-	-	-		-	160,000	(160,000)	-	(160,000)	
Facilities Maint Reserve	390,000	397,500	(7,500)	99,647	6,316	93,331	18,230	75,101		93,896	464,997	(371,101)	145,243	(516,344)	
Total Governmental Funds	\$ 51,631,289	\$ 62,676,981	\$ (11,045,692)	\$ 7,689,930	\$ 7,636,692	\$ 53,238	\$ 21,251,183	\$ (21,197,945)		\$ 7,061,880	\$ 9,183,280	\$ (2,121,400)	\$ 8,705,276	\$ (10,826,676)	
Enterprise Funds															
Water and Sanitary Sewer	\$ 14,895,400	\$ 19,988,617	\$ (5,093,217)	\$ 3,526,523	\$ 3,861,587	\$ (335,064)	\$ 5,681,708	\$ (6,016,772)		\$ 3,216,498	\$ 2,795,920	\$ 420,578	\$ 2,291,777	\$ (1,871,199)	
Village Links/Reserve 22	6,710,300	6,858,201	(147,901)	487,318	1,136,405	(649,087)	221,400	(870,487)		344,486	909,630	(565,144)	510,035	(1,075,179)	
Parking	470,823	697,299	(226,476)	115,887	77,929	37,958	353,580	(315,622)		84,643	147,427	(62,784)	649,528	(712,312)	
Residential Solid Waste	1,921,000	1,923,000	(2,000)	485,398	430,810	54,588	133,515	(78,927)		450,172	399,053	51,119	129,000	(77,881)	
Total Enterprise Funds	\$ 23,997,523	\$ 29,467,117	\$ (5,469,594)	\$ 4,615,126	\$ 5,506,731	\$ (891,605)	\$ 6,390,203	\$ (7,281,808)		\$ 4,095,799	\$ 4,252,030	\$ (156,231)	\$ 3,580,340	\$ (3,736,571)	
Total Village Operations	\$ 75,628,812	\$ 92,144,098	\$ (16,515,286)	\$ 12,305,056	\$ 13,143,423	\$ (838,367)	\$ 27,641,386	\$ (28,479,753)		\$ 11,157,679	\$ 13,435,310	\$ (2,277,631)	\$ 12,285,616	\$ (14,563,247)	
Internal Service Funds															
Insurance	\$ 3,895,900	\$ 3,894,710	\$ 1,190	\$ 873,853	\$ 774,897	\$ 98,956	\$ -	\$ 98,956		\$ 786,299	\$ 725,536	\$ 60,763	\$ -	\$ 60,763	
Equipment Services	1,938,600	3,538,260	(1,599,660)	735,627	349,995	385,632	438,484	(52,852)		400,992	223,267	177,725	633,678	(455,953)	
Total Internal Service Funds	\$ 5,834,500	\$ 7,432,970	\$ (1,598,470)	\$ 1,609,480	\$ 1,124,892	\$ 484,588	\$ 438,484	\$ 46,104		\$ 1,187,291	\$ 948,803	\$ 238,488	\$ 633,678	\$ (395,190)	

Village of Glen Ellyn
Schedule of Cash and Investment Balances
For the Month Ended March 31, 2023

Summary of Investments by Type	Par Value	Market Value	Maturity < 1 year	1-3 years
Cash/Checking	\$ 1,952,439	\$ 1,952,439	\$ 1,952,439	\$ -
Cash/Checking - Federal Drug	-	-	-	-
Cash/Checking - State Drug	-	-	-	-
Cash/Checking - FLEX	40,240	40,240	40,240	-
Cash/Checking - Seized Property	71,166	71,166	71,166	-
IL Funds	29,012,145	29,012,145	29,012,145	-
IL Funds State Drug	5,265	5,265	5,265	-
IL Funds Fed Drug	222,554	222,554	222,554	-
IL Funds MFT	4,138,736	4,138,736	4,138,736	-
IMET Convenience Fund	3,857	3,857	3,857	-
PFM - Illinois Trust	15,677,702	15,677,702	15,677,702	-
PMA Portfolio - IPRIME	10,388,557	10,388,557	10,388,557	-
PMA Portfolio - Government Securities	16,703,000	16,105,788	6,030,195	10,075,593
	\$ 78,215,661	\$ 77,618,449	\$ 67,542,856	\$ 10,075,593
			87%	13%



Portfolio Concentration

	Percent of Portfolio	Policy Limit
Glen Ellyn Bank & Trust	2.66%	25%
IL Funds	43.00%	75%
IMET	0.00%	25%
PFM	20.20%	25%
PMA (IPRIME)	13.38%	25%
PMA (Securities)	20.75%	N/A

Investment Income Year to Date

	FY2022	FY2023
	\$ 19,056	\$ 880,661

Investment Performance

	FY2022	FY2023
Average Yield YTD - IL Funds	0.156%	4.465%
Average Yield YTD - IMET Convenience Fund	0.200%	4.087%
Average Yield YTD - PFM	0.077%	4.573%
Average Yield YTD - PMA (IPRIME)	0.039%	4.475%
Average Yield YTD - PMA (Securities)		4.780%
Benchmark - Three Month T-Bill	0.510%	4.680%

Village of Glen Ellyn
Analysis of Available Cash Reserves
For the Month Ended March 31, 2023

		A	B	C	D	E	F	G	L	M	N
		Last Year	Current Year		Transfer	Less	Restricted	Assigned	Balance	Less	Cash
		Cash & Investment	Cash & Investment	Less	between	Deposits/	by	for Specific	Subject to	Minimum	Above/(Below)
		<u>Balances</u>	<u>Balances</u>	<u>Encumbrances</u>	<u>Funds</u>	<u>Other</u>	<u>Statute</u>	<u>Purposes</u>	<u>Policy</u>	<u>Policy</u>	<u>Policy</u>
1	General	\$ 13,966,186	\$ 15,860,432	\$ (464,028)	\$ -	\$ (1,717,143)	\$ -	\$ -	\$ 13,679,261	\$ (7,103,000)	\$ 6,576,261
2	Corporate Reserve	66,063	946,732	(57,545)	-	-	-	-	889,187	-	889,187
3	Motor Fuel Tax	3,046,843	4,138,736	(92,604)	-	-	(4,046,132)	-	-	-	-
4	Fire Services	5,118,933	5,408,466	(724,527)	-	-	-	(4,683,939)	-	-	-
5	CBD TIF	1,097,845	-	(75,846)	-	-	-	-	-	-	-
6	Roosevelt Road TIF	59,866	122,470	(33,675)	-	-	(88,795)	-	-	-	-
7	Forfeiture Fund	170,287	298,985	(23,567)	-	-	(275,418)	-	-	-	-
8	ARPA	1,725,725	-	-	-	-	-	-	-	-	-
9	Debt Service	38,425	37,277	-	-	-	(37,277)	-	-	-	-
10	Capital Projects	20,255,438	17,902,721	(19,761,161)	-	-	-	-	(1,858,440)	-	(1,858,440)
11	Facilities Maint Reserve	607,195	745,840	(18,230)	-	-	-	(727,610)	-	-	-
12	Water and Sanitary Sewer	22,046,781	20,411,302	(5,681,708)	-	(193,997)	-	(12,076,987)	2,458,610	(2,458,610)	-
13	Parking	1,695,634	2,131,781	(275,651)	-	-	-	-	1,856,130	(89,121)	1,767,009
14	Residential Solid Waste	626,534	609,295	(133,515)	-	-	-	-	475,780	(480,750)	(4,970)
15	Village Links/Reserve 22	1,386,740	1,437,723	(221,400)	-	(15,308)	-	-	1,201,015	(1,490,114)	(289,099)
16	Insurance	1,417,282	1,401,489	-	-	-	-	(1,401,489)	-	-	-
17	Equipment Services	5,760,270	6,165,200	(438,484)	-	-	-	(4,239,277)	1,487,439	-	1,487,439
		<u>\$ 79,086,047</u>	<u>\$ 77,618,449</u>	<u>\$ (28,001,941)</u>	<u>\$ -</u>	<u>\$ (1,926,448)</u>	<u>\$ (4,447,622)</u>	<u>\$ (23,129,302)</u>	<u>\$ 20,188,982</u>	<u>\$ (11,621,595)</u>	<u>\$ 8,567,387</u>
18	Police Pension	<u>\$ 36,621,267</u>	<u>\$ 35,352,840</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (35,352,840)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Footnotes:

- C Encumbrances represent the unexpended portion of approved contracts for goods and services as of the end of the quarter. While encumbrances are not expenditures, they do represent a reduction in the level of available spendable cash.
- D Transfer between funds represents Capital Projects Fund and bond proceeds to be transferred to the Parking Fund for the parking garage project.
- E Deposits/Other represents money that the Village is holding but either is due to others such as deposits or other payables.
- F Amounts restricted by statute are required by state or federal law to only be spent on specific expenditures.
- G Amounts that are assigned have been designated by the Village's ordinances or budget to be spent on specific purposes. Amounts per fund are as follows:
Fire Services: Designated by Village code for fire operations, equipment and facilities.
Capital Projects: Designated by the 5 year Capital Improvement Plan
Facilities Maintenance Reserve: Designated by the 5 year Plan to be used for Village facilities.
Water & Sewer: Designated by the 5 year Capital Improvement Plan
Insurance: Assigned for liability and health insurance
Equipment Services: Designated by the Equipment Replacement Plan
- (f) The Village has reserve policies as follows:
General Fund: Amount subject to reserve is 30% of operating expenditures.
Water and Sanitary Sewer Fund: Amount subject to reserve is \$2,554,650, which will be adjusted annually by CPI-U or 3%, whichever is less.
Parking Fund: Amount subject to reserve is 25% of operating expenses.
Residential Solid Waste Fund: Amount subject to reserve is 25% of operating expenses
Village Links/Reserve 22 Fund: Amount subject to reserve is 25% of operating expenses.
- (g) The cash above minimum policy is the amount undesignated above the minimum required level. In some cases, these funds may be restricted to the purpose for which the fund exists.