



Agenda
Village of Glen Ellyn
Regular Workshop Meeting
Monday, April 16, 2018
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

Village Board Workshop Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs 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 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, address and the group they are representing prior to addressing the Village Board.

E. Tobacco 21 (Assistant Village Manager Holmer) (Discussion Only) (30 Minutes)

1. Assistant Village Manager Holmer will present a proposed ordinance on Tobacco 21.

F. Central Business District (CBD) Parking (Village Manager Franz and Planning & Development Director Hulseberg) (Discussion Only) (60 Minutes)

1. Village Manager Franz and Planning & Development Director Hulseberg will lead a discussion on Central Business District (CBD) Parking.

G. Lenox Road Parking (Chief Norton) (Discussion Only) (15 Minutes)

1. Police Chief Norton will provide an update on Lenox parking.

H. Fats, Oils and Grease (FOG) (Public Works Director Hansen) (Discussion Only) (15 Minutes)

1. Public Works Director Julius Hansen will present a proposed ordinance that would regulate businesses that produce Fats, Oils, and Grease (FOG) into the sanitary sewer system.

I. Assault Weapons (Village Attorney Mathews) (Discussion Only) (15 Minutes)

1. Village Attorney Mathews will present a proposed resolution regarding assault weapons.

J. Other Items

K. Adjournment



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

Meeting: 04/16/18 07:00 PM
Department: Administration
Department Head: Mark Franz
Category: Amendment
Prepared By: William Holmer

TABLED

ORDINANCE 6591

DOC ID: 3203

Assistant Village Manager Holmer will present a proposed ordinance on Tobacco 21.

Background

On February 26, 2018, the Village Board heard a presentation on “Tobacco 21” by Reality Illinois, the teen advisory panel to the DuPage County Health Department. The group requested consideration from the Village Board in raising the age to 21 for the sale of tobacco products and e-cigarettes (alternative nicotine products). Several communities, including Naperville, Mundelein, Highland Park and Evanston have enacted similar ordinances. The group offered the following data in support of the change:

- Tobacco use remains the number one preventable cause of death in the United States
- Nicotine use during adolescence and young adulthood has long term impacts on brain development
- E-cigarettes and vaping have led more people to start a real smoking habit
- Kids who vape are more likely to start smoking cigarettes
- E-cigarettes have become the most commonly used tobacco product by young people in the U.S.

It should be noted that a change in the ordinance would impact approximately 15 licensed tobacco retailers in the Village. The Village Board was appreciative and receptive to the group’s request and directed staff to prepare an amendment to the current ordinance.

Recommendation

An amendment to the Village Code regulating tobacco products has been prepared and includes redefining the meaning of tobacco products to include alternative nicotine products such as liquid substances (with and without nicotine) used for vaping. Additionally, retailers are prohibited from selling to persons under 21 years of age. It is important to note that this does not prohibit the possession or purchase of tobacco products for persons between the ages of 18 and 21.

Action Requested

This information should be forwarded to the Board for consideration regarding whether to approve the attached Ordinance.

Ordinance 6591

Meeting of April 16, 2018



Village of Glen Ellyn

Ordinance No. 6591-VC

**AN ORDINANCE TO AMEND TITLE 3 CHAPTER 6
(COMPREHENSIVE REGULATION OF TOBACCO PRODUCTS) OF
THE VILLAGE CODE OF THE VILLAGE OF GLEN ELLYN, ILLINOIS
REGARDING MINIMUM AGE REQUIREMENTS AND ALTERNATIVE
NICOTINE PRODUCTS**

Adopted by the
President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This _____ Day of _____, 20__.

Published in pamphlet form by the authority
of the President and Board of Trustees of the
Village of Glen Ellyn, DuPage County, Illinois,
this _____ day of _____, 20__.

PREPARED BY AND MAIL TO:

VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET
GLEN ELLYN, IL 60137

Ordinance No. 6591-VC**AN ORDINANCE TO AMEND TITLE 3 CHAPTER 6
(COMPREHENSIVE REGULATION OF TOBACCO PRODUCTS) OF
THE VILLAGE CODE OF THE VILLAGE OF GLEN ELLYN,
ILLINOIS REGARDING MINIMUM AGE REQUIREMENTS AND
ALTERNATIVE NICOTINE PRODUCTS**

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, in the exercise of its home rule powers, as follows:

SECTION ONE: Section 3-6-2 (Definitions, Tobacco Products) of the Glen Ellyn Village Code is hereby amended by the replacement with the following:

TOBACCO PRODUCTS: Any substance containing tobacco leaf, including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco. This shall also include e-cigarettes, vaping devices and any substance, with or without nicotine, intended to be aerosolized or vaporized during the use of the device. This excludes cigarettes or other tobacco products defined in 720 ILCS 675/1 and any product approved by the United States Food and Drug Administration as a non-tobacco product for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for that approved purpose.

SECTION TWO: Sections 3-6-1(Legislation), 3-6-6 (Prohibited sales; delivery; signs), 3-6-12 (Vending machines) of the Glen Ellyn Village Code are hereby amended by the replacement with the following:

All references to the age requirement of 18 years of age shall be replaced with 21 years of age.

SECTION THREE: Section 3-6-4 (License Application) of the Glen Ellyn Village Code is hereby amended by the replacement with the following:

Application for a license hereunder shall be made to the Village annually in

conjunction with the annual business registration.

SECTION FOUR: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION FIVE: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois this _____ day of _____.

Ayes:	Diane McGinley Pryde John Kenwood	Craig	Pete Ladesic Bill Enright	Mark Senak Gary Fasules
Nays:	Diane McGinley Pryde John Kenwood	Craig	Pete Ladesic Bill Enright	Mark Senak Gary Fasules
Absent:	Diane McGinley Pryde John Kenwood	Craig	Pete Ladesic Bill Enright	Mark Senak Gary Fasules

Approved by the Village President of the Village of Glen Ellyn, Illinois this _____ day of _____.

Village President

Attest:

Village Clerk

AFFIX VILLAGE SEAL

Ordinance 6591

Meeting of April 16, 2018

(Published in pamphlet form and posted on the ____ day of _____, 20____.)

HISTORY:

04/09/18

Glen Ellyn Village Board

TABLED

Next: 04/16/18

Motion to table this item to next Regular Board Workshop on 4/16 /2018 was unanimously approved.



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

Meeting: 04/16/18 07:00 PM
Department: Administration
Department Head: William Holmer
Category: Discussion Item
Prepared By: Mark Franz

SCHEDULED

AGENDA ITEM (ID # 3255)

DOC ID: 3255

Village Manger Franz and Planning & Development Director Hulseberg will lead a discussion on Central Business District (CBD) Parking.

During the strategic planning session and budget discussions last year, the Village Board directed staff to begin an analysis of a possible parking garage project in the Central Business District (CBD). Utilizing the 2009 Downtown Plan and 2013 Streetscape and Parking Plan, the Village Board discussed this matter at December and February Board Workshops. (See attached memo from the February Workshop.) At the last meeting, the Village Board discussed the Main Street parking lot and the Crescent parking lot by reviewing preliminary plans from Walker Consultants. Given that both those sites could be included OR are adjacent to potential developments, the Village Board had some concern about timing. In addition, the Board directed staff and our consultant to further review two other potential sites from the 2013 Study, the Civic Center and Fire Station parking lots.

The Civic Center site was recently evaluated by Dewberry as part of the Civic Center renovation design work, but the Village Board requested further analysis and additional alternatives for this site. In addition, the Village Board requested that our consultant review the Main/Penn lot behind the Fire Station. By providing a cost comparison for all four primary lots that are most viable locations for a public parking garage, we should be able to prioritize the best location for a future parking garage. Therefore, the four lots that continue to be considered for a public parking garage are the following:

1. Crescent: South of the intersection of Crescent and Glenwood
2. Main St.: Flower Clock
3. Civic Center
4. Main/Penn: Behind Fire Station

In addition, the Village Board continues to review policies and ideas to address both short term and long term parking needs in the CBD. Staff will update the Village Board on recent efforts and discuss a potential valet parking program that was researched by Walker consultants.

Staff is looking for direction on the valet program and other initiatives worthy of further consideration. However, staff is primarily focused on getting direction from the Village Board on the most viable parking garage location. If the Village Board is supportive and once a location is determined, staff will circle back with the Finance Commission and Capital Improvements Commission (CIC) to discuss potential funding alternatives for this project.

Valet Parking and General Parking Update

Valet Parking Analysis and Proposal

As briefly mentioned at the December 18, 2017 and February 20, 2018 Workshop discussions regarding downtown parking issues, Village staff requested Walker Consultants analyze a possible valet parking program for downtown Glen Ellyn. Walker has completed the attached Valet Parking Analysis. Ashley Hiniker, Walker Consultants, will be in attendance to assist in presenting the report.

Based on the demand of existing restaurants, the study reflects that on a typical Saturday evening, approximately 76% of the parking stalls in designated downtown public lots and on-street spaces would be occupied. However, this does not account for 6 restaurants that are expected to open in the near future (Joy Bar, The Stand, Sushi Ukai, Nobel House, Two Hound Red, and Common Good). Once all these new businesses are open, Walker estimates that only 74 of the 907 spaces in the designated lots would be available during the peak 7:00 pm hour on weekend evenings. These available spaces are likely the most remote portions of the Crescent/Glenwood lot, Fire Station lot, and the train station lot by Bombay Joe's/Woof Beach.

As anticipated, the study shows that while there may be stalls available, they are not all located in close proximity to the need. Therefore, a valet service would be helpful to serve the downtown parking need on weekend evenings. The Walker report explains how such a service could operate, the where the staging areas could be located, and which lots should be used for valet storage. The estimated cost to hire a valet parking service on Friday and Saturday evenings would be an estimated \$121,000 per year.

A portion of this cost could be offset by charging a fee to the customers of the valet parking service. If local businesses were willing to contribute to the cost of the service, they could be eligible for validation stickers for their customers. The Village may want to fund a portion of these costs as well, but a funding source would have to be determined.

Staff is requesting Village Board direction on whether to further investigate a proposed valet parking program on weekends in cooperation with downtown restaurants.

Other Updates

Staff has begun implementing various short-term strategies that have been discussed recently.

- ☐ Parking Signage: Temporary signs installed; Wayfinding Sign project coming to the Village Board this summer.
- ☐ Parking Rates: Discussed by Finance Commission and Village Board; should be finalized later this year
- ☐ Parking Regulations: increased customer only parking regulations and parking fines
- ☐ Parking Enforcement: in the process of filling a vacancy for Community Service Officer to focus on additional parking enforcement
- ☐ Private Parking Lots: requested collaboration with churches and key private lots with minimal response and interest.

Central Business District (CBD) Parking Letter Responses

Name	Address	Response
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Citibank	444 Main	Not interested at this time
First Church of Christ Scientist	600 N. Main	No response
First Presbyterian Church	550 N. Main	Indicated that they need additional parking
First Congregational Church of Glen Ellyn	535 Forest	May have parking opportunities available
First United Methodist Church	424 Forest	Not interested at this time
Glen Ellyn Bible Church	501 Hillside	Tight on spaces, but willing to discuss
Grace Lutheran Church	493 Forest	No parking spaces available
Property Owner for Office Building	586 Duane	Not interested at this time
St. Mark's Episcopal Church	393 N. Main	No response
U.S. Bank	453 Forest	No parking spaces available

Parking Garage

The Village Board directed staff to continue working with Walker Consultants to develop preliminary parking concepts at two other locations. Ideally, by comparing the pros and cons of these locations as well as estimated costs per new parking space, we can identify the most viable location for a possible public parking garage. Walker provided various options for each location including 3, 4, and 5 levels of parking.

Design and Cost Estimates - Summary

Below is a comparison of these four locations that includes a *cost per new space* estimate:

Potential Parking Garage Options: Cost Estimates							
Main: Main Street Parking Lot - 4 Levels							
	<i>Current Parking Spaces</i>	<i>New Parking Spaces</i>	<i>Net New Parking Spaces</i>	<i>Project Cost</i>		<i>Cost per new space</i>	
Option 1	75	238	163	\$5,500,000		\$ 33,742.33	
Option 2	75	283	208	\$6,500,000		\$ 31,250.00	
Option 3	75	386	311	\$9,000,000		\$ 28,938.91	
Crescent: South of the Intersection of Crescent and Glenwood - 4 Levels							
	<i>Current Parking Spaces</i>	<i>New Parking Spaces</i>	<i>Net New Parking Spaces</i>	<i>Project Cost</i>		<i>Cost per new space</i>	
Option 1	95	590	495	\$13,500,000		\$ 27,272.73	
Civic Center (Discussed Previously)							
	<i>Current Parking Spaces</i>	<i>New Parking Spaces</i>	<i>Net New Parking Spaces</i>	<i>Project Cost- Low</i>	<i>Project Cost- High</i>	<i>Cost per new space-Low</i>	<i>Cost per new space-High</i>
Option 1	78	N/A	N/A	N/A	N/A	N/A	N/A
Option 2	78	93	15	\$1,024,125	\$1,489,125	\$68,275	\$99,275
Option 3	78	189	111	\$5,544,000	\$6,966,000	\$49,946	\$62,757
Civic Center (Revisited)							
	<i>Current Parking Spaces</i>	<i>New Parking Spaces</i>	<i>Net New Parking Spaces</i>	<i>Project Cost</i>		<i>Cost per new space-Low</i>	
Option 1 (A-3-level)	78	229	151	\$6,100,000		\$40,397	
Option 1 (B-4-level)	78	295	217	\$7,500,000		\$34,562	
Option 1 (C-5-level)	78	361	283	\$9,300,000		\$32,862	
Option 1 (B+Duane St. Extension)	78	364	286	\$9,300,000		\$32,517	
Option 2-2 Levels	78	152	74	\$4,100,000		\$55,405	
Main and Penn Fire Station Lot							
	<i>Current Parking Spaces</i>	<i>New Parking Spaces</i>	<i>Net New Parking Spaces</i>	<i>Project Cost</i>		<i>Cost per new space-Low</i>	
Option 1 (A-3-level)	149	304	155	\$6,400,000		\$41,290	
Option 1 (B-4-level)	149	397	248	\$8,400,000		\$33,871	
Option 1 (C-5-level)	149	490	341	\$10,300,000		\$30,205	
Option 2 (A-3-level)	149	409	260	\$9,100,000		\$35,000	
Option 2 (B-4-level)	149	560	411	\$12,400,000		\$30,170	
Option 2 (C-5-level)	149	663	514	\$15,600,000		\$27,758	

Updated: 4/12/2018 4:05 PM by Lindsey Kaminsky

The comparison shows that the net new parking space cost ranges from \$27K to \$33K for the four options that Walker Consultants developed. As you may notice, the estimated costs for the Civic Center parking garage has been reduced to some design modifications. Again, this is only an estimate, but added another level and minimizing the footprint has made this parking lot a more realistic option. In addition, below is a brief list of pros and cons that were developed in the 2013 parking study for each site:

1. Crescent: South of the intersection of Crescent and Glenwood

Pros:

- Located 1/2 block from North Main Street.
- No property acquisition or loss of property/sales tax.

Cons:

- Loss of 95 surface spaces.
- Tight site may require construction over Crescent ROW.
- Possible soil contaminates.
- Timing issues with potential development opportunity

2. Main St.: Flower Clock

Pros:

- Located near the center of the South Main Street retail buildings and the area of highest evening demand.
- With a setback from Main Street a retail building in front is possible.
- Site size and potential to combine with adjacent properties.
- No loss of property or sales tax revenue.

Cons:

- Loss of about 75 existing surface parking stalls for parking structure.
- Loss of about 85 existing stalls of parking structure and retail building.
- Depending on size and configuration, private property may be required.
- Potential environmental issues that will need to be addressed, Brownfield Site.
- Timing issues with potential development opportunity

3. Civic Center

Pros:

- Serves the Civic Center and possible direct access to South Main Street retail through exiting building.
- Provides covered parking for municipal vehicles and potential direct access to Civic Center.
- Potentially no private property acquisition or loss of tax revenue.
- Located near the area of highest evening demand.

Cons:

- Loss of about 50 existing surface parking stalls.
Built over existing parking lot between several buildings, resulting in a tight construction site.
- Somewhat removed from the Downtown Core.
- Potentially the least amount of net gain in spaces of sites considered.

- Previous NFR letters.

4. Main/Penn: Behind Fire Station

Pros:

- Location is near the center of the quadrant with the most parking need on weekdays.
- Located 1/2 block from North Main Street and one block from Metra.
- Could accommodate a variety of users, including commuters, shoppers, and parking for GBW events.
- Could serve as a catalyst for additional development within the immediate area.

Cons:

- Loss of about 36 existing surface parking stalls (public and private).
- Site acquisition required (potentially affecting property/sales tax).
- Demolition of two existing buildings required.
- Need to replace property tax revenue from existing users.
- Timing issues with potential development opportunity

Staff is looking for some direction on a preferred site location. Once this is determined, staff would work towards recommending funding options once we vet these options with the Finance Commission.

Funding Options

Funding options were discussed with the Village Board in February and are included in the attached memo from that meeting. The consensus of the Village Board was to provide a multi-faceted approach to pay for any future public parking garage. If the Village determines that a parking garage is needed, financing will be necessary to meet the \$7 to \$14M investment. The Capital Projects Fund and Parking Funds do not have sufficient dollars to meet the principal and interest payments. Some additional parking permit fee revenue and reserve dollars could contribute to this project, but would not significantly impact the overall costs of this project, so another revenue stream is necessary. There seemed to be some consensus on a Home Rule Sales Tax increase (.25%) as well as reviewing future capital projects to determine if some projects can be deferred. Staff has begun that discussion with the Capital Improvement Commission (CIC), and intends to discuss this with the Finance Commission over the next month. As you recall, funding the CBD streetscape improvements is also being debated, so issuing debt to accomplish these two projects would be necessary.

Recommendation

No recommendation to date, as staff looks forward to further discussion with the Village Board and direction on how to proceed with reviewing design and location options as well as funding alternatives.

Attachments

Exhibit A - February 2018 Workshop Memo

Exhibit B - Walker Consulting Memo

Exhibit C - Design Concepts (2 Options with alternatives)

Exhibit D- Valet Report

ATTACHMENTS:

- February 2018 Workshop Memo (PDF)
- Walker Consulting Memo (PDF)
- Design Concepts (PDF)
- Draft - Village of Glen Ellyn Valet Analysis v3 (PDF)



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

Meeting: 02/20/18 07:00 PM
Department: Glen Ellyn Village Board
Department Head: Lindsey Kaminsky
Category: Discussion Item
Prepared By: Lindsey Kaminsky

SCHEDULED

AGENDA ITEM (ID # 3128)

DOC ID: 3128

Village Manger Franz will lead a discussion on Central Business District (CBD) Parking.

During the strategic planning session and budget discussions this year, the Village Board directed staff to begin an analysis of a possible parking garage project in the Central Business District (CBD). Utilizing the 2009 Downtown Plan and 2013 Streetscape and Parking Plan, the Village Board discussed this matter at the 12/18/17 Board Workshop meeting. At that meeting, the Village Board narrowed their focus on 2 or 3 most feasible locations for potential parking garages:

1. N1(Crescent): South of the intersection of Crescent and Glenwood
2. S1(Main): Main Street parking lot
3. S2 (Civic Center): Behind the Civic Center (**Previously Discussed**)

The Village Board directed staff to work with Walker Consultants to develop various concepts at each location to compare with the concepts the Village Board reviewed in December related to the Civic Center lot. These concepts and cost estimates are provided to compare to the Civic Center option. Staff will also discuss funding alternatives as well as other opportunities to address some of the parking needs. This workshop discussion will cover the following:

1. Parking Needs and Demand Summary
2. Long Term Strategies-Parking Garage Opportunities
 - a. New designs for the Crescent Blvd and Main Street locations
 - b. Cost Estimates (Cost per net new parking space)
 - c. Funding Options
3. Short Term Strategies
 - a. Private Parking Lots
 - b. Valet Parking (Review being completed)
 - c. Parking Signage
 - d. Parking Rates
 - e. Parking Regulations
 - f. Parking Enforcement

Background

The Village Board has made CBD parking a key priority and directed staff to research and provide alternative solutions and funding options. Staff has been evaluating the demand for parking and the expected growth in the downtown over the next 10 years. If the Village Board decided to make this investment in the downtown, we must determine how best to fund this significant capital expense.

The previous Interim Assistant Village Manager, Kevin Bowens, was the Village Manager in Libertyville for over 20 years. During his tenure, their downtown saw a significant increase in commercial growth and opportunities. Given his experience, we asked him to evaluate the 2013

Streetscape and Parking Study to provide insight and recommendations on how Glen Ellyn's downtown could benefit from lessons learned in Libertyville. Attached (***Exhibit A***) is his summary and analysis of the different locations identified in the 2013 plan and Kevin's thoughts regarding our parking needs.

In summary, he believes that although the Study did not specifically recommend a downtown parking structure at the time, it did acknowledge that **“well located parking structures can also serve as a catalyst for attracting new businesses and afford the opportunity to consolidate parking and open up surface lot sites for redevelopment.”** Libertyville was able to use TIF funds to build multiple garages, but the parking structures and parking improvements, along with a number of other factors, served as a catalyst for significant restaurant and retail development in the downtown, in his opinion.

He notes that Libertyville decided on two smaller parking structures rather than one large parking structure, in part to blend in with the scale of buildings and structures in the downtown area, and also because of the lineal geography of the downtown and the presence of four-lane Milwaukee Avenue (which created a perceived barrier to pedestrian traffic and activity). He sees a somewhat similar environment with downtown Glen Ellyn, given the scale of buildings and the presence of the Union Pacific Railroad dividing the downtown. Although this is only one example, Libertyville is similar to Glen Ellyn in many ways and this case study provides some context on downtown parking.

Parking Demand

In general, overall parking demand in Glen Ellyn is somewhat hard to quantify and all downtown areas have different demands. Commuters, employees, residents, and customers have many different needs. Commuters fall into different categories, including monthly permit lots and the daily lot (Duane and Lorraine) which is almost always filled. Currently, the waiting time on the first available commuter list is three years (889 people) which does not include any non-residents.

The employee waiting list is estimated at 25 businesses, but that does not take into account how Village staff regulates this with business owners. At this point, the businesses on the list are those that want additional parking beyond what has already been allocated to them. On a case by case basis, staff works with businesses to understand their needs and provide what parking is available and has provided some restrictions to ensure all businesses are treated fairly. The Alliance and the Chamber have been advocating for additional employee parking in the downtown as well as encouraging the Village to consider a parking structure(s) to further enhance the downtown commercial district.

In addition, the number of new businesses in the downtown has increased in the past few years and will be increasing in the immediate future. The Village has seen an increase in restaurants in the downtown which creates higher demand both for employees as well as customers. Over the last five years, over 10 new or expanded restaurants have opened or are planned to open in the CBD. Additionally, parking is necessary not only for existing and future businesses, but for special events and to fulfill the Village goal of becoming an 18-hour downtown. The success of the Chamber and

Downtown Alliance have led to successful downtown events and this will likely continue and needs to be supported from a parking perspective.

Furthermore, to successfully grow the office market in the CBD would require additional parking to make Glen Ellyn attractive and attainable for office use. Increasing the quality office opportunities in the downtown would increase daytime activity for our restaurants and businesses and would further the goal of becoming an 18-hour downtown. Also, some churches have requested to be included in discussions about parking garages, as they have unmet needs as well and may be willing to contribute to a public garage.

Lastly, the 2009 Downtown Plan recommended an additional 400 residential units in the downtown. As we see more residential growth, visitor parking and overflow parking to support this residential development might also be necessary. The recently completed Community Survey asked for feedback on supporting a parking structure, and 75% strongly or somewhat supported the concept.

Long Term Strategies-Parking Garage

Design and Cost Estimates - Summary

After the Workshop in December, the Village Board directed staff to focus on the Main Street and Crescent Blvd public parking lots and provide some additional concepts for each site, as well as cost estimates. Walker Consulting has provided a summary memo (Exhibit B) and three different options of 4 levels of parking for the Main Street parking lot and one option for Crescent:

- Option A - Allows development of Main Street frontage
- Option B - Incorporates full site
- Option C - Builds off of Option A but includes the public lot to west that accesses Glenwood Ave.
- Crescent Option

Walker Consulting will be in attendance to present these design options, see Exhibit C, and discuss the pros and cons of each design. In addition, the consultant also will provide some examples of parking concepts (Exhibit D) that have been constructed over the last few years. Lastly, below is a cost estimate summary of all options as well as a comparison to the Civic Center option that we discussed late last year.

Potential Parking Garage Options: Cost Estimates

S1(Main): Main Street Parking Lot - 4 Levels

	<i>Current Parking Spaces</i>	<i>New Parking Spaces</i>	<i>Net New Parking Spaces</i>	<i>Project Cost</i>		<i>Cost per new space</i>	
Option A	75	238	163	\$5,500,000		\$ 33,742.33	
Option B	75	283	208	\$6,500,000		\$ 31,250.00	
Option C	75	386	311	\$9,000,000		\$ 28,938.91	

N1(Crescent): South of the Intersection of Crescent and Glenwood - 4 Levels

	<i>Current Parking Spaces</i>	<i>New Parking Spaces</i>	<i>Net New Parking Spaces</i>	<i>Project Cost</i>		<i>Cost per new space</i>	
Option A	95	590	495	\$13,500,000		\$ 27,272.73	

Civic Center - 2 Levels (Discussed Previously)

	<i>Current Parking Spaces</i>	<i>New Parking Spaces</i>	<i>Net New Parking Spaces</i>	<i>Project Cost-Low</i>	<i>Project Cost-High</i>	<i>Cost per new space- Low</i>	<i>Cost per new space- High</i>
Option 1	78	N/A	N/A	N/A	N/A	N/A	N/A
Option 2	78	93	15	\$1,024,125	\$1,489,125	\$68,275	\$99,275
Option 3	78	189	111	\$5,544,000	\$6,966,000	\$49,946	\$62,757

The comparison shows that the net new parking space cost ranges from \$27K to \$33K for the four options that Walker Consultants developed compared to a much higher cost for the Civic Center. (It should be noted that the Civic Center includes only one and two level options, but staff assumes that multi-story would be even more expensive given the need to ramp up and lose some parking spaces in the process.)

Funding Options

If the Village determines that a parking garage is needed, financing will be necessary to meet the \$5 to \$14M investment. The Capital Projects Fund and Parking Funds do not have sufficient dollars to meet the principal and interest payments. Some additional parking permit fee revenue and reserve dollars could contribute to this project, but would not significantly impact the overall costs of this project, so another revenue stream is necessary. Options to consider include:

1. Food and Beverage Tax - The Village could implement a 1% Food and Beverage (Places for Eating) tax to fund the parking garage. 1% would raise approximately \$525,000-550,000 annually. This would fund an approximate \$8 million bond issue at current interest rates.

2. Home Rule Sales Tax - The Village could raise the Home Rule Sales Tax rate. The Home Rule Sales Tax can only be raised in quarter percent increments. A 0.5% increase would yield approximately \$990,000. A quarter percent would yield approximately \$490,000.
3. Village Service Fee - The Village could add a fee to Village Services Bills. There are 8155 incorporated accounts. If our goal was to pay annual debt service of \$550,000, then each account would need to be charged \$5.62 per month or \$67.44 annually. This would be in place for 20 years. Conversely, if the Village wanted to pay for this over 5 years, the cost would be \$196 per year (this assumes incurring no interest cost as opposed to funding debt service as noted in the first scenario; therefore, the project would have to be delayed 5 years to collect funds and use the pay-as-you-go approach).
4. SSA - The Village could increase the economic development SSA rate in the downtown. That would only provide minimal incremental revenue (approximately \$8,000 annually). The Village could create an SSA specifically to pay for the garage. The average cost per taxpayer would need to be further defined once an area could be set. The process to create an SSA is lengthy, and requires notice and hearings.
5. Property Tax - The Village could levy for the parking garage. A \$550,000 levy would cost the owner of a \$400,000 house approximately \$53 annually for 20 years to pay for debt service.
6. Business District Tax - The Village could implement a business district tax. A business district tax is akin to a home rule sales tax, except that it is on a specific area of the town. We could implement a business district in the downtown and pass a business district tax to pay for the parking garage. If the Board was interested in this option, staff would need to do further analysis to determine the amount of tax that our downtown could generate. A business district tax would require the Village to approve a business district development or redevelopment plan
7. TIF Increment - The Village could use TIF funds to pay for the debt service on the parking garage as funds are generated in later years of the TIF. The Village would need to have a contingency plan in case the funds did not cover the debt service. The TIF is currently not robust enough to count on TIF funds. A municipal parking garage would not directly increase the funds for the TIF. Therefore, it would be prudent for the Village to use TIF funds in the future to potentially replace a revenue stream.
8. Reserves - We estimate the General Fund will have around \$1.5 - 1.7 million above our reserve policy to contribute towards a project. This could go to fund a parking garage or another unfunded, unscheduled project. The Parking Fund also has approximately \$1.3 million to go towards capital projects. However, this money also needs to cover rehabilitation of current parking lots.

Staff is looking for direction from the Board on the Board's preference in funding options. **It would be helpful if the Board could rank from 1 to 7 their preferred funding mechanism for the garage.**

Short Term Strategies

The Village Board also directed staff to pursue some short term strategies to improve downtown parking. Staff has begun reviewing and implementing various initiatives as summarized below:

Private Parking Lots: Staff has met with a number of property owners who appear to have some parking surplus to determine if they are willing to share parking. Due to their current needs, there has not been much of a positive response to date. In addition, we sent a letter out to all churches in the CBD to see if there may be interest in sharing parking, and we have received a mixed response to this request. *Next Step:* Staff will continue to explore opportunities and report back to the Village Board.

Valet Parking: Providing valet options for the core area downtown to assist with restaurant customers and others may assist during peak demand times. Walker Consultants is working on a valet parking assessment, but focused on the parking garage design plans first. We hope to have their report over the next month. *Next Step:* Review report from Walker Consultants when complete.

Parking Signage: Staff has installed some additional signs for the Civic Center Parking and train parking lots. These were a partial solution, as we continue to move forward with implementing the Wayfinding Program. Staff has met as a group to finalize the RFP to proceed with the first phase of the program, and hope to have this before the Village Board in the next 60 days. *Next Step:* RFP and execute Phase I of Wayfinding plan.

Parking Rates: The Village Board provided direction with the advice and recommendation of the Finance Commission, so rates will be modified going into 2019. *Next Step:* Bring rate change to the Village Board during FY18 so the new rates are in effect for the 2019 renewal.

Parking Regulations: Staff reviews downtown parking regularly and has recently recommended and the Village Board approved changes to the Main/Penn lot. We constantly review whether there are lots that can be oversold at a higher level and how other on-street or in-lot regulations can be altered to meet the evolving needs. Staff has reviewed the 11am regulation in the Metra lots and has determined that the current policy is working effectively and our flexible enforcement approach is appropriate for these few Metra lots. *Next step:* Continue monitoring waiting lists, parking demands, and possible modifications as necessary.

Parking Enforcement: The Police Department is recruiting for an unfilled Community Service Officer (CSO). This position will provide additional resources to enforce downtown parking hours in the evenings and weekends. In addition, employee parking on the street continues to be an issue and additional education and enforcement is necessary. Staff is considering following Wheaton's lead and making employee parking on the street illegal all day and night (current ordinance regulates

until 6PM). This would potentially eliminate any confusion as to where employees can park. Street parking is intended for customers and this step could assist in promoting and enforcing that philosophy. *Next Steps:* Consider the pros and cons of further limits on employee street parking. Hire CSO and increase enforcement hours in the CBD.

Recommendation

No recommendation to date, as staff looks forward to further discussion with the Village Board and direction on how to proceed with reviewing design and location options as well as funding alternatives.

Attachments

Exhibit A - Memo and Summary of 2103 Parking Study (Interim Assistant Village Manager Kevin Bowens)

Exhibit B - Walker Consulting Memo

Exhibit C - Design Concepts (4 Options)

Exhibit D- Examples of Parking Garages

ATTACHMENTS:

- Review and Summary of 2013 Parking Study (PDF)
- Glen Ellyn Parking Structure - Options (PDF)
- Option A (PDF)
- Option B (PDF)
- Option C (PDF)
- Option D (PDF)
- Examples of Parking Garages (PDF)



MEMORANDUM

GLEN ELLYN PARKING STRUCTURE - OPTIONS

PROJECT #31-8275.00

505 Davis Road
Elgin, IL 60123

847.697.2640

walkerconsultants.com

DATE: March 12, 2018
 TO: Staci Hulseberg
 COMPANY: Village of Glen Ellyn
 ADDRESS: 635 Duane Street
 CITY/STATE: Glen Ellyn, IL 60137
 COPY TO: Mark Franz
 FROM: Gary Koch
 PROJECT NAME: Glen Ellyn Parking Structure
 Civic Center & Fire Station
 PROJECT NUMBER: 31-8275.00

Civic Center Parking Structure - Glen Ellyn, Illinois

Option 1

The entrance and exit to the Civic Center Parking Structure site is located mid-block on Duane Street between S. Main Street and Forest Avenue on the east side of Main Street. The site is currently used as a surface parking lot for the Civic Center and police with about 76 stalls. A second entrance and exit option location is shown from the adjacent church parking lot on the east side. This connection does not have to occur for the parking structure to function properly. Also, this connection does not adversely affect the function of the structure and only results in one less parking stall.

The proposed parking structure footprint is a two-bay wide, single threaded helix running in the east-west direction. The column centerline dimensions shown are 123'-0" x 197'-0". The proposed four level Option 1 parking structure will contain about 269 stalls. If a fifth level is included in the design the total stall count would be about 335. If the structure is built as a three level parking structure, the stall count would be about 203. There are about 26 parking stalls in the surface parking lot north of the proposed parking structure. All of the parking counts include the required number of accessible stalls. An optional bay of additional structured parking is possible on the north side of the main structure. This 61'-6" wide bay of parking would run in a north-south direction from the north side of the structure and stop short of the north façade of the Civic Center. This added bay could connect to the Third, Fourth and Top Tiers. Each level of added parking would provide about 23 parking stalls.

The parking structure is located just off of the south and west property lines. Also, the notched west end of the north limit of the structure is directly behind the Civic Center building. The east side of the structure is off of the property line between the church and Civic Center. The ground tier will be about one level below grade. There is a premium to build this structure because of the tight building site conditions and the below grade level of parking. Staging of the building materials, delivery of the materials and general construction activities on site are adversely affected by the limited building space.

The conceptual opinion of probable construction cost for the four level Option 1 is about \$7,500,000. This construction cost is based on finding the following:

- Reasonable soil conditions for the foundation system, no old foundations or utilities to be removed or relocated;
- Tight building site conditions;
- Two stair towers with one elevator;



MEMORANDUM GLEN ELLYN PARKING STRUCTURE - OPTIONS

PROJECT #31-8275.00

- An architectural façade with some upgrades such as thin set brick;
- The towers will have glass window areas to increase passive security measures;
- Mechanical ventilation and a dry sprinkler system are included for the below grade portion; and
- No soft costs are included - Soft costs include legal fees, testing costs, design fees, site landscaping, utility or road improvements, and Village manpower costs.

Option 2

The Option 2 parking structure reduces the Option 1 concept by building only two virtually flat levels of parking. There is a need to slope both parking levels about 3'-0" to match existing grades on the north, east and west sides. The width of this two-bay footprint is 123'-0" x 197'-0". The proposed two level Option 2 parking structure will contain about 126 stalls. The parking count includes the required number of accessible stalls. The net gain of parking for this option is about 76 stalls. Since the two levels of parking do not connect via a ramping system, no additional levels of parking can be added. If a ramp is added the option becomes Option 1.

The conceptual opinion of probable construction cost for Option 2 is about \$3,800,000. The same design and construction assumptions noted in the Option 1 description hold true for this option also.

Fire Station Parking Structure

Option 3

The Fire Station Parking Structure site is located at the northwest corner of N. Main Street and Pennsylvania Avenue, and behind the fire station. The site is currently used as a surface parking lot with about 149 stalls. Due to the narrow site dimensions, the irregular shape of the site, and the grades of the site the proposed ramping system to circulate through the proposed parking structure is designed to be a single threaded helix located in the two bay surface parking lot just north of the two commercial buildings west of the fire station. The main portion of the proposed parking structure footprint is a two-bay wide single threaded helix with both bays sloping. The column centerline dimensions shown are 122'-0" x 160'-0". The southeastern flat bay is 61'-0" wide. There are two entrance and exit locations to the parking structure. One is off of N. Main Street and the other is from Pennsylvania Avenue.

The proposed four level parking structure will contain about 351 stalls. If a fifth level is included in the design the total stall count would be 444. If the structure is built as a three level parking structure, the stall count would be about 258. There are about 46 stalls in the portion of the surface lot outside the footprint of the proposed parking structure. All of the parking counts include the required number of accessible stalls.

The conceptual opinion of probable construction cost for the four level Fire Station Parking Structure is about \$8,400,000. This construction cost is based on finding the following:

- Reasonable soil conditions for the foundation system, no old foundations or utilities to be removed or relocated;
- Tight building site conditions;
- Two stair towers with two elevators;
- An architectural façade with some upgrades such as thin set brick;
- The towers will have glass window areas to increase passive security measures;



MEMORANDUM
GLEN ELLYN PARKING STRUCTURE - OPTIONS

PROJECT #31-8275.00

- No mechanical ventilation or dry sprinkler system are included; and
- No soft costs are included - Soft costs include legal fees, testing costs, design fees, site landscaping, utility or road improvements, and Village manpower costs.

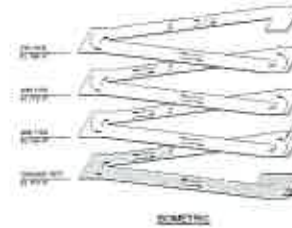
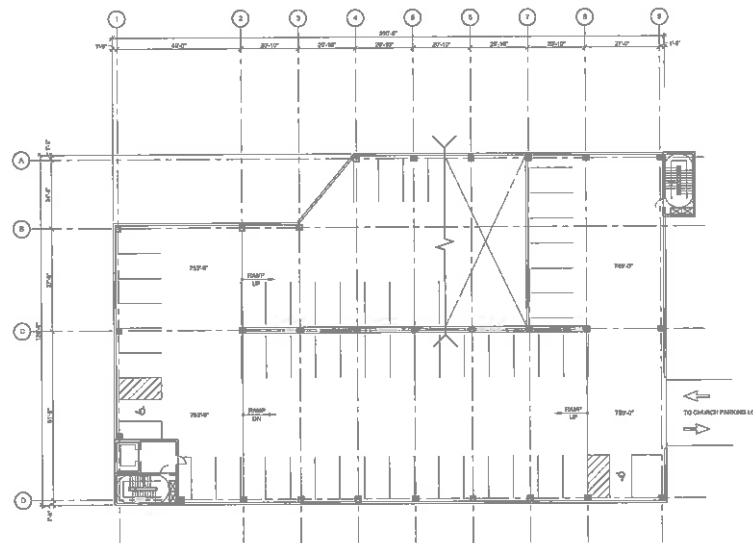
Option 4

The Option 4 parking structure expands the Option 3 concept by building over the existing fire station site on the south side of the site. The existing fire station would be demolished and re-built within the 110'-6" x 125'-0" area shown on the plans. The site grades would allow the new fire station to be built at a grade of about 740'-0". This would allow about 23'-0" floor to floor or about 20'-0" clear for the fire station. The Option 4 structure adds two flat bays of parking along the Pennsylvania Avenue façade. The circulation system remains the same as used in Option 3.

The proposed four level Option 4 parking structure will contain about 539 stalls. If a fifth level is included in the design the total stall count would be about 690. If the structure is built as a three level parking structure the stall count would be about 388. All of the parking counts include the required number of accessible stalls.

The conceptual opinion of probable construction cost for Option 4 is about \$12,400,000. The same design and construction assumptions noted in the Option 3 description hold true for this option also.





1 GROUND TIER PLAN



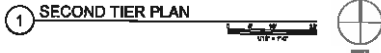
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STANDARD	66	0	20	0	86
TRUCK	66	1	0	0	67
TRUCK	30	0	0	0	30
TOTAL	196	1	20	0	217

**GLEN ELLYN
CIVIC CENTER
PARKING STRUCTURE**
1001

HEATH MURPHY
11/24/2011

GROUND TIER
PLAN

1-101



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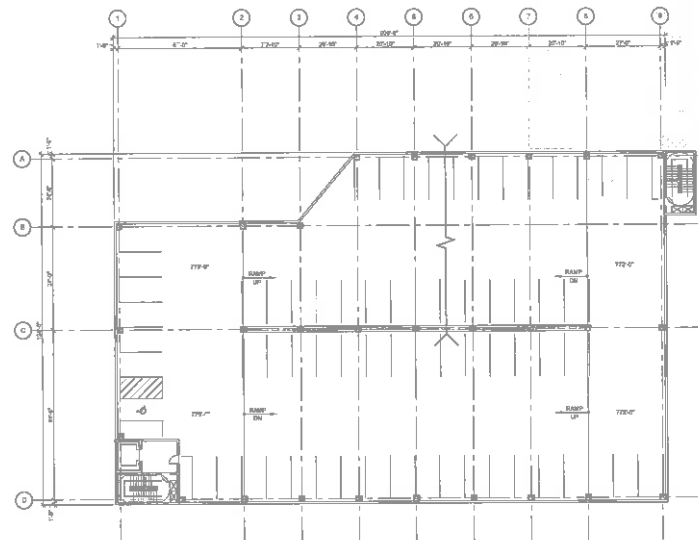
**Editor: Patrick Connors, pconnors@wcc-nj.com
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**GLEN ELLYN
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PARKING STRUCTURE**
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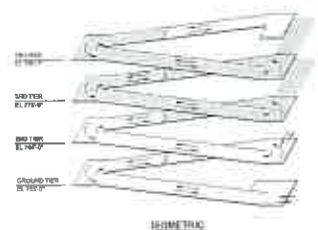
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1-102

\\s01-c01\projects\glen_ellyn_parking_structure\dwg\civil\civil\1-103.dwg 2/15/2018 1:48:28 PM RUSSEK, ANDREW



1 TYPICAL TIER PLAN





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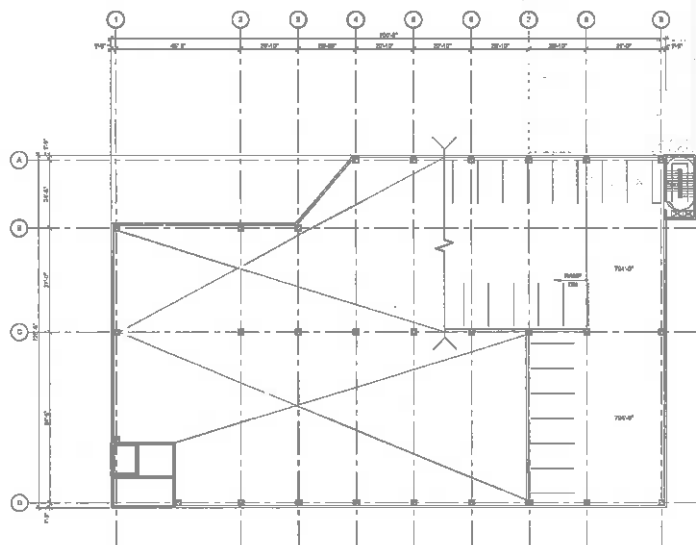
PROJECT NO. 15-0010
DESIGNED BY: RUSSEK, ANDREW
CHECKED BY: RUSSEK, ANDREW
DATE: 2/15/2018

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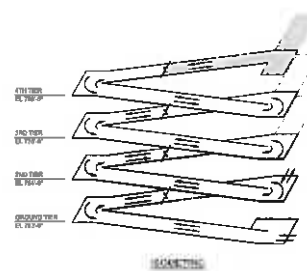
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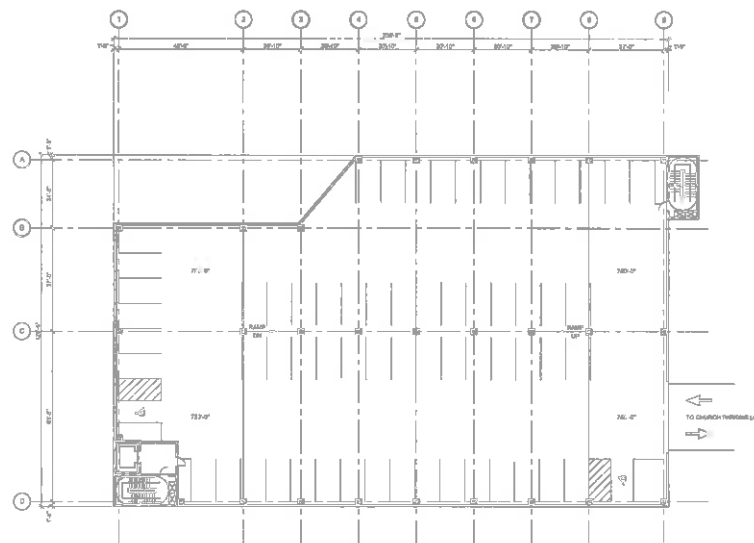
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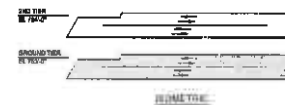
GLEN ELLYN CIVIC CENTER PARKING STRUCTURE GLEN ELLYN, ILLINOIS	
TOP TIER PLAN	
A-104	



2015-05-26 GLEN ELLYN PARKING STRUCTURE CONCEPTS (REVISED) 2015-05-26 PM 10:42 AM BUREAU



1 GROUND TIER PLAN



CAR COUNT
(BY TIER STRUCTURE SERVICE)

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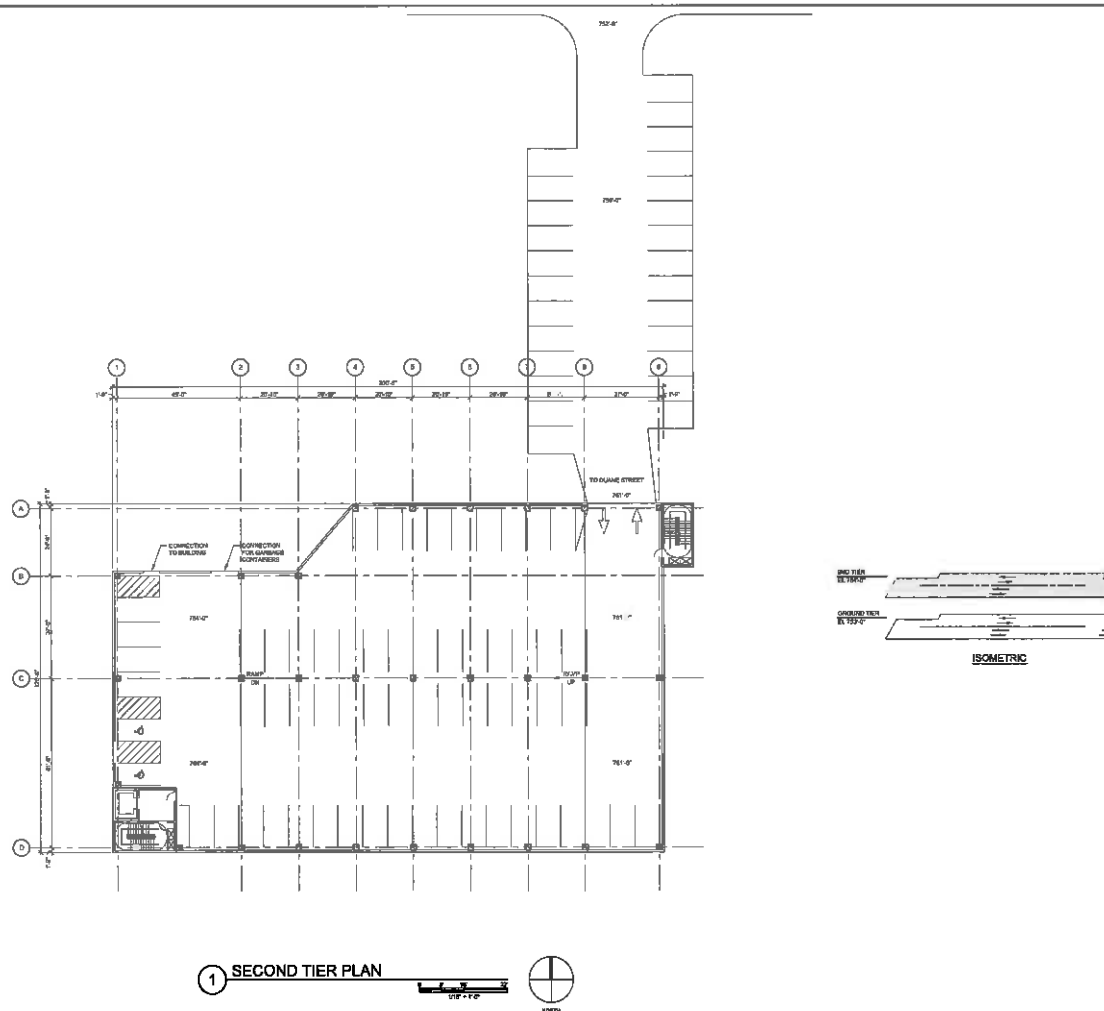
GLEN ELLYN CIVIC CENTER PARKING STRUCTURE

611 N. ELLYN AVE.

GROUND TIER PLAN

2-101

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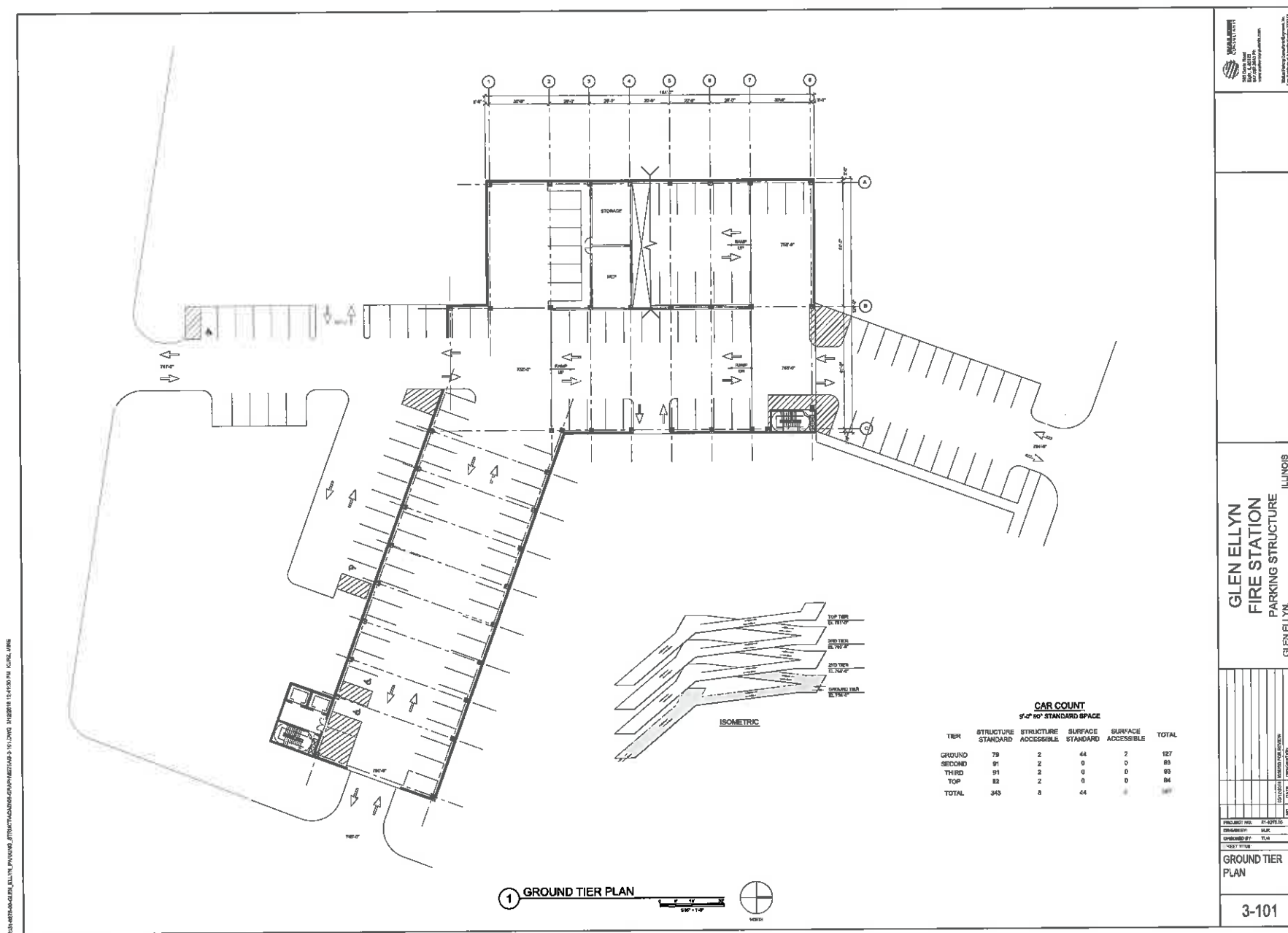
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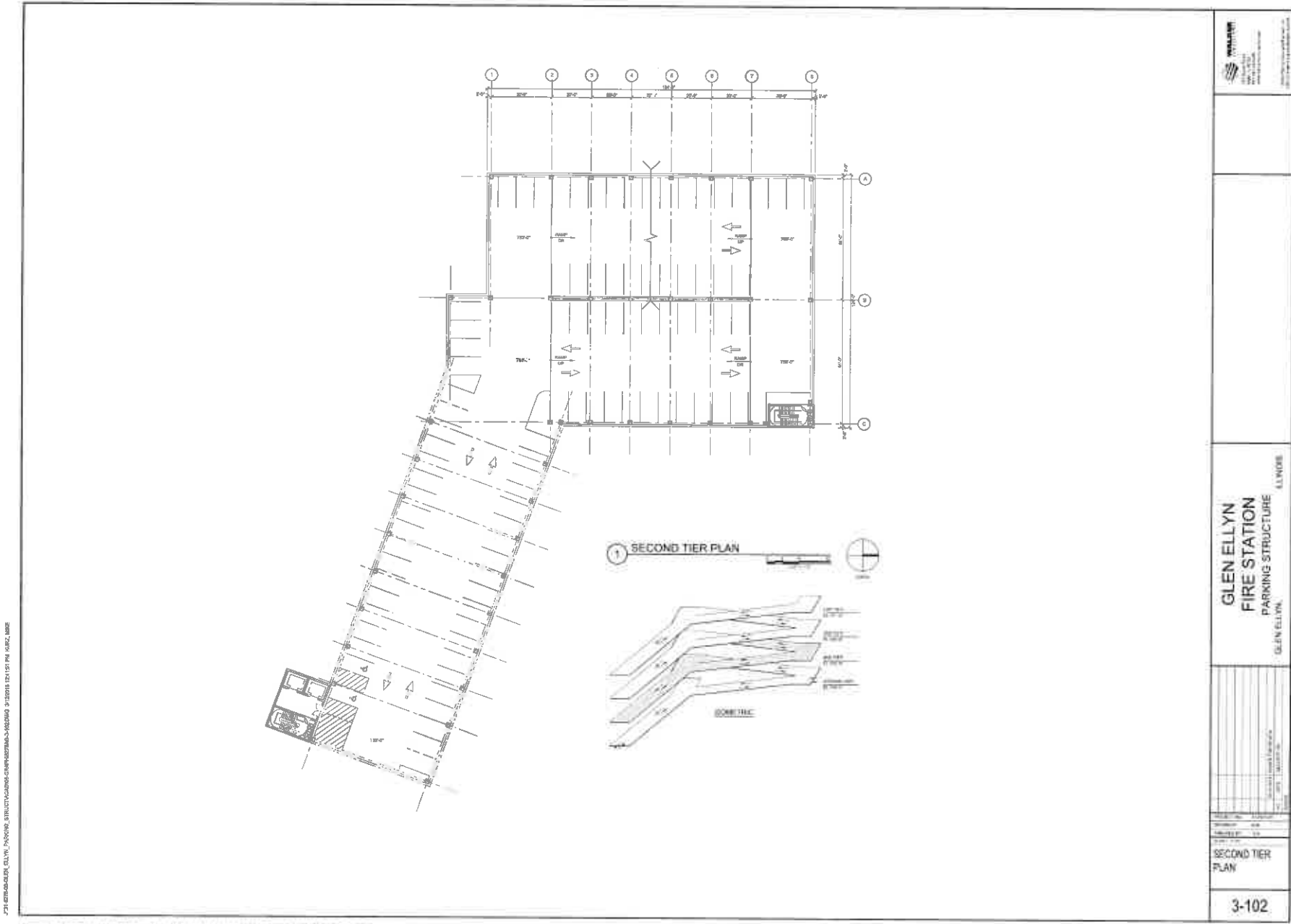
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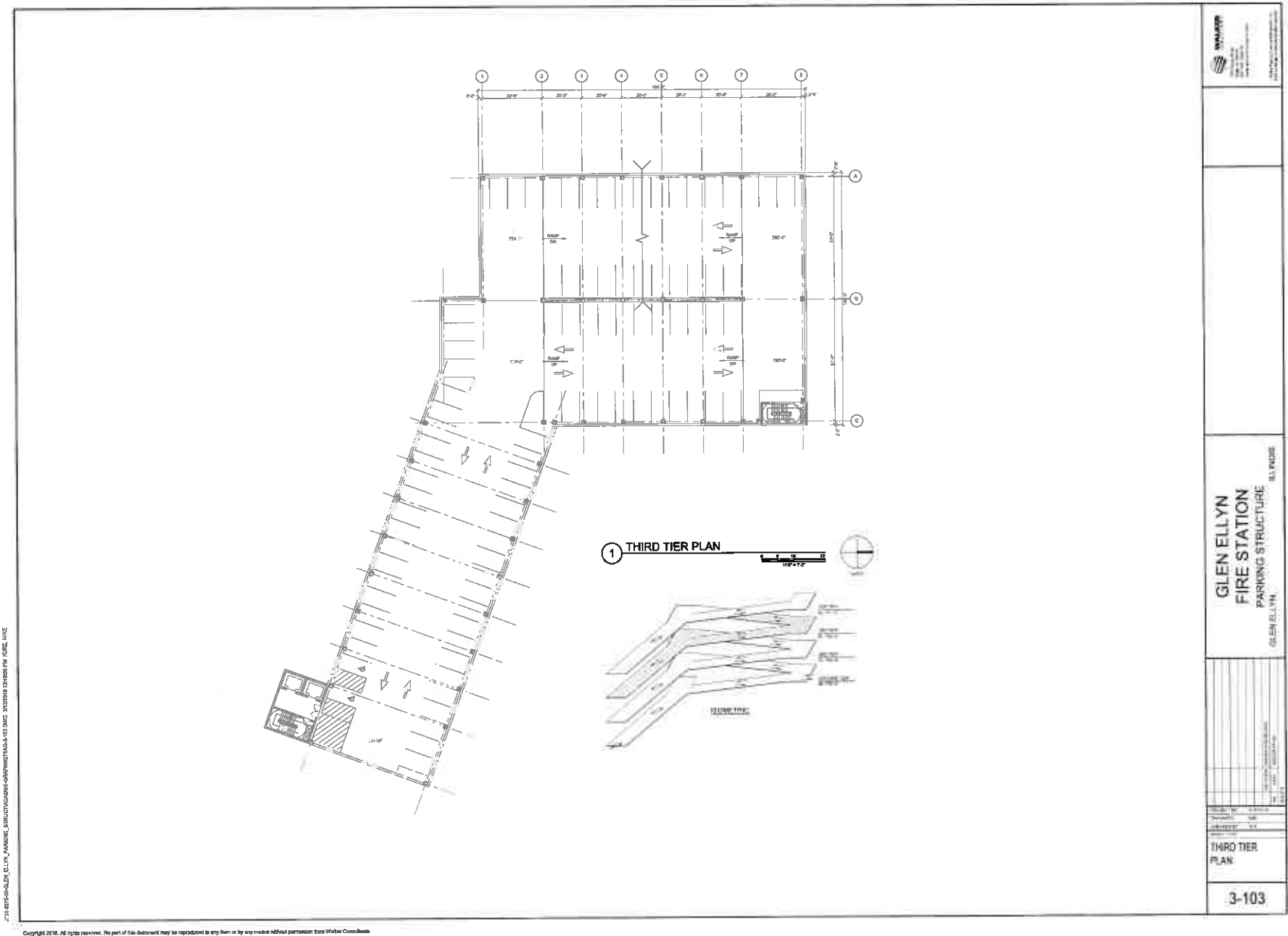
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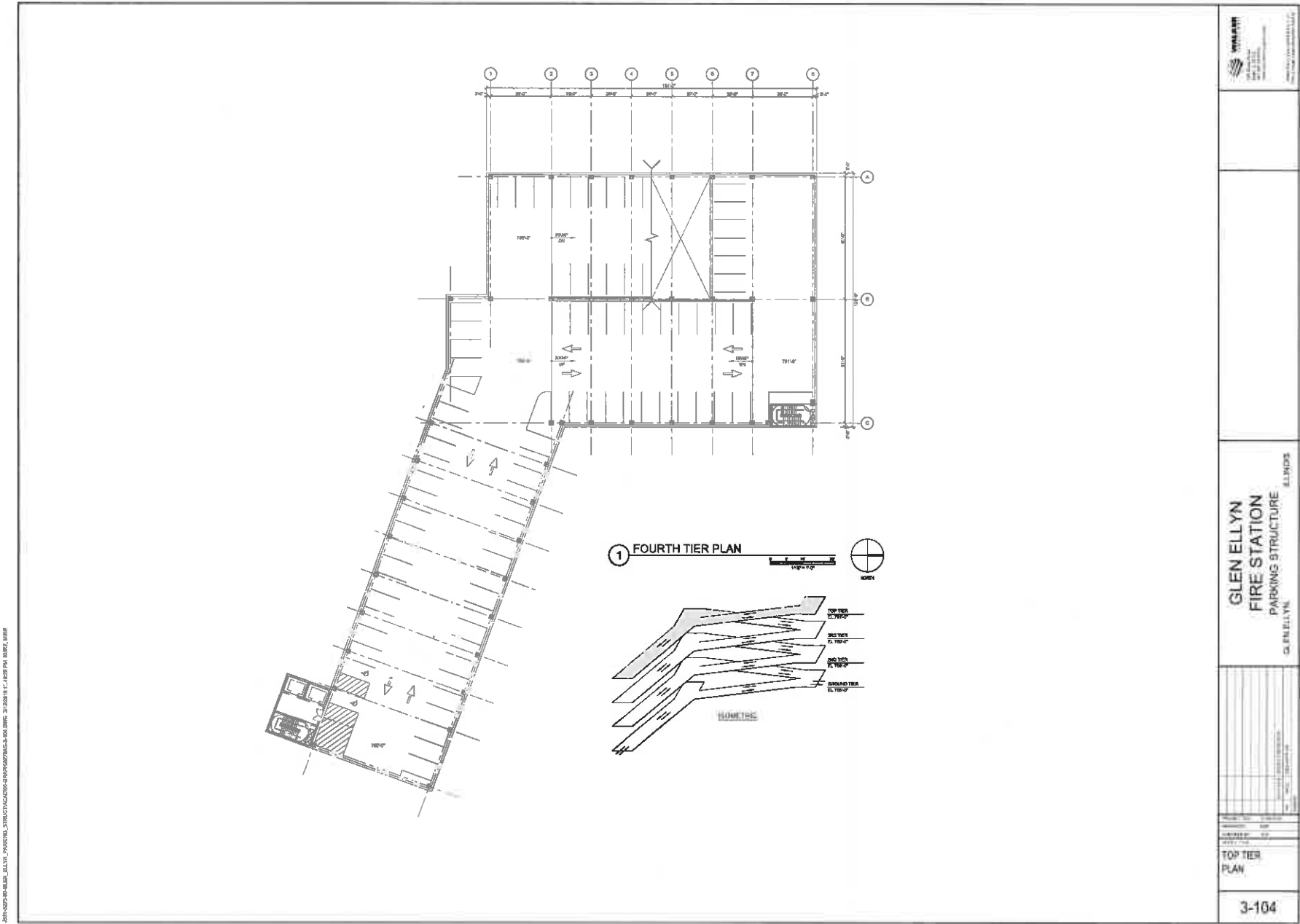
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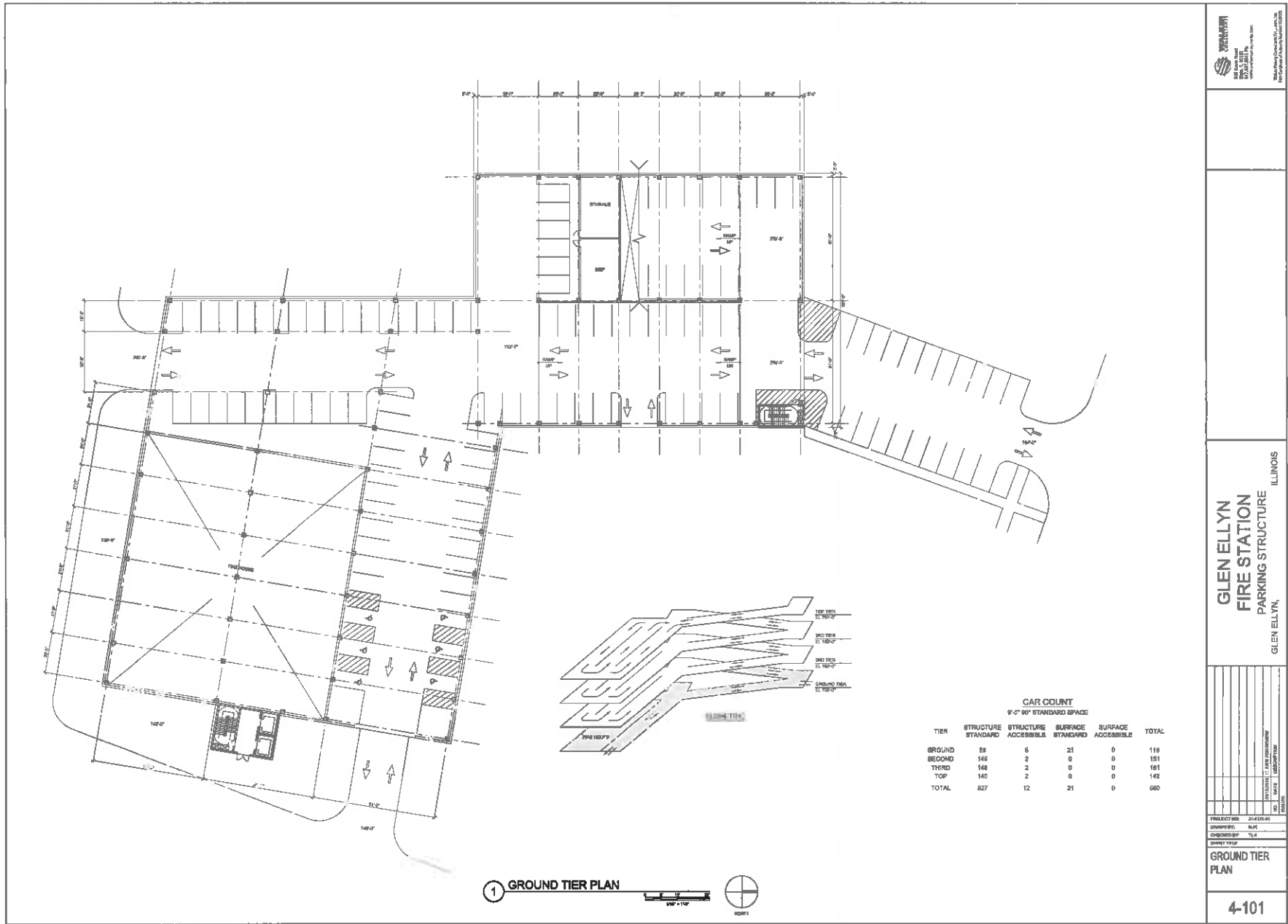










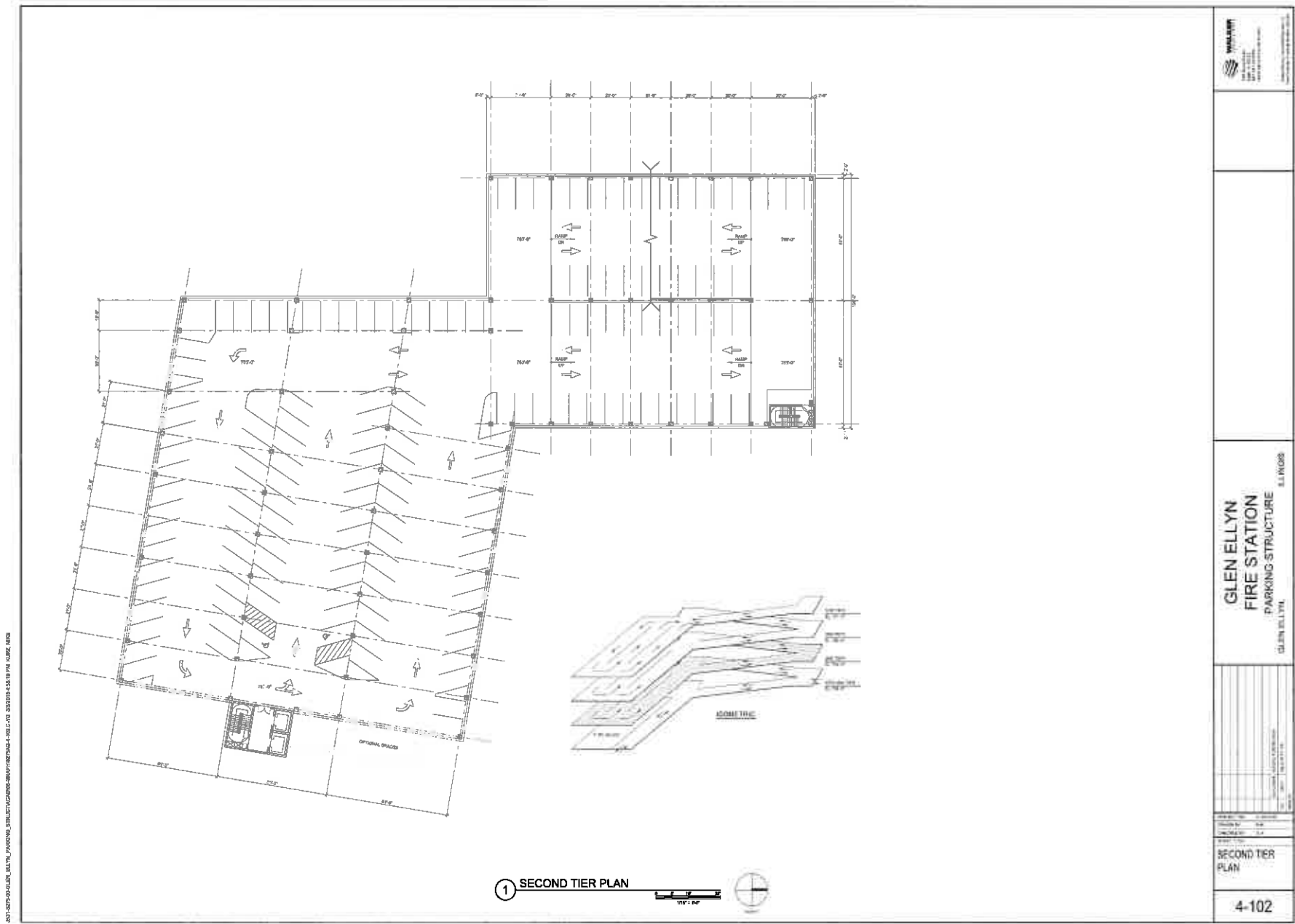


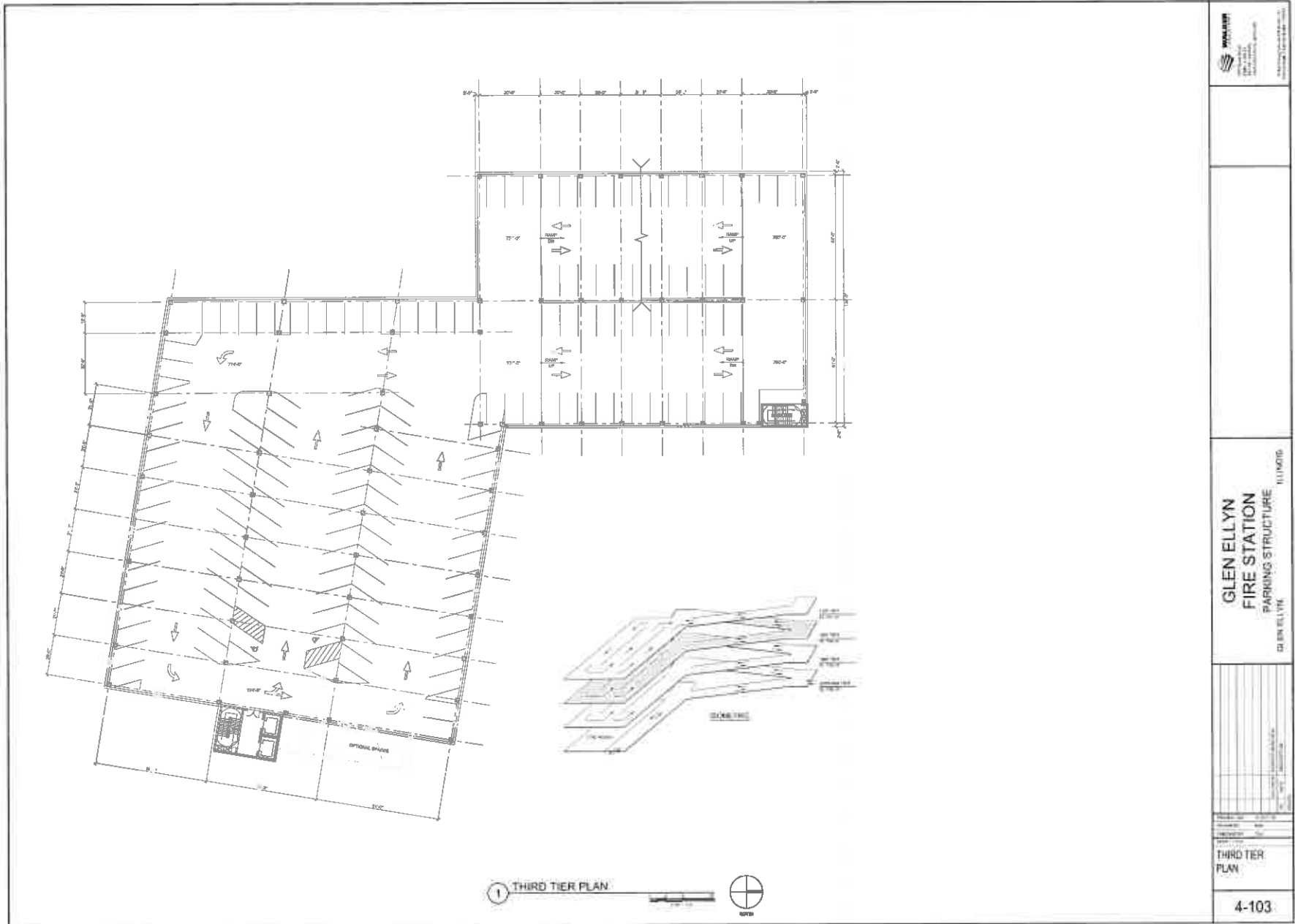
GLEN ELLYN
FIRE STATION
PARKING STRUCTURE
GLEN ELLYN, ILLINOIS

PROJECT NO.	2014-001-01
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DATE	14-01
BY	14-01
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APPROVED	14-01

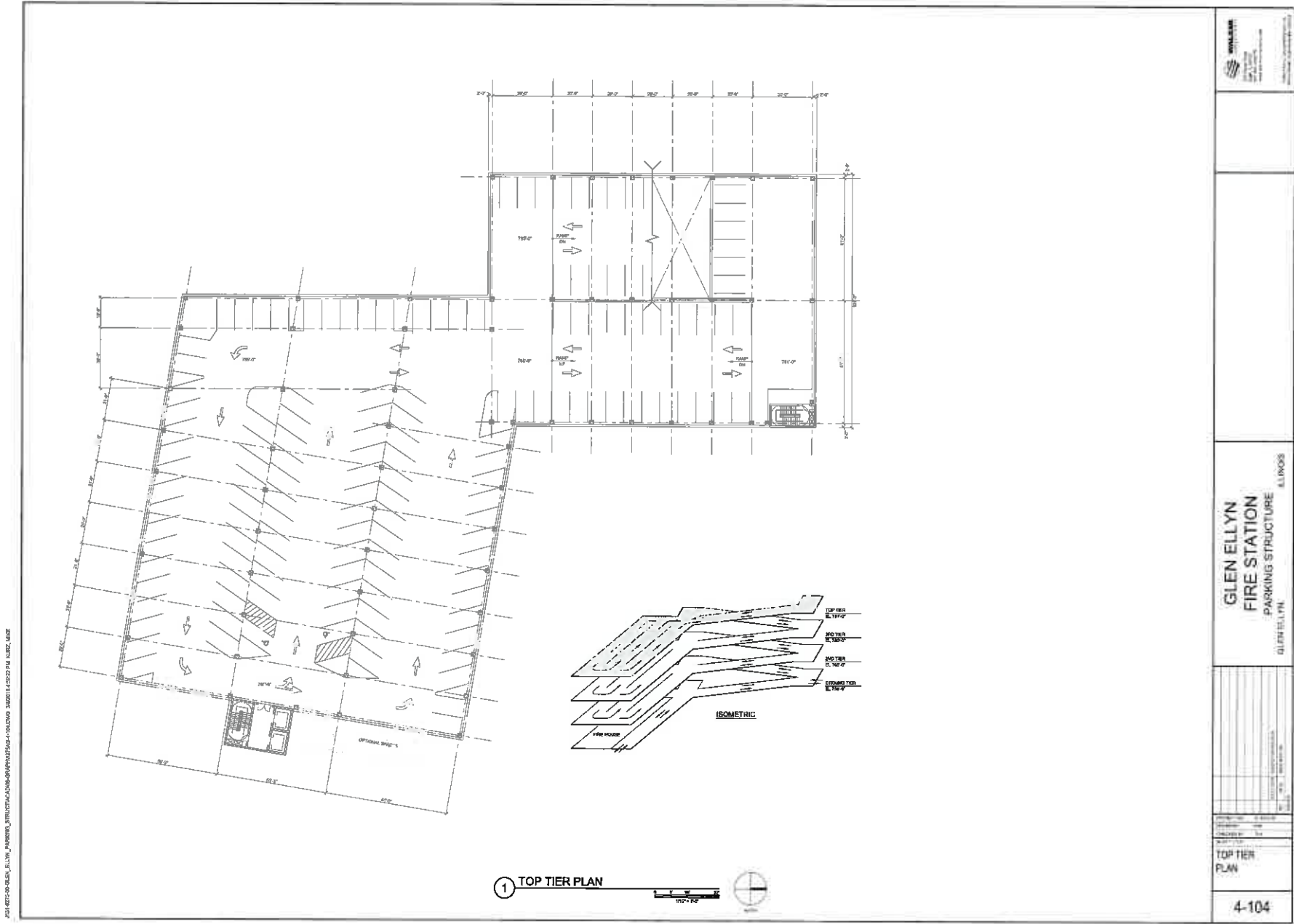
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4-101

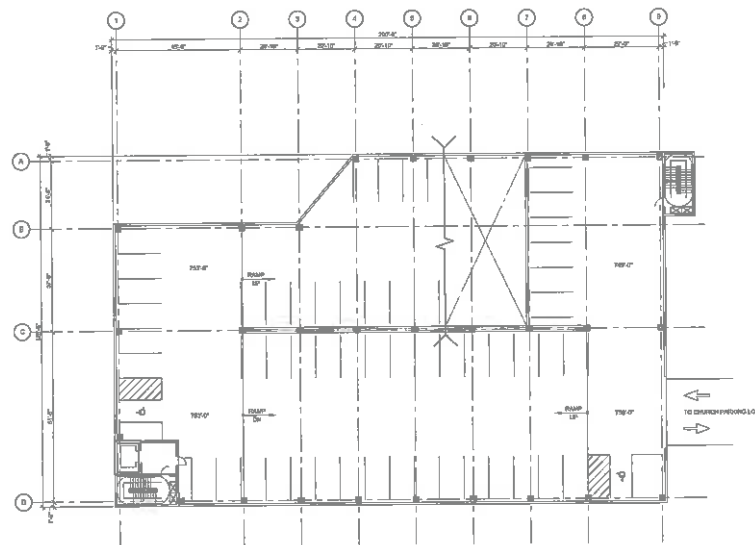




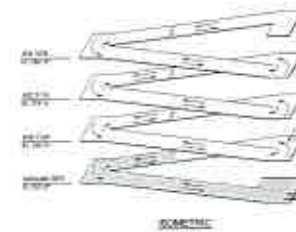
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1 GROUND TIER PLAN

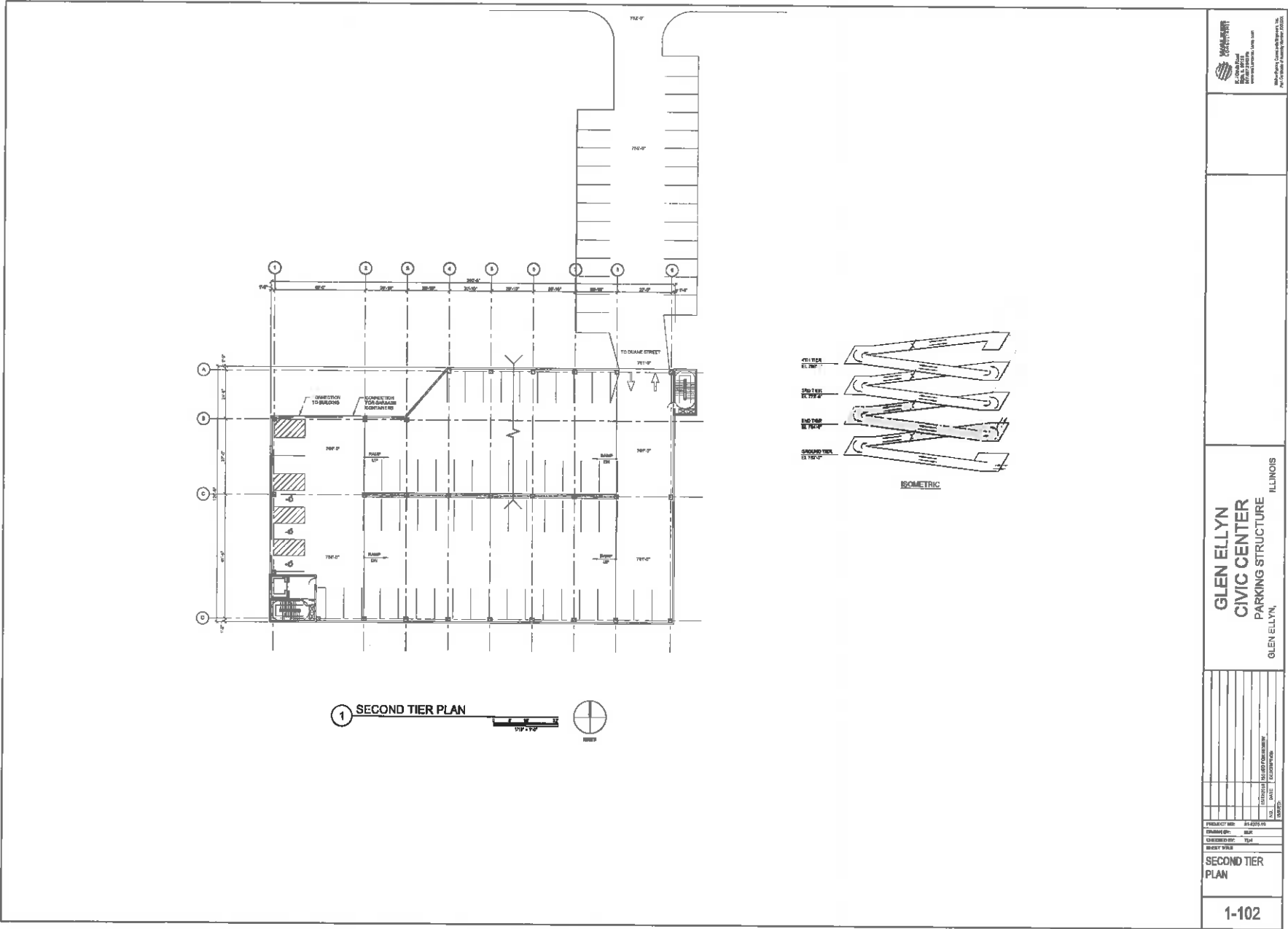


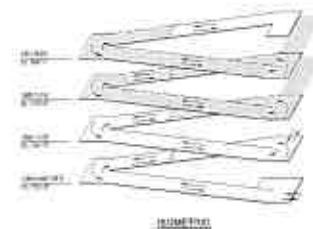
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TRUCK	45	0	0	0	45
PICKUP	30	5	0	0	35
TOTAL	175	10	0	0	185

**GLEN ELLYN
CIVIC CENTER
PARKING STRUCTURE**

GROUND TIER
PLAN

1-101





①

TYPICAL TIER PLAN



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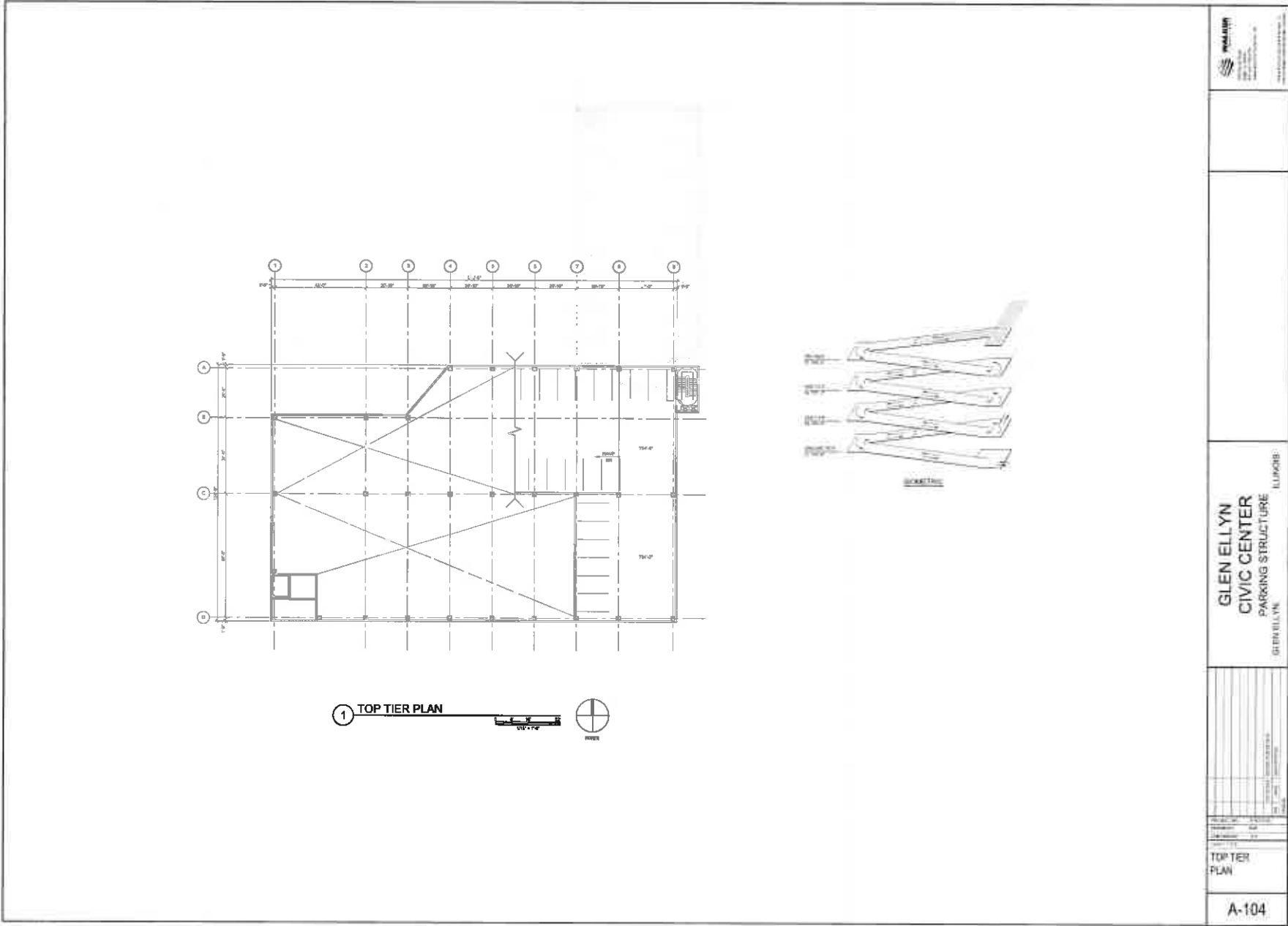
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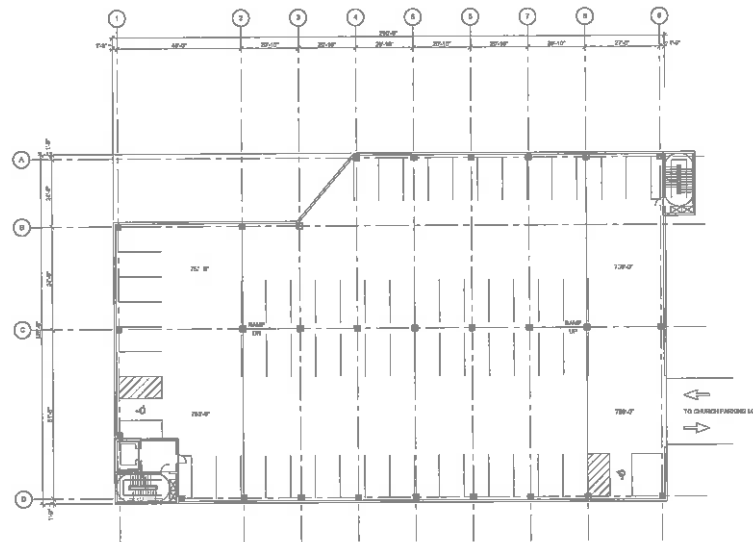
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GLEN ELLYN, ILLINOIS

TYPICAL TIER
PLAN

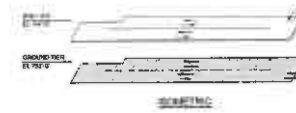
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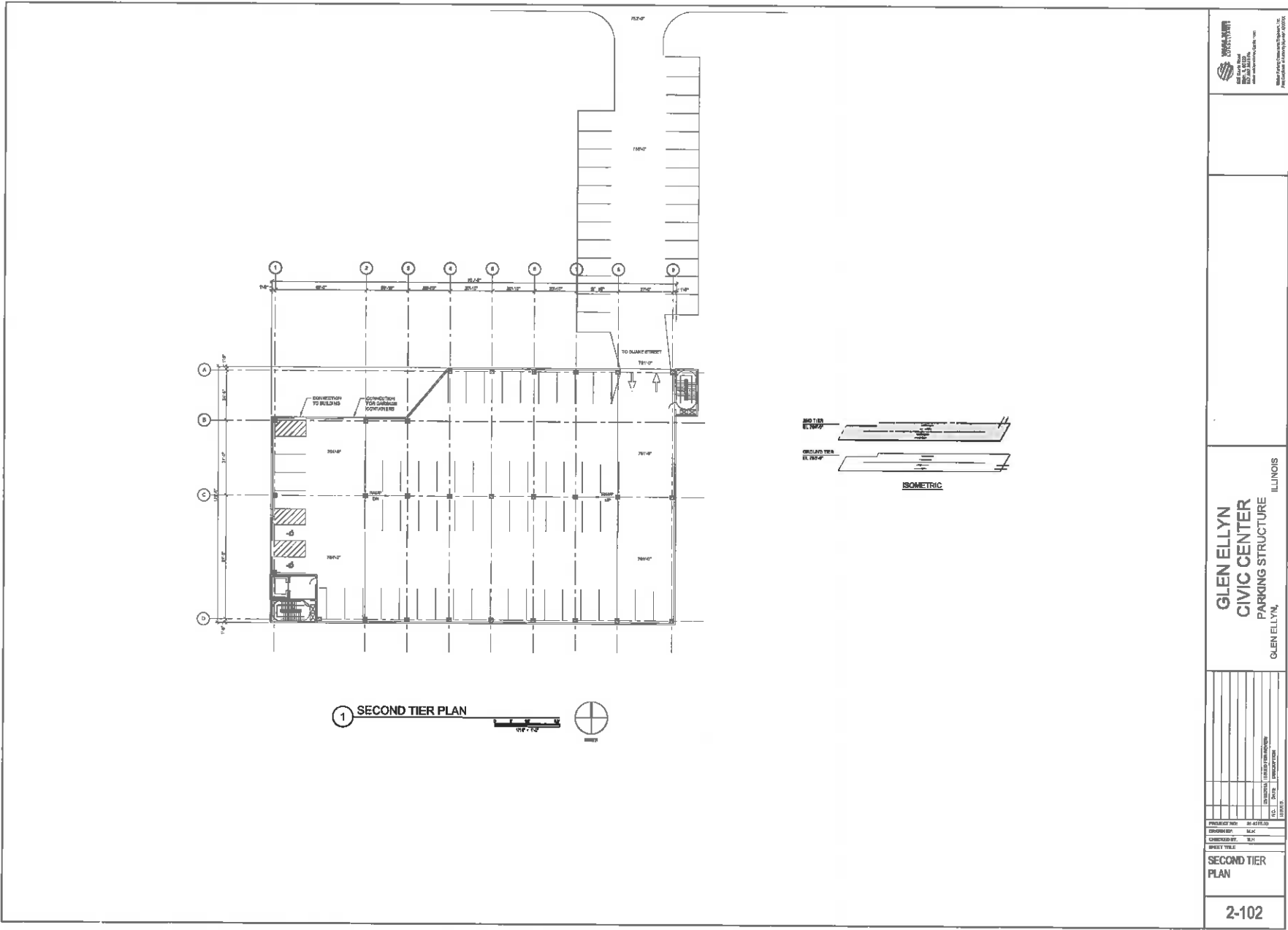


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TOTAL	45	0	0	0	45

**GLEN ELLYN
CIVIC CENTER
PARKING STRUCTURE**

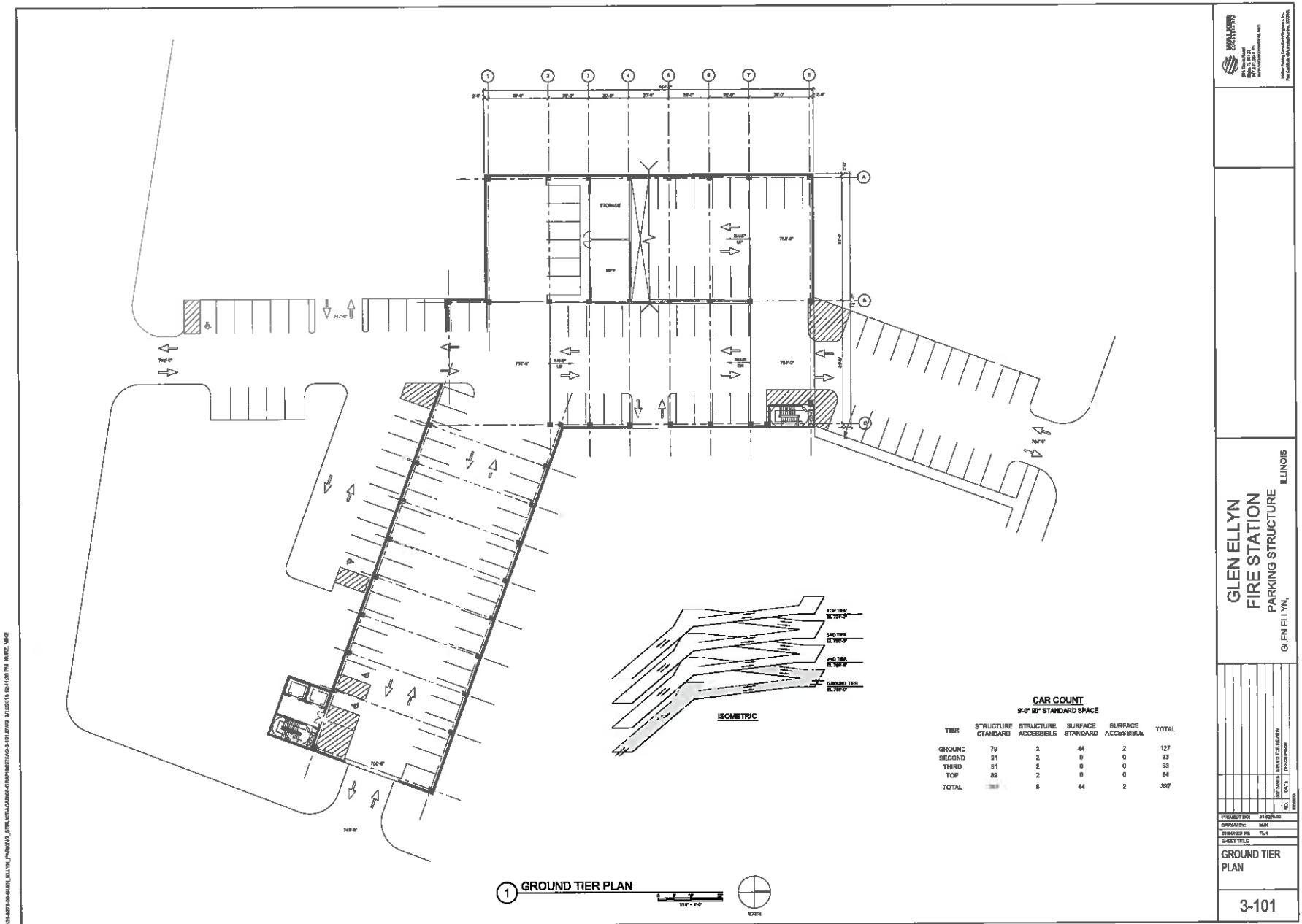
GROUND TIER
PLAN

2-101

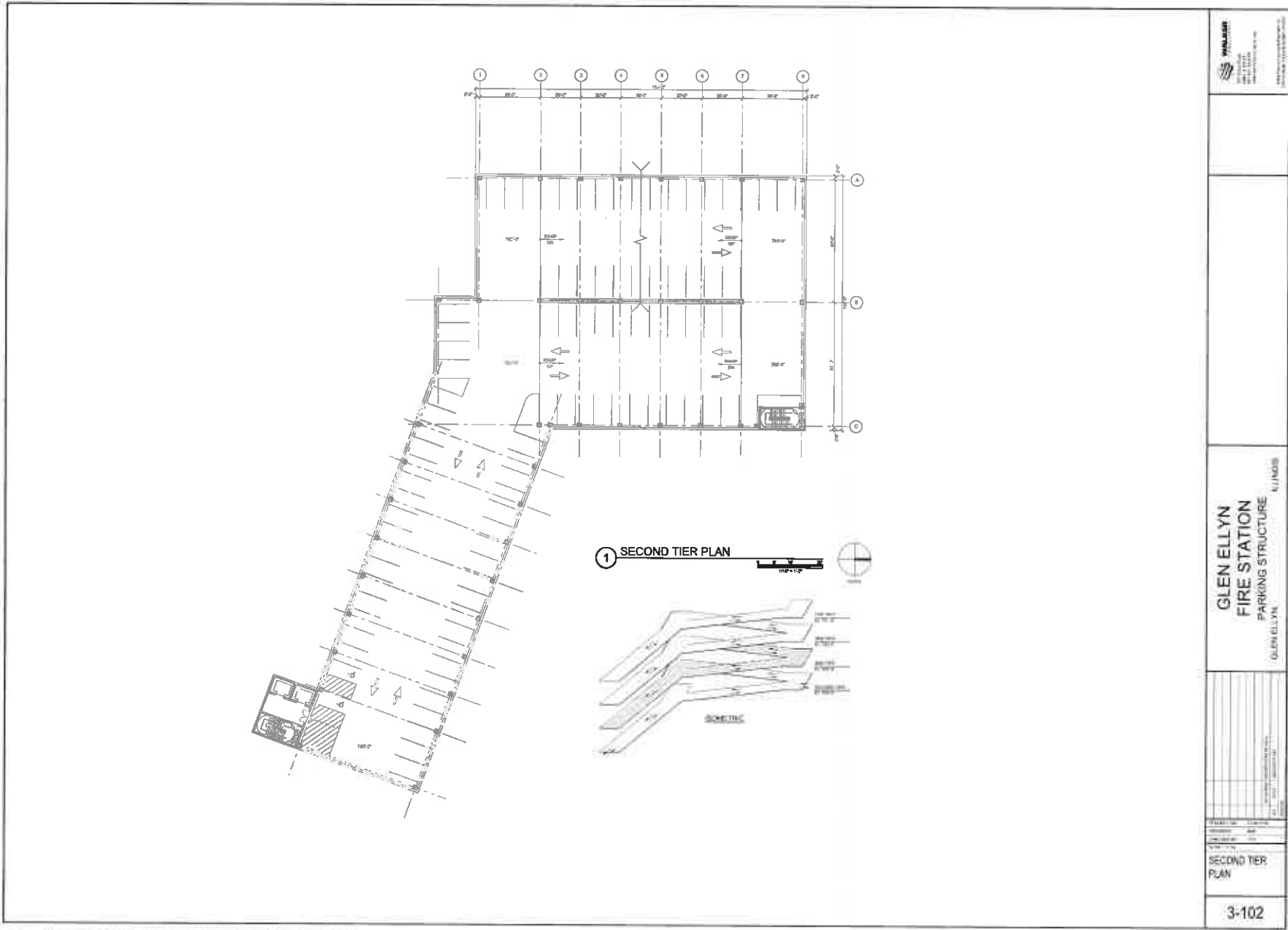


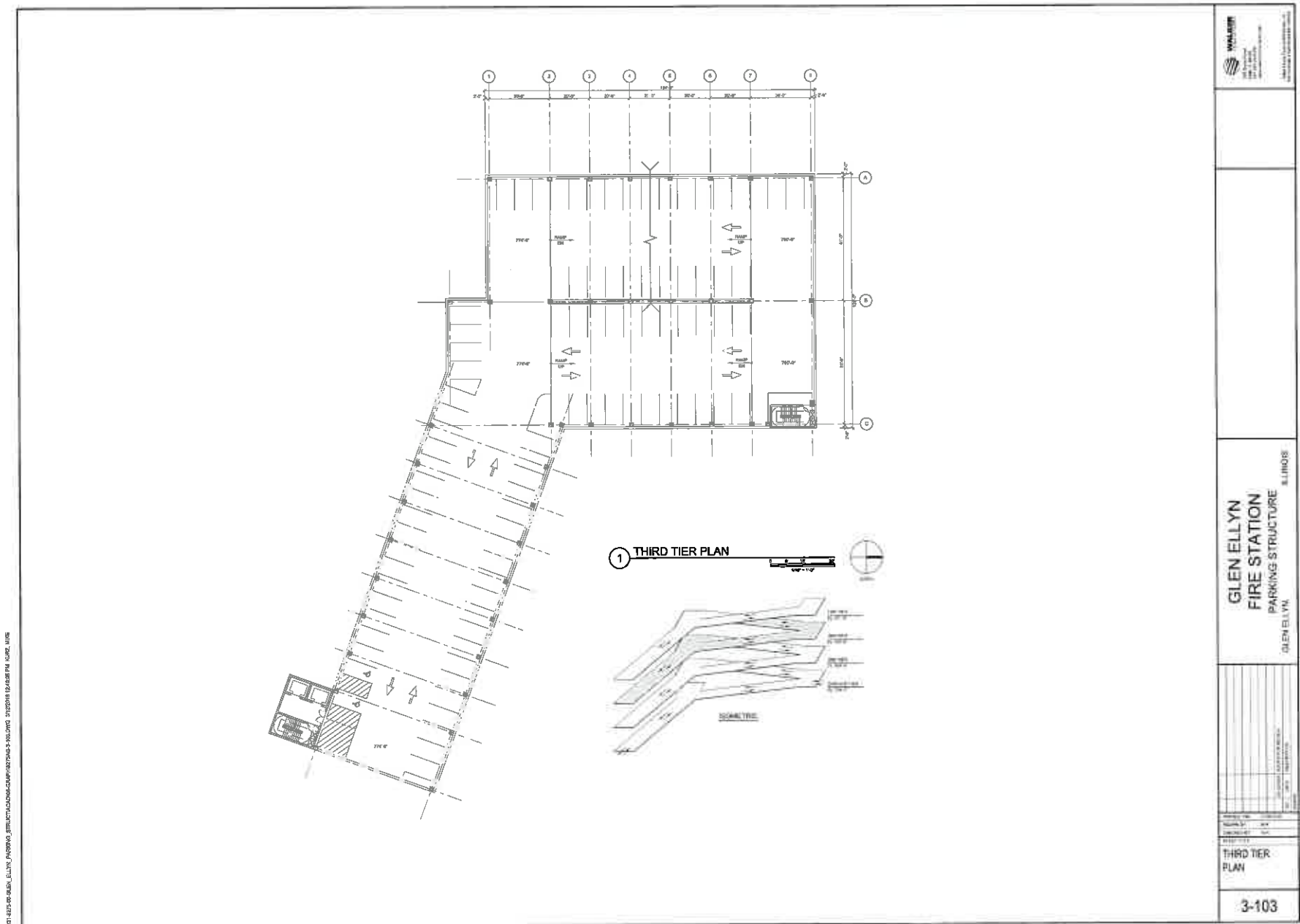
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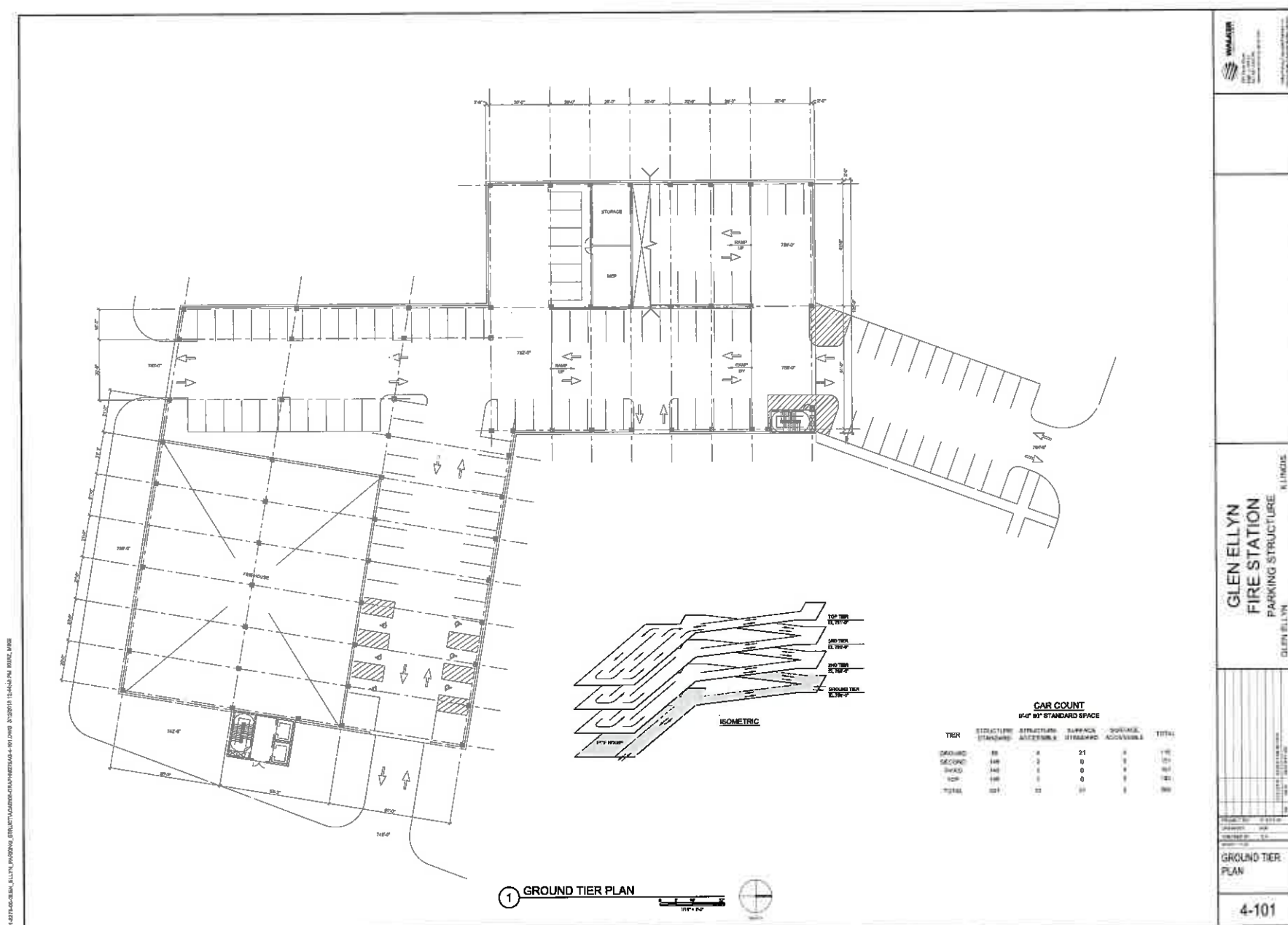


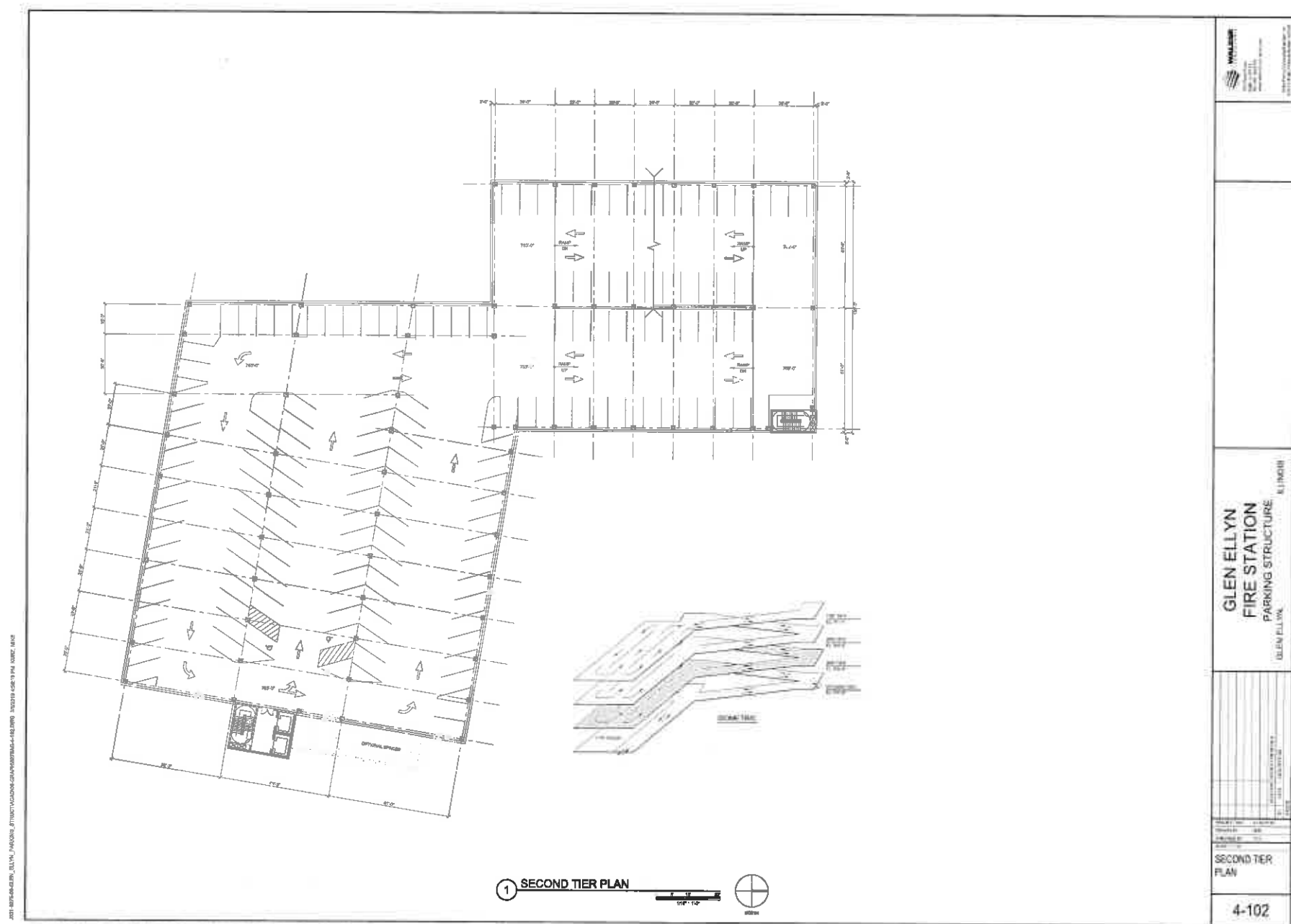
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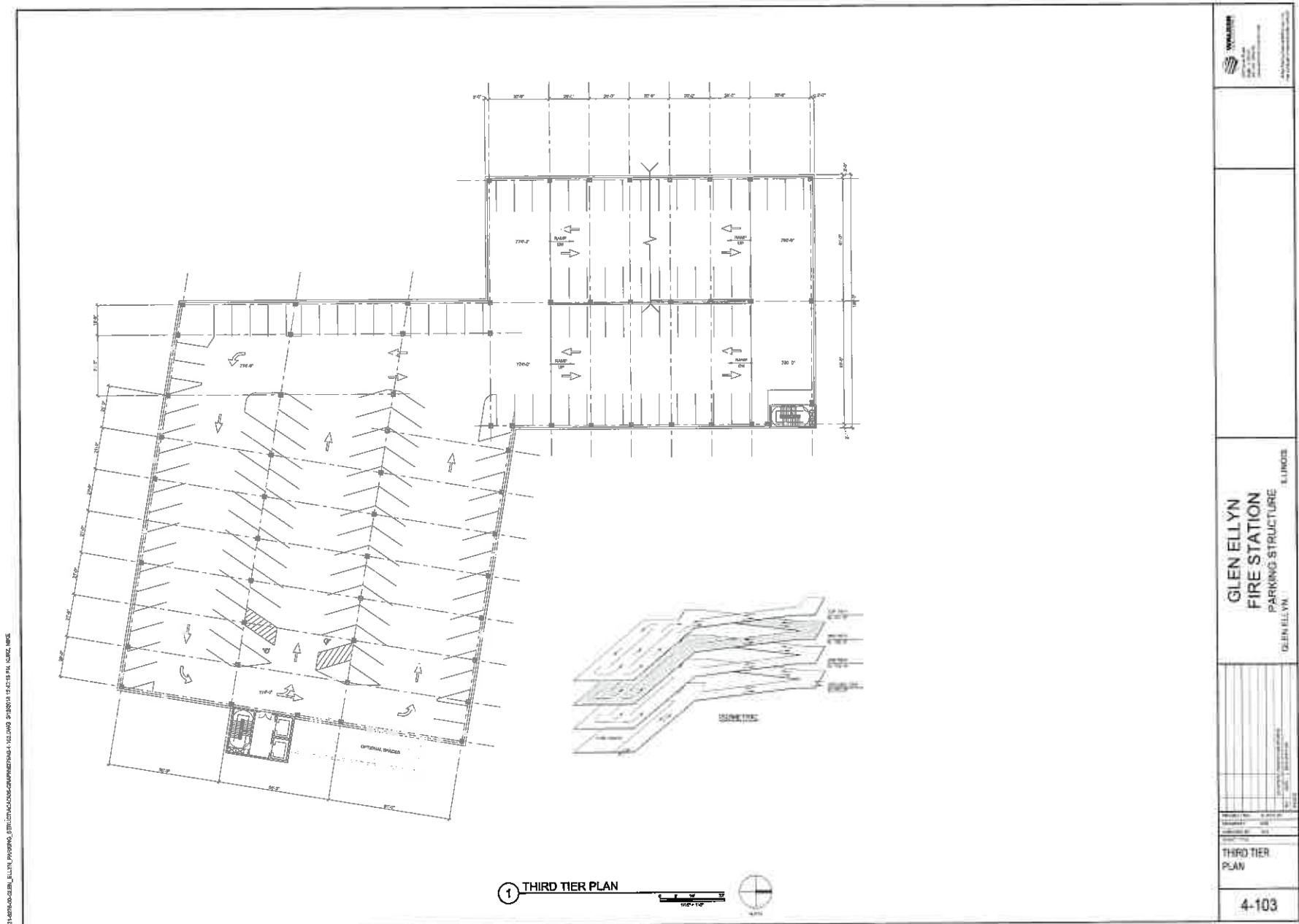
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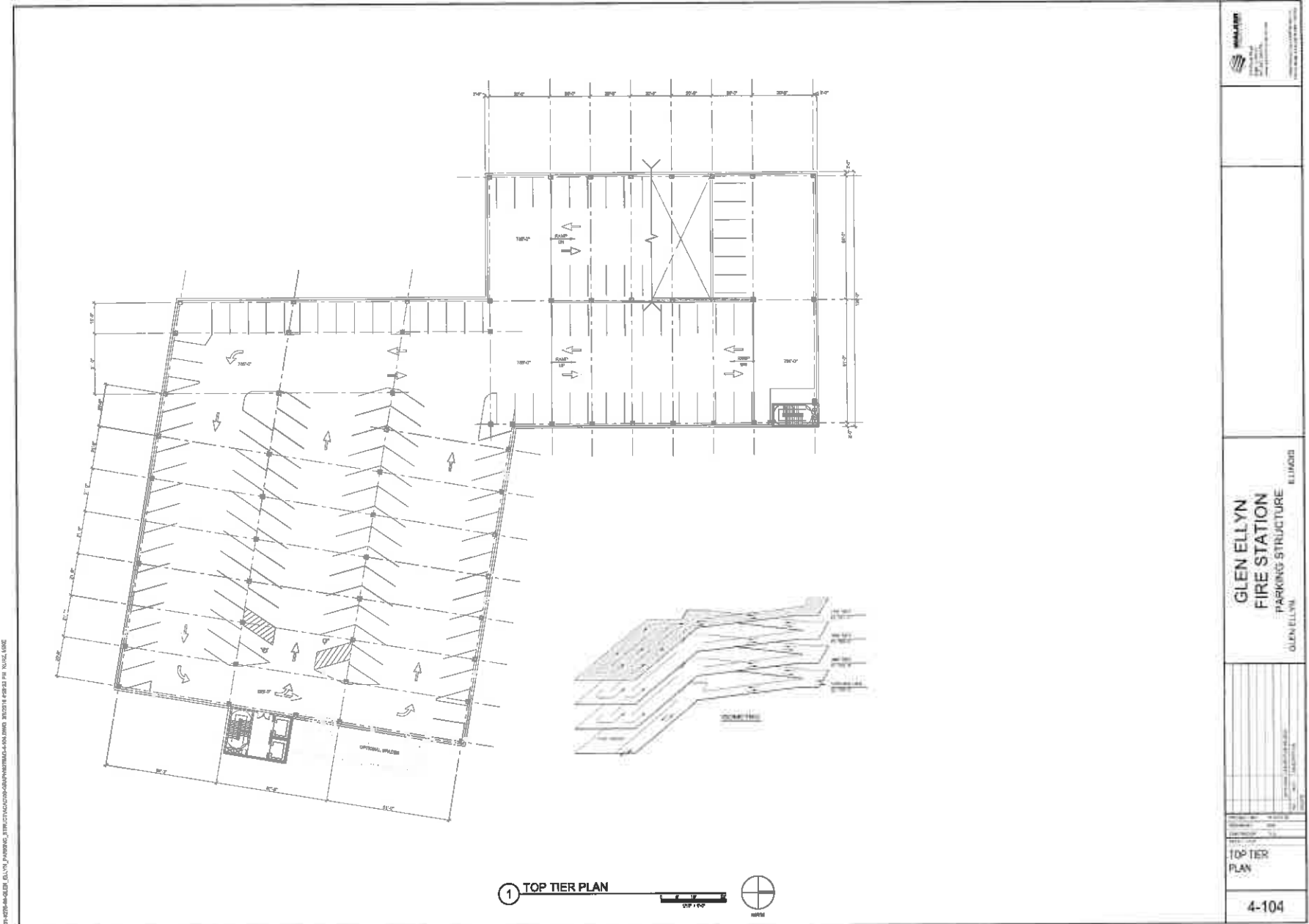














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March 9, 2018
Revised April 9, 2018
Revised April 12, 2018

Ms. Staci Hulseberg, ACIP
Director of Planning and Development Department
Village of Glen Ellyn
635 Duane Street
Glen Ellyn, IL 60137

*Re: Parking Consulting Services - Valet Parking Analysis
Glen Ellyn, IL*

Dear Ms. Hulseberg,

Walker Consultants is pleased to provide the attached draft report concerning our valet parking analysis conducted in downtown Glen Ellyn, Illinois.

I am available to answer any questions and look forward to your comments.

Sincerely,

WALKER CONSULTANTS

A handwritten signature in blue ink, appearing to read "Ashley Hiniker", is written over the printed name.

Ashley Hiniker
Consultant

Enclosure(s)



EXECUTIVE SUMMARY

Walker observed current demand on Saturday, February 17th from 5:00 PM to 8:00 PM, the observed occupancy levels of the study area reached 51% at the peak hour of 7:00 PM. Due to the snow fall impacting typical demand, a Design Day was developed to reflect 76% occupancy during the peak hour.

The Village provided walker with current and future programming for the Downtown, which includes 74,000 square feet of gross leasable restaurant space. The future restaurant programming projected a potential need of 669± customer spaces and 164± employee spaces during peak hour on a Saturday in December, near the hour of 7:00 PM.

Assuming 100% occupancy of Downtown retail space, a surplus of 74± spaces may exist on a Saturday evening. Although no deficit is projected, the Village sought recommendations from Walker to implement a valet parking operation to reduce congestion in the Downtown during peak hours.

Projected labor and operating expenses for Year One are \$121,000 to \$142,000; the projections may adjust based upon regular staffing levels and the third-party operator's management decisions and recommendations.

INTRODUCTION

Downtown Glen Ellyn, Illinois ("Downtown") contains about 74,000 square feet (sf) of planned restaurant space. The Downtown is located along Main Street between Pennsylvania Avenue and Hillside Avenue, about 3-blocks of prime restaurant and event store frontage. Tenants of the Downtown storefronts include A Toda Madre, Main Street Pub, Fire & Wine, and many other successful restaurant concepts.

The Village of Glen Ellyn ("Village") has received concerns regarding evening and weekend parking along Main Street due to increased restaurant activity and discussion of proposed restaurants, event space, and developments. Given the Village's concerns, Walker Consultants ("Walker") was engaged to observe the existing demand during evenings and weekends and develop a valet parking plan facilitated through a central location in the Downtown.

To complete the assignment, Walker contracted to fulfill the following Scope of Services:

1. Meet with Village representatives to discuss project requirements, deliverables, and schedule, also to determine an approximate study area designation for the potential valet parking operation.
2. Observe parking demand within the designated study area on either a typical weekday evening or a typical weekend evening between the hours of 5:00 PM and 8:00 PM.
3. Based upon our observation of the parking demand within the study area, develop a supply demand model that details potential demand for valet parking within the study area.
4. Prepare valet parking design concepts regarding the following:
 - a. Potential queuing and waiting locations(s) within the designated study area that best accommodate a central valet station used for valet drop-off and pick-up.
 - b. Functional design and vehicular flow routes for the proposed central valet station (develop a simple line drawing that depicts routes).



Ms. Staci Hulseberg, ACIP

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- c. Possible locations within the study area that can be utilized on weekday and weekend evenings to park customer vehicles associated with the valet program.
 - d. Budget projection of annual costs associated with implementing valet parking to serve the study area.
 - e. Valet operating plan detailing the proposed operating methodology needed to facilitate the plan, ensure maximum efficiency, and limit annual costs associated with the program.
5. Prepare a technical memorandum that discusses design elements and recommendations regarding possibly implementing a valet parking program to serve the patrons of the village.

STUDY AREA

The Downtown area, identified by the Village for observation, runs along Main Street from Pennsylvania Avenue to Hillside Avenue. Several Village owned and managed public parking lots exist for patrons to park in during evenings and weekends. The following figure identifies the Study Area and public parking facilities observed for the study.

Figure 1: Study Area



Source: Google Maps, 2018

CURRENT PARKING SUPPLY

Patrons that drive to the Downtown today are accommodated via on-street timed parking and off-street public lots. Walker observed high occupancy of the on-street spaces along Main Street, while only sections of the side street timed-spaces were occupied. Table 1, on the following page, reflects the observed parking supply.



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Table 1: Observed Parking Supply

Lot ID	Use	Supply
Lot 1	Public	125
Lot 2	Public	73
Lot 3	Public	34
Lot 4	Public	22
Lot 5A	Public	82
Lot 5B	Public	88
Lot 6	Public	123
Lot 7	Public	22
Lot 8	Public	28
Lot 9	Public	11
Lot 10	Public	149
On-Street	Public	150
Total		907

Source: Walker Consultants, 2018

CURRENT PARKING DEMAND

To assess the current parking demand, Walker and the Village identified the perceived peak demand time for observation. Walker observed parking demand within the Downtown on Saturday, February 17, 2018 from 5:00 PM to 8:00 PM. Occupancy counts were collected hourly during the observation period. The weather ranged from 17° to 35° throughout the day, with about 2" to 3" of snow falling during the 3-hour observation window.

Table 2, on the following page, reflects Walker's hourly occupancy observations.

Table 2: February 17, 2018 Occupancy Counts

Lot ID	Use	Supply	5:00 PM		6:00 PM		7:00 PM		8:00 PM	
			Available Spaces	% Occupied	Available Spaces	% Occupied	Available Spaces	% Occupied	Available Spaces	% Occupied
Lot 1	Public	125	13	90%	1	99%	5	96%	7	94%
Lot 2	Public	73	40	45%	39	47%	29	60%	31	58%
Lot 3	Public	34	27	21%	29	15%	30	12%	32	6%
Lot 4	Public	22	13	41%	12	45%	10	55%	10	55%
Lot 5A	Public	82	57	30%	56	32%	60	27%	62	24%
Lot 5B	Public	88	52	41%	71	19%	69	22%	70	20%
Lot 6	Public	123	98	20%	96	22%	85	31%	83	33%
Lot 7	Public	22	1	95%	2	91%	0	100%	2	91%
Lot 8	Public	28	2	93%	4	86%	3	89%	4	86%
Lot 9	Public	11	4	64%	2	82%	1	91%	2	82%
Lot 10	Public	149	112	25%	108	28%	113	24%	111	26%
On-Street	Public	150	51	66%	42	72%	35	77%	37	75%
Total		907	470	48%	462	49%	440	51%	451	50%

Source: Walker Consultants, 2018

Peak occupancy occurred near the hour of 7:00 PM, with 51% of the parking supply occupied. At peak, 440± spaces were available for patron parking.

During the peak hour, Walker noted 100% occupancy of on-street timed spaces on Main Street and portions of the side streets. Additionally, Walker observed Lot 1, Lot 7, and Lot 9 near maximum capacity with vehicles circling and/or waiting to park.



DESIGN DAY

Due to the snow fall, Walker believes the observation period may have been slower than a typical weekend evening. To accommodate for the perceived reduced volume, Walker created a Design Day standard. The Design Day was created by utilizing Walker's observed occupancy counts with volume adjustments based upon conversations with the Village. The following table represents the Design Day standard developed for the study.

Table 3: Current Demand Design Day

Lot ID	Use	Supply	Design Day	
			Available Spaces	% Occupied
Lot 1	Public	125	5	96%
Lot 2	Public	73	21	71%
Lot 3	Public	34	11	68%
Lot 4	Public	22	8	64%
Lot 5A	Public	82	25	70%
Lot 5B	Public	88	29	67%
Lot 6	Public	123	39	68%
Lot 7	Public	22	0	100%
Lot 8	Public	28	3	89%
Lot 9	Public	11	1	91%
Lot 10	Public	149	51	66%
On-Street	Public	150	21	86%
Total		907	214	76%

Source: Walker Consultants, 2018

The Design Day occupancy occurred with 76% of the observed parking supply occupied. At peak, 214± spaces were available for patron parking. Typically, users perceive the parking system as "full" at our near 85% occupancy. Design Days are created to reflect the typical "busy" day, which, from conversations with the Village and Walker's observations, are perceived to be 76% during peak evenings (Friday and Saturday). The Design Day and observation day both serve the parking demand adequately.

Although some lots were observed as full, many within proximity of the full lots were less occupied but patrons did not overflow to these locations. Overflow issues may be due to signage, as three different types of parking wayfinding signs were identified throughout the Study Area. The Village may want to review the Downtown public parking wayfinding signage to improve usage of the minimally occupied lots.



FUTURE LAND USE PROGRAMMING

The Village provided Walker with projected programming data for the current, future, and proposed land uses along Main Street in the Downtown. The following table identifies the location and total gross leasable square footage.

Table 4: Downtown Glen Ellyn Land Use Programming

Land Use	Quantity (SF)	Land Use	Quantity (SF)
2Toots Train Whistle Grill	1,900	Marcel's	2,974
Blackberry Market	4,100	Main Street Pub	5,000
Dunkin Donuts	3,223	Maize & Mash	1,950
Javi's Burritos	982	Marche	750
Starbucks	2,155	Marinella's Italian Restaurant	2,400
A Toda Madre	3,200	North Side Pub	1,800
Barone's	5,230	Santa Fe	2,690
Bottle and Bottega	693	Shannon's Irish Pub	2,878
Rue	1,200	The Stand	1,600
Joy Bar	624	Thipi Thai Restaurant	2,105
Fire + Wine	3,880	Sushi Ukai	3,000
Glen Oak Restaurant	3,200	Nobel House	3,000
Made In Italy	1,571	McMae's on Main	4,860
Made In Italy Express	922	Two Hound Red Brew Pub	6,200
Total Square Foot		74,087	

Source: Village of Glen Ellyn, 2018

A total of 74,087 square feet of restaurant space is planned for the Downtown area, some of which is already established today.

SHARED PARKING ANALYSIS

To assess future parking demand, we developed a "Shared Parking" model for the current and proposed restaurant and event spaces within the Downtown. The following items pertain specifically to the Shared Parking models developed by Walker:

- The models reflect the significant research that has taken place in the Urban Land Institute's (ULI) and International Council of Shopping Center's (ICSC) efforts, as well as Walker's experience in performing shared parking analysis over the past two decades.
- The land-use data supplied by the Village for analysis has a direct bearing on the shared parking demand results. Any changes to the land-use data will have a direct bearing on the result of the analysis.
- The analysis assumes that 95% of the customers and visitors will drive a vehicle and the balance will arrive at the Downtown by alternate transportation modes.
- Based on the U.S. Bureau of Census "Journey to Work" statistics obtained from the American Fact Finder website referenced in the next section, about 85% of DuPage County employees traveled to work via a car.

Shared Parking is intended to project only the peak parking demand or accumulation in the 20th busiest hour of demand throughout the year, and is typically used for planning purposes to size a structure or system. Since



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Shared Parking is not intended to project the overall annual parking demand, comparing the peak-hour demand or accumulation in the 20th busiest hour to the actual annual parking demand numbers and ratios derived from the Downtown restaurant and event demand would not be an “apples to apples” comparison.

Assuming the Downtown program data proved by the Village, *Shared Parking* projects peak demand at 7:00 PM on a Saturday in December. The table, on the following page, shows the peak demand by location, per the model.


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Table 5: Projected Peak Demand

Land Use	Shared Parking Classification	Quantity (SF)	User	Base Ratio	Drive Ratio	Non-Captive Ratio	Monthly Adjustment	Hourly Adjustment	Demand (projected)
2Toots Train Whistle Grill	Family Rest.	1,900	Customer	9.75	95%	100%	100%	80%	14
			Employee	2.25	85%	100%	100%	95%	3
Blackberry Market	Fast Food	4,100	Customer	9.00	95%	100%	100%	80%	28
			Employee	2.00	85%	100%	100%	90%	6
Dunkin Donuts	Fast Food	3,223	Customer	9.00	95%	100%	100%	80%	22
			Employee	2.00	85%	100%	100%	90%	5
Javi's Burritos	Fast Food	982	Customer	9.00	95%	100%	100%	80%	7
			Employee	2.00	85%	100%	100%	90%	2
Starbucks	Fast Food	2,155	Customer	9.00	95%	100%	100%	80%	15
			Employee	2.00	85%	100%	100%	90%	3
A Toda Madre	Fine/Casual	3,200	Customer	10.50	90%	100%	100%	100%	30
			Employee	2.75	85%	100%	100%	100%	7
Barone's	Fine/Casual	5,230	Customer	10.50	90%	100%	100%	100%	49
			Employee	2.75	85%	100%	100%	100%	12
Bottle and Bottega	Fine/Casual	693	Customer	10.50	90%	100%	100%	100%	7
			Employee	2.75	85%	100%	100%	100%	2
Rue	Fine/Casual	1,200	Customer	10.50	90%	100%	100%	100%	11
			Employee	2.75	85%	100%	100%	100%	3
Joy Bar	Fine/Casual	624	Customer	10.50	90%	100%	100%	100%	6
			Employee	2.75	85%	100%	100%	100%	1
Fire + Wine	Fine/Casual	3,880	Customer	10.50	90%	100%	100%	100%	37
			Employee	2.75	85%	100%	100%	100%	9
Glen Oak Restaurant	Fine/Casual	3,200	Customer	10.50	90%	100%	100%	100%	30
			Employee	2.75	85%	100%	100%	100%	7
Made In Italy	Fine/Casual	1,571	Customer	10.50	90%	100%	100%	100%	15
			Employee	2.75	85%	100%	100%	100%	4
Made In Italy Express	Fine/Casual	922	Customer	10.50	90%	100%	100%	100%	9
			Employee	2.75	85%	100%	100%	100%	2
Marcel's	Fine/Casual	2,974	Customer	10.50	90%	100%	100%	100%	28
			Employee	2.75	85%	100%	100%	100%	7
Main Street Pub	Fine/Casual	5,000	Customer	10.50	90%	100%	100%	100%	47
			Employee	2.75	85%	100%	100%	100%	12
Maize & Mash	Fine/Casual	1,950	Customer	10.50	90%	100%	100%	100%	18
			Employee	2.75	85%	100%	100%	100%	5
Marche	Fine/Casual	750	Customer	10.50	90%	100%	100%	100%	7
			Employee	2.75	85%	100%	100%	100%	2
Marinella's Italian Restaurant	Fine/Casual	2,400	Customer	10.50	90%	100%	100%	100%	23
			Employee	2.75	85%	100%	100%	100%	6
North Side Pub	Fine/Casual	1,800	Customer	10.50	90%	100%	100%	100%	17
			Employee	2.75	85%	100%	100%	100%	4
Santa Fe	Fine/Casual	2,690	Customer	10.50	90%	100%	100%	100%	25
			Employee	2.75	85%	100%	100%	100%	6
Shannon's Irish Pub	Fine/Casual	2,878	Customer	10.50	90%	100%	100%	100%	27
			Employee	2.75	85%	100%	100%	100%	7
The Stand	Fine/Casual	1,600	Customer	10.50	90%	100%	100%	100%	15
			Employee	2.75	85%	100%	100%	100%	4
Thipi Thai Restaurant	Fine/Casual	2,105	Customer	10.50	90%	100%	100%	100%	20
			Employee	2.75	85%	100%	100%	100%	5
Sushi Ukai	Fine/Casual	3,000	Customer	10.50	90%	100%	100%	100%	28
			Employee	2.75	85%	100%	100%	100%	7
Nobel House	Fine/Casual	3,000	Customer	10.50	90%	100%	100%	100%	28
			Employee	2.75	85%	100%	100%	100%	7
McMae's on Main	Fine/Casual	4,860	Customer	10.50	90%	100%	100%	100%	46
			Employee	2.75	85%	100%	100%	100%	11
Two Hound Red Brew Pub	Fine/Casual	6,200	Customer	10.50	90%	100%	100%	100%	59
			Employee	2.75	85%	100%	100%	100%	14
							Sub-Total Customer		669
							Sub-Total Employee		164
Total Square Foot		74,087					Total Restaurant Space		833

Source: Urban Land Institute, Shared Parking Model, 2018



To summarize the *Shared Parking* findings:

- **Peak demand** occurs on a Saturday in December, near the hour of **7:00 PM**,
- **669±** spaces are needed for restaurant customers, and;
- **164±** spaces are needed for restaurant employees.

A total of 833± spaces are projected to be in demand during the peak hour in December. Peak hour for restaurants typically occurs in the month of December due to increased holiday activity and vacation time, it is unlikely demand will regularly reach the peak on a typical Saturday evening.

Assuming 100% occupancy of Downtown tenants, a surplus of 74± spaces may exist on a Saturday evening in Lots 2 through 6, and Lot 10. Although no deficit is projected, the Village has sought recommendations from Walker to implement a valet parking operation to reduce congestion in the Downtown.

VALET PARKING

In this section we address issues that are inherent with most valet parking services and provide observations and recommendations that can be used by the Village to evaluate and decide on whether to implement a shared valet parking service for the Downtown.

SELF-MANAGED OR THIRD-PARTY

The first question that arises when enhancing valet parking services is whether the operation will be self-operated and managed by the Village, or will the management responsibilities be sub-contracted to a third-party professional parking operator that specializes in managing valet parking services.

In comparing the pros and cons of insourcing vs. hiring a third-party Operator, third-party management is often selected for the following reasons.

- Allows all parking operations to be handled by one entity,
- Costs are normally lower than insourced labor,
- Hiring, scheduling, and supervisor responsibilities handled by the Operator, which represent time and effort burdens on all parking operations,
- The Village can dictate what duties will be conducted in-house and what duties will be the responsibility of the Operator, and;
- Costs could be further lowered by negotiating the management fee (depending on type of contract agreement) and using Operator's expertise to minimize staffing.

Additionally, the third-party operator would maintain the liability insurance on behalf of the Village. In summary, third-part operators typically provide some cost savings in comparison to in-house operations.

VALET PARKING SERVICE

In either of the above scenarios the responsibilities and services provided by the operator are similar in nature. A list of the responsibilities and services required to implement a successful program will include, but not be limited to the following:



- Operate and direct the operation as a valet service and provide usual and customary services in a professional, businesslike, and efficient manner.
- Provide adequate supervision and inspection of staff to properly manage the services offered.
- Hire, pay, supervise, and provide benefits for sufficient experienced and qualified valet parking attendants that will provide the required services.
- Ensure that all employees are neatly uniformed and courteous to all patrons that utilize the services offered.
- Advertise and endeavor to increase volume, efficiency, and the quality of the services offered.
- Collect from transient customers all parking fees and other charges as implemented or directed by the Village (if applicable).
- Maintain courteous, businesslike relations with all end-users of the service; whose requests shall be received, considered, and promptly acted upon.
- Maintain the valet ingress, egress, and staging areas in a clean and orderly manner per reasonable standards acceptable to the Village.
- Promptly notify the Village of any matter related to the valet services that requires immediate attention or action.
- Advise and cooperate with the Village in the development and implementation of rules and regulations applicable to the valet services offered, and enforce all rules and regulations adopted by the Owner.
- Advise and consult with the Village on matters of potential changes to traffic control, signage, and/or any other matter that may substantially alter the valet services.
- Obtain and maintain policies of insurance that include coverages for the following:
 - Worker's Compensation in compliance with the Worker's Compensation Act of the State of Illinois; and federal statute (if applicable), and Employer's Liability covering all persons entering the site to perform work thereupon and/or employed by Operator and Operator's contractors in the conduct of its operations at the Facility (including "all states" and volunteer's endorsements (if applicable), covering accidental death, bodily injury, illness, and disease.
 - Garage Commercial General Liability on an occurrence form basis; such policy will protect the Village as an additional insured entity against incurring any legal cost in defending claims for alleged loss subject to all the terms and conditions of the commercial general liability policy;
 - Garage Keeper's Legal Liability insuring all automobiles that are parked by the valet attendants or for which bailment otherwise is created;
 - Automobile Liability policy including coverage for any owned, hired, or non-owned automobiles or coverage for "any auto."
 - Crime coverage that protects against acts of fraud, mysterious disappearance, and/or theft of receipts, check alteration and forgery, computer fraud, robbery, burglary, etc. including a third-party crime endorsement; and
 - Umbrella or excess liability policy with a provision to the effect that, if the underlying aggregate is exhausted, the excess coverage will drop down as primary insurance.



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- Prepare and file all necessary returns, reports and forms required by law in connection with unemployment insurance, social security taxes, worker's compensation insurance, disability benefits, Federal and State income tax withholding and other similar sales or parking taxes and pay or make all deposits required for such taxes.
- Keep an accurate record of all receipts, operating expenses, and any other costs related to the services provided at the Facility.
- Prepare and deliver to the Village an annual budget for approval that reflects the projected operating expenses that the Operator anticipates will be required to manage the Facility.

STAGING AREA

All valet operations are initiated from a designated area, which is typically called the "Staging Area". The Staging Area, on-street timed spaces converted to valet only loading zone after a certain time, can be located within the general vicinity of the user's destination. This area will contain a temporary stop sign that signifies the area for visitors to proceed into and stop for valet parking service.

Once a patron stops and exits their vehicle within the Staging Area, the valet attendant will issue a numerically sequenced ticket to the patron and the customer will proceed to their destination. The valet attendant will stage the vehicle for parking by a second attendant.

Due to the division of the Downtown by the commuter rail tracks, Walker recommends implementing two staging areas on Main Street; one North of the tracks and one South of the tracks, as shown in the following figure.

Figure 2: Valet Staging and Storage Locations



Source: Google Maps, 2018



Vehicles arriving North of the tracks may be stored in West end of Lot 6 and North side of Lot 10, vehicles South of the tracks may be stored in the rear of Lot 2, Lot 3A, Lot 3B and Lot 5B. Valet storage may be relocated to other private lots throughout the Downtown, although storage fees may apply for use of the lots.

VALET THEORY OF OPERATION

Valet attendants are stationed in the Staging Area(s) to accept vehicles from patrons that chose valet parking. Attendant will greet customers and issue the claim-check portion of a sequentially numbered two-part ticket to each patron upon arrival and accepting their vehicle.

Dependent upon the level of activity, the attendant will either stage the vehicle within the Staging Area for parking when less activity is present, or drive the vehicle to the area designated for use by the valet service. Once in the designated parking area, the attendant will park and lock the vehicle; noting the make, model, and license plate number on the body of the ticket and leave the head-check portion of the ticket within the vehicle for identification upon retrieval. After parking each vehicle, the attendant returns to the valet staging area and places the body of the ticket into a ticket rack or podium rack and secures the vehicle keys in a locked key-box or cabinet.

Upon exiting, valet customers will present their claim check to any valet attendant and the attendant will either proceed to the designated valet parking area on foot or in another valet vehicle that must be valet parked. The attendant retrieves the vehicle and returns the vehicle to the customer waiting in the Staging Area. Once the attendant verifies the sequential number on the visitor's claim check as proper for the vehicle retrieved, the vehicle is released to the visitor.

We recommend that all valet vehicles accepted within the Downtown utilize a designated valet only parking area. This is especially critical if self-parking is also allowed within some of the proposed valet storage lots, as patrons that self-park should be able to clearly recognize any areas designated for valet parking. Implementing a designated valet parking area will help ensure that self-park patrons do not co-mingle with valet activity throughout the hours of operation.

To ensure a safe and efficient valet operation, we recommend that one attendant be assigned as the Manager over the entire of the operation. This person will work directly with the Village, oversee the daily valet operation, and assign the attendants on duty to the valet areas dependent upon the anticipated volume of activity. All attendants will remain in place during ingress to serve arriving customers on an as-needed basis. Once the operation shifts to an egress methodology, attendants will be assigned to the area of greatest need. The Manager will accept all visitor inquiries, complaints, and requests for retrievals. The Manager will also dispatch each retrieval request or "pull" to the attendants stationed in the valet areas. Each attendant will acknowledge receipt of each pull request, proceed to the vehicle and return the vehicle to the correct valet Staging Area.

The Manager will play an essential part in the success of the operation, acting as the on-site representative for valet services and as the person responsible for facilitating the parking and retrieval of vehicles and addressing customer issues. Given this fact, we recommend this person be a competent individual that can operate under moderate pressure and think on his feet. As the person in charge of valet services, a good Manager must facilitate movement of the attendants throughout the day, coordinate vehicular activity during peak ingress and egress periods, and address customer inquiries in a professional manner.



As outlined, a typical valet operation should function at an acceptable level of service for patrons that choose valet parking. Finally, staffing levels must be reviewed continually to ascertain whether the number of attendants is either adequate or excessive.

In summary, while each valet parking operation is presented with service problems not outlined in this overview, assuming a competent Manager is assigned to the project, the valet service implemented by the Village should function with minimal complaints and offer expanded and enhanced services to customers of the Downtown.

VALET LEVEL OF SERVICE

Establishing and evaluating valet parking operations can be accomplished by determining the goals of the valet system and establishing an expectable Level of Service (“LOS”). To establish the LOS standards, Walker’s team of former valet operators developed the LOS approach based on experience in operating valet operations for office buildings, hotels, restaurants, and event venues.

Table 6 provides the wait time LOS ratings.

Table 6: Valet Level of Service (LOS)

LOS	Wait Time ¹
A	Less than 4 minutes
B	4 to 6 minutes
C	6 to 8 minutes
D	8 to 10 minutes
F	Exceeds 10 minutes

¹ From presentation of claim ticket to return of vehicle

Source: Walker Parking Consultants, 2018

The LOS approach is adopted from a classification system used to evaluate roadways. LOS “A” represents the highest standard, LOS “B” represents less than the highest but good, LOS “C” represents standard service, LOS “D” represents less than standard, and LOS “F” represents un-satisfactory service.

The LOS for a valet parking operation is measured based on patron wait time. At its core, valet parking is a service more than anything else. From the initial greeting to the final delivery of the vehicle, the customer must be made to feel that they are important, welcome, and treated with respect. By measuring the wait time, the time the customer spends waiting once the claim check is handed to the valet to the time the vehicle is delivered, we can measure the level of service. This measured level of service is accurate provided that the other steps in customer service are followed. This means that the valets must also be polite, in clean uniforms, well groomed, professional, and courteous. Even with LOS A, if the other steps are not met, the patron may be dissatisfied.

Given the size of the Downtown and placement of two valet Staging Areas, LOS should be a B or C dependent on the distance the valet needs to travel for vehicle retrieval and traffic along the main roads.



VALET OPERATING EXPENSE

LABOR EXPENSE

Labor is typically the costliest line item in a valet operation, as increased volume demands additional staff. Volumes may vary on a nightly basis, from weekday to weekends, therefore staffing levels should be adjusted regularly to accommodate the flux in demand. The Village indicated interest in valet service during peak nights, therefore we have prepared a schedule and costs for weekly service Thursday to Saturday evening. The below schedule reflects recommended hours and staffing levels for a typical weekend evening.

Table 7: Proposed Weekend Staffing Schedule

	Thursday - Saturday	Hourly Rate
Manager	4 PM -12 PM	\$ 25.00
Supervisor North	4 PM -12 PM	\$ 18.00
Valet 1	5 PM -11 PM	\$ 13.00
Valet 2	5 PM -11 PM	\$ 13.00
Supervisor South	4 PM -12 PM	\$ 18.00
Valet 1	5 PM -11 PM	\$ 13.00
Valet 2	5 PM -11 PM	\$ 13.00
Total Hours	48	

Source: Walker Consultants, 2018

The above schedule allocated 1 Manager, 2 supervisors and 4 valets to service the Downtown Thursday through Saturday evenings. The Manager position is an on-call administrative position, therefore the cost of the manager allocated to the Downtown from a third-party operator ("Operator") should be 50%. The Operator and Manager should regularly review the staffing schedule with the Village to ensure volume is accommodated appropriately and overstaffing does not occur.

OPERATING EXPENSES ("OPEX")

Operating expenses of parking facilities can vary dramatically. Variations are due to geographical location, size of operation, staffing patterns, method of operation, and local legal requirements. These expenses include:

- Salaries, Benefits & Workers' Compensation: The staffing plan, employee positions, and wage structure.
- Insurance: Includes the cost of general liability, garage keeper's legal liability, crime, umbrella, and auto insurance coverages.
- Supplies: Includes the projected cost of garage and office supplies, parking tickets, forms, employee uniforms and other various day-to-day operating items.
- License, Permits & Fees: Includes the cost of local business licenses and permits, driveway, sign and/or other permits paid to the local governing agency or agencies.
- General Expenses: Assume the following: base management fee, bank charges, payroll processing fees, and auto damage claims, and armored car services.

The following table projects Year One costs associated with operating a valet operation Thursday to Saturday in the Downtown per the Theory of Operation identified above.



Table 8: Projected Annual Valet Operating Costs (Thursday – Saturday)

Projected Operating Expenses	
OPERATING EXPENSE	Year One
Labor - Taxes & Benefits	\$ 96,500
Insurance - GL/GKLL	10,000
Supplies	6,100
License Fees & Permits	630
Contracted Services	500
General Expense	27,800
Operating Expense	\$ 141,500

Source: Walker Consultants, 2018

In Year One, projected operating expenses are estimated to be \$142,000. Projected expenses do not include vehicle storage fees.

Additionally, the Village asked Walker to project costs for a reduced service schedule. The following table projects Year One costs associated with operating a valet operation Friday and Saturday in the Downtown per the Theory of Operation identified above.

Table 9: Projected Annual Valet Operating Costs (Friday – Saturday)

Projected Operating Expenses	
OPERATING EXPENSE	Year One
Labor - Taxes & Benefits	\$ 76,100
Insurance - GL/GKLL	10,000
Supplies	5,900
License Fees & Permits	630
Contracted Services	500
General Expense	27,700
Operating Expense	\$ 120,800

Source: Walker Consultants, 2018

In Year One, projected operating expenses are estimated to be \$121,000. Projected expenses do not include vehicle storage fees.



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

Meeting: 04/16/18 07:00 PM
Department: Police
Department Head: Angela Andrianopoulos
Category: Discussion Item
Prepared By: Phil Norton

SCHEDULED

AGENDA ITEM (ID # 3243)

DOC ID: 3243

Police Chief Norton will provide an update on Lenox parking.

Background

The Village Board recently approved changes to the parking ordinance on Lenox Road near Lake Ellyn Park. Included was adding additional student parking spaces between Hawthorne Boulevard and Linden Avenue. Additionally, some spaces in that same area were reserved for playground and park patrons. The Village Board expressed an interest in revisiting this issue in April to gauge the status of the changes.

Subject

To date, the Village has received a couple of negative responses from neighbors. Those were sent soon after the changes were implemented. One of those complaints involved litter on the parkway in the parking area. The Park District placed additional trash receptacles in the area and monitoring of the area reveals no littering problem at this time. Community Service Officer Rick Perez reports speaking to several residents directly across from the impacted area and he reports they are pleased with the changes. He also spoke with several park patrons who also made positive remarks about the changes and availability of parking for the playground. High School officials are pleased with the roll out of this program and requests support to continue.

The Police Department will notify area residents via written notice, of this pending discussion for the April 16th Village Board workshop.

Strategic Plan Initiative

None.

Action Requested

None.

Attachments

Attached is an email from Assistant Village Manager Bill Holmer which relates his conversation with Glenbard West officials pertaining to additional parking opportunities.

ATTACHMENTS:

- Lenox Road Update email (DOCX)

Phil,

Please recall that the Board recently approved the amendment to the parking ordinance which allowed student permit parking on Lenox Road adjacent to Lake Ellyn Park. At that time, they directed staff to explore (with representatives from Glenbard West) any initiatives that school staff may be taking to address their parking needs. The Board also asked for a review and status update regarding the student permit parking amendment at a meeting in April.

I met with Chris McClain from District 87 to discuss other options for student parking around Glenbard West in an effort to investigate whether the District was taking any initiative to assist with this issue. Prior to the meeting I had a discussion with Trustee Fasules regarding parking areas that he believes are options for the school. There were five areas that Trustee Fasules identified:

1. South side of Crescent adjacent to Memorial Field for teachers.
2. Area behind the Facilities Building, adjacent to the tennis courts.
3. Area along the west side of Lake Road, directly north of Crescent.
4. The fence line behind the home bleachers.
5. An area between the high school and Duchon Field, near the new addition.

Some of these areas have been identified and discussed by staff (Village and District) in the past with some having the potential to add parking spaces and others having little benefit or being a catalyst for different problems. Of the ideas, #2 & 3 are the most promising although the net addition of spaces may be only approximately 20. The District is planning to evaluate those areas at the time that they reconstruct the tennis courts. District staff is concerned that the first option would cause other traffic problems during pick up and drop off times at the school which is already congested; this has been staff's position in the past. District staff did not find option #4 to be viable because the fence is necessary to secure the football field and attendees during games. District staff believes option #5 does not provide significant space to add parking. However, there is a willingness to explore that possibility at the time construction on the tennis courts is completed.

It would be helpful to provide some of this information as part of the discussion about parking next week.

William Holmer

*Assistant Village Manager
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137
630-547-5212 phone
630-469-8849 fax*



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

Meeting: 04/16/18 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Ordinance
Prepared By: Julius Hansen

SCHEDULED

AGENDA ITEM (ID # 3221)

DOC ID: 3221

Public Works Director Julius Hansen will present a proposed ordinance that would regulate businesses that produce Fats, Oils, and Grease (FOG) into the sanitary sewer system.

Background

FOG stands for fats, oils and grease that are generated by the preparation and clean-up of food. FOG causes clogs and obstructions in the sanitary sewer system that can disrupt service for those connected to the impacted portion of the system. Unregulated businesses that produce FOG results in continuous maintenance of sewer pipes, lift stations and the treatment plant must be accomplished to keep everything fully operational.

Food service establishments such as restaurants contribute to this problem to a greater extent than others because of the high volume of food being processed at these establishments.

Therefore, restaurants are required by the plumbing code to have a grease interceptor installed to separate the FOG from wastewater during dish washing, food preparation and clean up. Grease interceptors are required to retain the FOG produced to prevent it from reaching the sanitary sewer system. The problem is that many times these units are installed and then forgotten by the owner so they need to be monitored by an inspector to ensure they are installed correctly, properly maintained and functioning appropriately. The Village does not have a formal program or an ordinance to regulate this issue and provide proper oversight. However, in conjunction with the Village of Lombard, GWA has hired a professional to establish this program and oversee its success.

Subject

The State requires the Village to prevent sewer overflows or report those that are not prevented, and residents need dependable service. Therefore, a program is needed to meet this mandate and for these reasons Public Works is recommending a FOG inspection program. GWA (Glenbard Wastewater Authority) is administering this program with Laurie Frieders, Environmental Resources Coordinator, in the leadership role. GWA, both Lombard's and Glen Ellyn's Public Works Departments and Planning and Development Departments have collaborated to fully develop this program. Lombard and Glen Ellyn have worked on this ordinance collectively and Public Works is recommending formalizing this ordinance to be enacted in Glen Ellyn.

The program consists of two basic pieces, inspection and maintenance monitoring. Restaurants will be inspected annually to ensure that the unit is in fully functioning condition and to help establish a maintenance schedule based on the unit installed and the restaurant's FOG production. Then throughout the year, proof of maintenance will need to be submitted. Most of the area FOG haulers will submit this paperwork straight to GWA so this additional requirement should not be burdensome for the restaurants or the Village.

This program will reduce and hopefully eliminate FOG into our sanitary sewer system. This collaborative approach has been in progress for the last three years and we are excited about

finalizing a program in Glen Ellyn.

Budget Impact

Public Works continues to maintain the sewers with grease problems utilizing two methods that include treatment and cleaning. We currently have 16 locations where we treat weekly for grease. The treatment utilizes bacterial cultures along with key bio-vitamins and bio-stimulants for breaking up high levels of grease and fatty acids. Treating all of these locations once per week results in an annual product cost of about \$10,500. An additional \$1,000 is estimated for the employee and vehicle cost to treat each location weekly. Twenty five percent of these locations are directly related to a commercial location, which the FOG ordinance would address, so the treatment costs should be reduced by about \$3,000 annually by eliminating these locations.

Additional resources are expended during the year for cleaning these locations at around \$6,000. Again, reducing the number of problematic locations could reduce twenty five percent of this cost with the FOG ordinance implementation, equaling a total annual savings of \$4500.

Violators will be educated on ways to address this issue and given time to comply and the program will be administered by GWA with assistance from the Building Department and Public Works. Those businesses that do not comply will be issued citations through our Administrative Adjudication process.

Strategic Plan

Strategic Issue IV: FINANCIAL SUSTAINABILITY. Grow revenue and focus spending in line with anticipated resources to meet the highest priority needs and maintain the Village's AAA bond rating. Goal/Action Step: Evaluate the feasibility of consolidating operations, services, procedures, and common tasks within and across departments and explore cost sharing partnerships with intergovernmental groups and recommend changes as part of budget process annually in October.

Recommendation

Public Works recommends this program and ordinance to be adopted by the Village Board. GWA and the Village of Lombard are supportive. Planning and Development has also vetted this with the Building Board of Appeals. Everyone supports the need for action. GWA plans to update in May and we would bring this to the Village Board on May 14, 2018.

ATTACHMENTS:

- FOG ORDINANCE Glen Ellyn Board Workshop (PDF)



Village of Glen Ellyn

Ordinance No. _____-VC

**Adopted by the
President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This _____ Day of _____, 20__.**

Published in pamphlet form by the authority
of the President and Board of Trustees of the
Village of Glen Ellyn, DuPage County, Illinois,
this _____ day of _____, 20__.

PREPARED BY AND MAIL TO:

VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET
GLEN ELLYN, IL 60137

Ordinance No. _____-VC

[Click here to enter text.](#)

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, in the exercise of its home rule powers, as follows:

SECTION ONE: Section 7-9-30 (HEALTH & SANITATION - SEWER USE AND REGULATIONS AND PRETREATMENT MONITORING - TRAPS REQUIRED) of the Glen Ellyn Village Code is hereby repealed and amended and replaced by the following:

7-9-30. Fat, oil, grease, sand and petroleum product traps.

(A) The purpose of this section is to establish certain minimum reasonable rules and regulations for any automotive service facility or food processing food sales, or food service facility or User connected to, or applying to connect to, the Village's sanitary sewer system regarding the collection and disposal of fats, oils, greases, sand or petroleum products in wastewater, not otherwise required to obtain and hold an Industrial Wastewater Discharge Permit from the U.S. Environmental Protection Agency and/or the Illinois Environmental Protection Agency. This section also establishes certain minimum reporting requirements for waste haulers in the disposal of fats, oils, greases, sand and petroleum product wastes.

(B) Definitions.

Unless the context specifically indicates otherwise, the meaning of the terms used herein shall be as follows:

DIRECTOR: The Village's Director of Public Works or his/her designated agent or representative.

FOG: Fats, oils, greases, sand, starch, proteins, waxes, free fatty acids, calcium and magnesium soaps, mineral oils, motor oil, gasoline, and certain other materials from animal, vegetable and petroleum origins. FOG may originate from discharges from scullery sinks, pot and pan sinks, dishwashing machines, soup kettles and floor drains located in areas where the aforementioned materials may exist.

FOG PRODUCING FACILITY: A food processing, food sales or food service facility, or motor vehicle repair facility, as herein defined.

FOOD: Any raw, cooked, processed edible substance, ice, beverage or ingredient used or intended for use, or for sale, barter or exchange, in whole or part for human consumption.

FOOD PROCESSING FACILITY: A commercial facility in which food is manufactured or packaged for human consumption. The term does not include a food service facility, retail food store or commissary.

FOOD SALES FACILITY: A retail and wholesale grocery store(s); retail seafood store(s); food processing plants(s); bakeries; confectionaries; fruit, nuts and vegetables store(s), and places of business; and, similar establishments, mobile or permanent, engaged in the sale of food primarily for consumption off premises.

FOOD SERVICE FACILITY: Any facility for the preparation and serving of meals, lunches, short orders, sandwiches, frozen desserts or other edible products. The term includes: restaurants, coffee shops, cafeterias, short order cafes, luncheonettes, taverns, lunchrooms, places which manufacture retail sandwiches, soda fountains, institutional cafeterias, catering establishments, food vending and operations connected therewith, and similar facilities by whatever name called or by whomever operated.

FOG QUARTERLY MAINTENANCE REPORT: A document submitted to the Environmental Resources Coordinator, or his/her designee, at Glenbard Wastewater Authority, Village pursuant to subsection (I) below, along with the Manifest when applicable, to certify that maintenance was performed by the business in accordance with the requirements of subsection (D) below.

FOG RECOVERY SYSTEM: A system of interceptors, separators, traps or FOG recovery devices, which prevents free floating FOG from entering the sewage system by recovering and removing the FOG from the wastewater. Such systems may be inside a building (typically less than 100 gallon capacity) or outside a building (typically 1,000 gallon or greater capacity).

GRAVITY GREASE INTERCEPTOR: Any relatively large in ground or above-ground tank, with internal plumbing and baffling intended to act as a grease recovery system to serve one or more fixtures.

HYDRO MECHANICAL GREASE INTERCEPTOR: Any relatively small appurtenance, generally of fabricated steel or polyethylene, with internal configuration and internal or external flow control, intended to function as a grease recovery system.

HAULER: A waste disposal or rendering business or firm, licensed by the Illinois Environmental Protection Agency, that hauls and disposes of FOG as described in this section.

MANIFEST: A log or document record of the hauler name, address and State license/permit number; and, the volume, date of removal and disposal destination of pumped materials or wastes from a FOG trap, FOG recovery system, or other interceptor device. (See, 415 ILCS 5/22.30(d) and (e)).

MOTOR VEHICLE REPAIR FACILITY: Any facility which provides motor vehicle repair or motor vehicle service, which has floor or other drains that are

required to be equipped with a FOG trap or a FOG recovery system pursuant to the Illinois Plumbing Code.

PUMP AND RETURN METHOD: The method of recanting or discharging removed waste or wastewater back into the FOG recovery system from which waste was removed or to any other FOG recovery system or sewer connection.

TWENTY FIVE PERCENT RULE (25 PERCENT RULE): All FOG traps and/or FOG recovery systems shall be cleaned based on the 25 percent rule. For example: If the total depth (TD) of a FOG trap or FOG recovery system is 40 inches, the maximum allowable depth (d) of floatable and settled FOG equals 40 inches multiplied by 0.25 or $d = TD \times 0.25 = 10$ inches. Therefore, the maximum allowable depth of floatable and settled FOG in the FOG trap or FOG recovery system should not exceed ten inches.

USER: Any FOG producing facility, its owner(s) or operator(s), or their agent(s), that contributes to the Village's wastewater collection system.

- (C) **System required.** All food processing, food sales or food service facilities newly constructed or with modifications made to the existing plumbing system, after June 1, 2018 effective date of this ordinance shall have a FOG recovery system sized at a minimum in accordance with the State of Illinois Plumbing Code, as locally adopted and amended by the Village. The FOG recovery system shall produce a continuous effluent quality of 100 mg/l FOG or less in accordance with the local limit for FOG found at § 7-9-27 of this Code. In addition, food processing, food sales or food service facilities must exercise proper kitchen best management practices to ensure that excess concentrations of FOG are not discharged to the collection system and the POTW.
- (D) **New Construction or Remodeled Facilities Requiring Building Permits.**
 - (1) No person shall construct, modify or install a FOG recovery system without the prior approval of, and issuance of a building permit by the Village.
 - (2) All kitchen drains and any other drains that may carry grease-laden waste shall be connected to a FOG recovery system, this includes but is not limited to; preparation sinks, wok lines, hand sinks, mop basins, floor drains and bar sinks. No domestic sewage shall be routed to the FOG recovery system.
 - (3) All new construction or remodeled food processing, food sales or food service facilities that discharge to the collection system or the POTW shall be required to install, operate, clean and maintain a FOG recovery system of appropriate size and design to achieve compliance with requirements of this Chapter.
 - (4) All new construction food processing, food sales or food service facilities shall have a control manhole or sampling chamber installed and located at a point downstream of the FOG recovery system.
- (E) **Existing Users.**
 - (1) Any existing food processing facility, food sales facility or food service facility without a FOG recovery system or a functional FOG recovery system shall be required to install one sized at a minimum in accordance with the State of Illinois Plumbing Code, as locally adopted and amended by the Village. The FOG recovery system shall be installed in an expedient manner in an agreed upon timeframe, no longer than three years. Where feasible, all kitchen drains and any other drains that may carry grease-laden waste shall be connected to this FOG recovery system, this includes but is not limited to; vegetable sinks, preparatory

sinks, wok lines, hand sinks, mop basins, floor drains, dishwashers and bar sinks. No domestic sewage shall be routed to the FOG recovery system.

- (2) Any existing food processing facility, food sales facility or food service facility with a FOG recovery system that is not meeting the discharge limits for FOG as set forth in § 7-9-27 of this Code shall be given the period of one year to implement additional staff training and best management practices as defined by the Village to come into compliance with this Chapter. If the discharge does not consistently comply with the limits after one year, the food processing facility, food sales facility or food service facility shall be required to upgrade to a FOG recovery system that will produce a continuous effluent compliant with the limits found in § 7-9-27 of this Code. The new FOG recovery system shall be installed in an expedient manner in an agreed upon timeframe, no longer than three years. Where feasible, all kitchen drains and any other drains that may carry grease-laden waste shall be connected to this FOG recovery system, this includes but is not limited to; vegetable sinks, prep sinks, wok lines, hand sinks, mop basins, floor drains, dishwashers and bar sinks. No domestic sewage shall be routed to the FOG recovery system.
- (3) Any existing food processing facility, food sales facility or food service facility that is found to have caused or contributed to significant grease deposits in the sanitary sewer or a combined sewer overflow (CSO) or sanitary sewer overflow (SSO), as determined by the Environmental Resources Coordinator, or his/her designee, at Glenbard Wastewater Authority, shall be given the period of one year to implement additional staff training and best management practices as defined by the Village to come into compliance with this Chapter. If the discharge does not consistently comply with the limits after one year, the food processing facility, food sales facility or food service facility shall be required to upgrade to a FOG recovery system that will produce a continuous effluent compliant with the limits found in § 7-9-27 of this Code. The new FOG recovery system shall be installed in an expedient manner in an agreed upon timeframe, no longer than three years. Where feasible, all kitchen drains and any other drains that may carry grease-laden waste shall be connected to this FOG recovery system, this includes but is not limited to; preparatory sinks, wok lines, hand sinks, mop basins, floor drains and bar sinks. No domestic sewage shall be routed to the FOG recovery system.
- (4) Any existing food processing facility, food sales facility or food service facility that is found to have fixtures not routed to the FOG recovery system in compliance with this version of the Code in effect at the time, as determined by the Environmental Resources Coordinator, or his/her designee, at Glenbard Wastewater Authority, the fixtures were installed shall be required to re-route the fixtures to the existing FOG recovery system.

(F) New Businesses-Existing Facility

- (1) Any new food processing facility, food sales facility or food service facility which will occupy a space previously occupied by a food processing facility, food sales facility or food service facility may use the previously installed FOG recovery system provided that the FOG recovery system is in good working order. Should drainage fixtures be added or increased in size, the FOG recovery system shall be subject to upgrade to the adopted code requirements, as determined by the Building & Zoning Official of the Village, with input by the Environmental Resources Coordinator, or his/her designee, at Glenbard Wastewater Authority. Use of a previously existing FOG recovery system does not relieve the food processing facility, food sales facility or food service facilities of the requirement to comply with the limits found in §7-9-27 of this Code.

- (2) All motor vehicle repair facilities shall install a FOG recovery system as required by, and in accordance with, the provisions of the State of Illinois Plumbing Code, any adopted local amendments and this Code.
- (G) System maintenance.
 - (1) General. All FOG recovery systems, both existing and new, shall be maintained in a safe and sanitary condition, and in good working order, in compliance with all applicable laws, rules and regulations.
 - (2) Maintenance responsibility. The owner(s) of the FOG recovery system, and any designated agents for the owners, shall be responsible for the maintenance of the FOG recovery system for a FOG producing facility at all times. All costs and expenses relating thereto shall be the responsibility of the owner(s).
 - (3) Property owner, business owner or tenant, whichever is applicable of any buildings that are used as a FOG producing facility are ultimately responsible for the payment of any fees required or fines imposed under this Code.
- (H) Maintenance requirements.
 - (1) All Users shall maintain any FOG recovery system so that the discharges are in compliance with all applicable laws, rules and regulations in relation thereto. At a minimum, a gravity grease interceptor shall be cleaned at least once every ninety (90) days and hydro-mechanical FOG recovery system shall be cleaned at least once per week. The minimum frequency may be increased in order for the FOG recovery system to be compliant with the Twenty-Five Percent Rule. Cleaning frequencies may be extended with the approval of the Director.
 - (2) Gravity grease interceptors must be fully emptied at a minimum of twice per year. At other required cleaning intervals, skimming of the interceptor is acceptable. In addition, all internal plumbing must be inspected for damage and corrosion. If repairs are required, they shall be performed within thirty (30) days of noting that the repair is required.
 - (3) Hydro-mechanical FOG recovery systems may be maintained by the FOG producing facility. When cleaned, the FOG recovery system must have surface grease, oil and settled solids removed. These contents must be disposed of properly in accordance with Federal, State, County and Local laws, rules and regulations. In addition, the interior sides must be scraped and removable parts removed and cleaned. The hydro-mechanical FOG recovery system shall be inspected for damage and corrosion, and be properly reassembled. If repairs are required, they shall be performed within thirty (30) days of noting the need for a repair. A cleaning log must be kept and available for the Director to review during the FOG recovery system inspection.
 - (4) The material that is removed in the process of cleaning a FOG recovery system shall not be discharged into any part of the collection system of the POTW, any private sewer, any drainage piping, or storm sewer system. All materials removed shall be handled and disposed of in accordance with Federal, State, County and Local laws, rules and regulations.
 - (5) All motor vehicle repair facilities FOG traps, and all other motor vehicle repair facilities FOG recovery systems, shall be completely pumped out annually or when the content thereof exceeds the 25 percent rule. Semi-annual maintenance, annual maintenance and maintenance due to exceeding the 25 percent rule shall include the complete recovery of all contents, including floating materials, wastewater and bottom sludges and solids. The frequency of maintenance may be increased to comply with the applicable daily maximum discharge limit(s), the manufacturer's recommendation or the 25 percent rule. The frequency shall be as often as

necessary to prevent overflows of FOG from entering the Village's wastewater collection system.

- (6) The pump-and-return method of decanting or discharging of removed waste or wastewater back into the FOG recovery system is prohibited.
 - (7) Any removal and hauling of FOG as a result of the complete pumping of a FOG trap and all other FOG recovery systems shall be performed by a hauler licensed by the State of Illinois.
 - (8) If any FOG recovery system discharge wastes fail to meet the applicable daily maximum limit(s), the Director is authorized to require that the User repair, replace or upgrade its FOG recovery system, at the sole expense of the User.
 - (9) No User may place an additive of any type into the FOG trap or FOG recovery system without the prior written approval of the Director.
- (I) Maintenance records. Each User, at each FOG producing facility, shall maintain an accurate and complete record of all cleaning(s) or maintenance of its FOG producing facility's FOG recovery system, and shall file copies of same with the Environmental Resources Coordinator, or his/her designee, at Glenbard Wastewater Authority, on a quarterly basis (April 15th, July 15th, October 15th and January 15th) with said maintenance records to cover the three full calendar months preceding the filing date. The following records shall be kept on-site at the FOG producing facility for a minimum two year period:
- (1) Haulers. The hauler shall provide the FOG producing facility, at the time of service, a manifest conforming to all State statutes and regulations (see, 415 ILCS 5/22.30(e)), and the provisions of this Code.
 - (2) Manifest(s). The removal of FOG recovery system contents shall be recorded on a manifest that identifies the pumping, hauling and disposing of the wastes, and whether collected from an interior or an exterior FOG recovery system.
 - (3) Manifest information. Each manifest shall contain the following information and such other information as may be required by State statute:
 - (i) User information, including name, address, the volume pumped from each FOG recovery system, and date and time of the pumping;
 - (ii) Hauler information, including company name, address, State license/permit number and disposal/receiving facility location information; and
 - (iii) Receiving facility information, including the facility name and address, date and time of receiving, and EPD number.
 - (iv) A certification that the FOG trap or FOG recovery system was in working order.
 - (v) A certification that the maintenance requirements, as set forth in subsection (H) above, are being complied with by the User relative to the FOG trap or FOG recovery system.
 - (4) Manifest/maintenance log. The owner(s) of each FOG producing facility shall maintain, and keep available on the premises, a continuous log of manifests, FOG quarterly maintenance reports (and other similar record(s) regarding each cleaning or maintenance of the FOG recovery system for the previous 24 months. The log shall be kept on the FOG producing facility premises in a location where the log is available for inspection or review by the Director, or his/her designated agent(s) or representative(s)
- (J) Repairs. Any repair that is required in regard to a FOG trap or FOG recovery system shall be made by the User within thirty (30) days of the User receiving notice of the need for a repair from either the hauler or the Director.
- (K) Inspections.

- (1) The Building & Zoning Official of the Village, or his/her designated agent(s) or representative(s), shall make or conduct an inspection of each FOG producing facility as the he/she may deem necessary, to evaluate and enforce compliance with the provisions of this Section.
- (2) The Building & Zoning Official of the Village, or his/her authorized agent(s) or representative(s), shall have the authority to enter any property at any reasonable time to inspect for sanitation purposes and compliance with the provisions of this Section and any other applicable provisions of this Code relating to the wastewater system. The Building & Zoning Official of the Village, may also make any necessary tests, measurements or sampling to determine compliance with the requirements of this section and any other applicable provisions of this Code relating to the wastewater system.
- (3) The User shall make sure that the FOG trap and/or FOG recovery system are accessible for inspection at all times, and shall make sure that no obstructions block access to any FOG trap or FOG recovery system.
- (4) The User shall, upon request by the Building & Zoning Official of the Village, or his/her authorized agent(s) or representative(s), open the access to the FOG trap or FOG recovery system for inspection, including, but not limited to, unbolting and removing covers and/or manholes.
- (5) A User charged with a Notice of Violation (an "NOV"), issued by the Building & Zoning Official of the Village, shall be re-inspected at any time within thirty (30) days of the date of the issuance of the NOV. Subsequent re-inspection(s) may occur at any time for as long as the User is non-compliant under the original NOV. The User shall be responsible for payment of a re-inspection fee for all re-inspections in the amount of \$250.00, which shall be added to the sanitary sewer bill of the User.
- (6) When a sewer overflow or blockage occurs at or downstream of a FOG producing facility, a demand inspection may be made or conducted by the Building & Zoning Official of the Village, or his/her designated agent(s) or representative(s). If the User of the FOG producing facility is found to be in violation of any provision of this section, or any other applicable provision of this Code relating to the wastewater system, and that violation(s) is believed to have caused or resulted in the sewer overflow or blockage, the User shall be responsible for the payment of the demand inspection fee in the amount of \$250.00, as well as the labor, equipment and material cost(s) to correct the sewer overflow or blockage, which amounts shall be added to the sanitary sewer bill of the User.

(L) Notice of violation.

- (1) Whenever the Building & Zoning Official of the Village, or his/her authorized agent(s) or representative(s), determines that there are reasonable grounds to believe that there is, or has been, a violation of this section, the Building & Zoning Official of the Village, or his/her authorized agent(s) or representative(s), shall give notice of the alleged violation(s) to the User and/or the person in control of the FOG trap or FOG recovery system, as herein provided. Such notice shall:
 - (i) Be in writing;
 - (ii) Include a statement of the reason(s) for issuance of the notice;
 - (iii) Allow a reasonable time for the performance of any act it requires;
 - (iv) Be served upon the User or operator of the FOG producing facility, as the case may require; provided that such notice shall be deemed to have been properly served upon such User or operator when a copy thereof has been sent by first class mail, postage prepaid, to his/her last known address as

- furnished to the Village, or personally delivered to the Executive Director or other person in charge of the FOG producing facility; and
- (v) Contain an outline of remedial action which is required to affect compliance.
 - (vi) In the event the alleged violation(s) are not remediated in a timely fashion, as determined by the Building & Zoning Official of the Village, or his/her designated agent(s) or representative(s), a citation will be issued which shall be adjudicated through the Village's Administrative Adjudication process set forth in Title I, Chapter 13 of the Glen Ellyn Municipal Code.
- (2) Whenever an emergency exists which requires immediate action to protect the public health, safety or welfare, or to protect public or private property from damage or destruction, the Building & Zoning Official of the Village, or his/her designated agent(s) or representative(s). may, without any administrative notice or procedure, seek an injunction to require that such action be taken as may be deemed necessary to meet the emergency.
- (M) Enforcement penalties/remedies.
- (1) Any person or User, who violates any provision of this Section, shall be fined not less than \$100.00 or more than \$750.00 for each violation, with each day that a violation has existed or continues to exist constituting a separate offense.
 - (2) In addition to (1) above, any sewer or manhole overflow, or sewer back-up, resulting from a violation(s) of any provision of this Section, or an inadequately operating FOG recovery system, or lack of an approved FOG recovery system, shall result in the imposition of a charge to the responsible owner(s) or User(s) equal to the costs incurred by the Village in cleaning the blockage out of the immediately adjacent Village wastewater collection system. Imposition of a charge under this subsection (2) shall not preclude other enforcement action(s). In addition, the responsible owner(s) or User(s) shall be responsible for payment of any fine levied by the Illinois Environmental Protection Agency against the Village as a result of any overflow or blockage in the Village's wastewater collection system, or NPDES permit discharge violations attributable to the owner(s)' or User(s)' violation of any provision of this Section, or an inadequately operating FOG recovery system, or lack of an approved FOG recovery system. Any such charges as referenced in this subsection (2) shall be added to the sewer bill of the User.
 - (3) The Building & Zoning Official of the Village, or his/her designated agent(s) or representative(s). may also take any other available legal action necessary to prevent or to remedy any violation, including, but not limited to, appropriate equitable or injunctive relief or discontinuation of wastewater treatment service to the FOG producing facility."

SECTION TWO: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION THREE: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois this _____
day of _____.

Ayes:	☐ Diane McGinley	☐ Pete Ladesic	☐ Mark Senak
	☐ Craig Pryde	☐ Bill Enright	☐ Gary Fasules
	☐ John Kenwood		

Nays:	☐ Diane McGinley	☐ Pete Ladesic	☐ Mark Senak
	☐ Craig Pryde	☐ Bill Enright	☐ Gary Fasules
	☐ John Kenwood		

Absent:	☐ Diane McGinley	☐ Pete Ladesic	☐ Mark Senak
	☐ Craig Pryde	☐ Bill Enright	☐ Gary Fasules
	☐ John Kenwood		

Approved by the Village President of the Village of Glen Ellyn, Illinois this _____ day of
_____.

Village President

Attest:

Village Clerk

AFFIX VILLAGE SEAL

(Published in pamphlet form and posted on the ____ day of _____, 20____.)



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

Meeting: 04/16/18 07:00 PM
Department: Glen Ellyn Village Board
Department Head: William Holmer
Category: Resolution
Prepared By: Angela Andrianopoulos

TABLED

RESOLUTION 18-07

DOC ID: 3218

**Village Attorney Mathews will present a proposed resolution
regarding assault weapons.**

Background: A question was presented and discussed at a recent Workshop as to whether the Village has the authority to regulate possession or ownership of assault weapons. The Village Attorney provided the Board with a confidential memorandum on the topic. Staff was requested to provide a draft Resolution for consideration by the Board of Trustees concerning the Board's desire to encourage the State Legislature to enact legislation providing common sense control of the ownership of assault weapons.

Subject: The attached Resolution has been prepared regarding assault weapons.

Action Requested: The Village Board is requested to consider approval of a Resolution Regarding Assault Weapons and either approve, modify or reject the Resolution.



Village of Glen Ellyn

Resolution No. 18-07

**A RESOLUTION TO ENCOURAGE THE STATE OF ILLINOIS
TO CONSIDER AND ADOPT COMMON SENSE
LEGISLATION REGARDING ASSAULT WEAPONS**

WHEREAS, the Village of Glen Ellyn (“the Village”) is a home rule municipality in accordance with the Constitution of the State of Illinois 1970;

WHEREAS, the Constitution of the United States of America and the Constitution of the State of Illinois afford certain protections related to the ownership of firearms; and

WHEREAS, in District of Columbia v. Heller, the United States Supreme Court recognized that the Constitutional protections related to firearm ownership is not unlimited, and can be subject to certain types of governmental regulations; and

WHEREAS, in its Heller decision, the United States Supreme Court specifically acknowledged that the protections afforded by the Second Amendment to the Constitution of the United States does not extend to all types of firearms; and

WHEREAS, the Village Board has determined that assault weapons are not traditionally used for self-defense in the Village of Glen Ellyn, and that such weapons pose an undue threat to public safety to residents, property owners, and visitors within the Village; and

WHEREAS, to date, the State has failed to enact a statewide ban on the sale or possession of assault weapons; and

WHEREAS, on May 31, 2013, the Illinois General Assembly approved House Bill 183, as amended, effective July 9, 2013, which Bill contains a provision that preempts the authority of municipalities in Illinois to regulate the possession or ownership of assault weapons; and

WHEREAS, the Village Board desires to show its support for the State Legislature to enact common sense legislation to regulate or prohibit the manufacture, sale, ownership, acquisition, or possession of assault weapons within the State; and

WHEREAS, the Village Board has determined that it will serve and be in the best interest of the Village and its residents if the State enacts legislation regulating or prohibiting such weapons;

Resolution 18-07

Meeting of April 16, 2018

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, in exercise of its home rule authority, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as the findings of the Village Board.

SECTION TWO: The Legislature of the State of Illinois is encouraged to consider and adopt common sense legislation which will provide reasonable control over the use of assault weapons.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois this

_____ day of _____.

Ayes:	☐	Diane McGinley	☐	Pete Ladesic	☐	Mark Senak
	☐	Craig Pryde	☐	Bill Enright	☐	Gary Fasules
	☐	John Kenwood				

Nays:	☐	Diane McGinley	☐	Pete Ladesic	☐	Mark Senak
	☐	Craig Pryde	☐	Bill Enright	☐	Gary Fasules
	☐	John Kenwood				

Absent:	☐	Diane McGinley	☐	Pete Ladesic	☐	Mark Senak
	☐	Craig Pryde	☐	Bill Enright	☐	Gary Fasules
	☐	John Kenwood				

Approved by the Village President of the Village of Glen Ellyn, Illinois this _____ day of _____.

Diane McGinley, Village President

Attest:

Village Clerk

AFFIX VILLAGE SEAL

Resolution 18-07

Meeting of April 16, 2018

(Published in pamphlet form and posted on the _____ day of _____, 20____.)

HISTORY:

04/09/18

Glen Ellyn Village Board

TABLED

Next: 04/16/18

Motion to table this item to next Regular Board Workshop on 4/16 /2018 was unanimously approved.