



# Village of Lombard

Village Hall  
255 East Wilson Ave.  
Lombard, IL 60148  
villageoflombard.org

## Minutes

### Board of Building Appeals

*Members Bob Mueller, Marty Igoe, Stephen Flint,  
John Cullen and Maurice Bernardi*

*Staff Liaisons:*

*Building Commissioner Keith Steiskal*

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Wednesday, November 6, 2019

6:00 PM

Village Hall - L22

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### Call to Order and Pledge of Allegiance

*The meeting was called to order by William Heniff, AICP, Director of Community Development, at 6:04 p.m.*

*Mr. Heniff led the Pledge of Allegiance.*

### Roll Call

**Present** 5 - Stephen Flint, Marty Igoe, John Cullen, Bob Mueller, and Maurice Bernardi

*Also present: William Heniff, AICP, Director of Community Development; Keith Steiskal, Building Official, and Perry Johnson, Fire Marshal*

### Public Hearings

### Business Meeting

### Approval of Minutes

**A motion was made by, Bob Mueller seconded by Marty Igoe, to approve the minutes of the February 6, 2019 meeting. The motion carried by the following vote:**

**Present** 5 - Stephen Flint, Marty Igoe, John Cullen, Bob Mueller, and Maurice Bernardi

### Planner's Report

### New Business

[190329](#)

**Text Amendments to Section 150.142 of Village Code Building Permit Time Limits**

Proposed amendments to Section 150.142 of the Village Code to

correct and clarify the processes for permit renewals and time extensions.

*Mr. Heniff started that the Village has had several instances in which permits were issued which for varying reasons have exceeded the time limits established within Village Code. In these cases, existing code provides for the ability of staff to issue time extensions. If these extension periods are exceeded, permits can be renewed through paying a portion of the overall permit fee. In other cases, projects proceeded at such a slow pace that the code enforcement issues needed to be pursued and permits needed to be reissued in their entirety. In the application of these regulations, staff found a number of updates to the Code.*

*Mr. Steiskal then discussed the proposed amendments. Key changes, which were largely based upon past experiences, included:*

- 1. Confirming payment obligations for withdrawn permits that were reviewed;*
- 2. Addressing one-year time periods for single family permits;*
- 3. Clarifying construction periods for all other development activity;*  
*and*
- 4. Addressing costs associated with time extensions and new period requirements*

*Mr. Flint inquired about the effective date. Mr. Heniff noted that the amendments would still require Village Board approval. Unlike codes which change that would affect actual design or construction activity, these amendments are more for clarity for existing permits issued, so the intent is that the regulations would be in effect after passage*

**A motion was made by Maurice Bernardi, seconded by Stephen Flint, that this Development Project be recommended to the Corporate Authorities for approval. The motion carried by the following vote:**

**Aye:** 5 - Stephen Flint, Marty Igoe, John Cullen, Bob Mueller, and Maurice Bernardi

[190451](#)

**Text Amendments to Chapter 150.143 of the Village Code:**

**Contractor Registration Change From Calendar Year to Annual**

Proposed amendments to change the effective period for contractor registrations from a calendar year period to a one-year period from the date the contractor registration is approved by the Village.

*Mr. Heniff noted that contractor registration approval is based upon a calendar year format and registrations are valid from January (or whenever they register through the year) through December 31. There is also a half price provision for a contractor that registers after July 1.*

*Staff is recommending changing the current contractor registration ordinance from calendar year to an annual period.*

*Mr. Steiskal stated that programing varying prices for different times of the year is an administrative challenge. Lastly, comments back from contractors have supported this change since they get 12 months of being registered no matter what time of the year they register. Staff conducted research looking at other Villages to see how they handle contractor registration. Most have switched to using a 12-month registration based on the date the contractor registers. He also noted that the CitizenServe software addresses past issues with varying registration periods.*

*He also proposed two other minor changes to the contractor registration ordinance. First, remove "communication contractors" since the Village no longer registers communication/low voltage contractors. The second change is to add language to state the registration can be done online as well as using a form.*

**A motion was made by Bob Mueller, seconded by Marty Igoe, that this Development Project be recommended to the Corporate Authorities for approval. The motion carried by the following vote:**

**Aye:** 5 - Stephen Flint, Marty Igoe, John Cullen, Bob Mueller, and Maurice Bernardi

### [190330](#)

#### **Virtual Inspections Overview**

Direct Community Development staff to advance and implement standards and process for video and or photo inspections of selected building permits.

*For informational purposes, Mr. Heniff introduced selected cases in which staff utilized video and other methods of remote review for selected inspections. In past presentations to the Village Board and community groups, staff has sought using the latest technologies to facilitate building permit inspections. The concept is intended to provide for greater turn around in project close-outs for contractors as well as improving efficiencies in the inspection process.*

*The concept of virtual inspections is an emerging one and municipalities are seeking to utilize advances in technology to assist the inspection process. In Lombard, examples of such efforts have included minor project close-outs, items in which a physical inspection may not be warranted. In cases like these, the inspector may provide the contractor with the opportunity to submit proper documentation in the form of photographs and/or set up a Facetime inspection in which the contractor connects directly with the Village to show that a minor,*

*but necessary items has been satisfactorily addressed. Mr. Johnson stated how this has been utilized by the Fire Inspection Division. Proper hydrostatic tags on hydrants, exit lighting reinspections are a couple of examples.*

*Mr. Steiskal then stated that the Village has had projects that incorporate remote pre-fabrication construction. In the past, the Village has required that the pre-assembled components be "opened-up" so an on-site inspection could be done. In other cases, it was suggested that the staff go to the area of assembly itself. However, neither of these options really are efficient or cost effective for the Village or the contractor. The Village has explored the idea of Facetime reviews in which the inspector could be guiding the contractor/builder through the review process from the Village Hall and be able to document the work that was performed prior to its relocation and final assembly within the Village itself. He also noted that in a few rare or limited cases, photographs can be used, but in most cases, video and Facetime would be required.*

*The BOBA members then discussed policy matters pertaining to such inspections. Staff stated that such approaches are not meant to replace the Village's obligation to ensure that work occurring is being done per Code. Rather, the concept was to see how technology can help the Village perform its essential government operation.*

**BOBA was supportive of utilizing such technology in limited applications.**

### **Information Only**

1. Board, Committee & Commission Handbook

*Mr. Heniff noted that each Village Board, Committee and Commission was being given a manual and a quick presentation about the role of each group, an Open Meetings Act primer, ethics and a social media policy.*

2. Update Bulletin 70 and the New Impervious Calculation for Subdivisions

*Mr. Heniff provided an update to the Bulletin 70 amendments. The Village of Lombard has adopted by reference the DuPage County Stormwater and Floodplain Ordinance, which serves as the controlling document for stormwater management activities within the County. Village regulations can be more restrictive than the County provisions but cannot be less restrictive than the County provisions.*

*Staff is bringing two items forward for informational purposes that*

*pertain to stormwater modeling and detention requirements. To account for heavier rainfall events and their related flooding impacts, the Illinois State Water Survey has issued updated technical rainfall data (Bulletin 70) and the County Stormwater Ordinance will be switching over to those higher rainfall amounts which will be used for detention calculations.*

*In its simplest terms, the current Bulletin 70 is based upon a **7.58"**, **100-yr, 24-hour** rainfall event, while the updated Bulletin 70 will require accommodation for an **8.57"**, **100-yr, 24-hour** rainfall event. This will result in increased sizing for stormwater facilities and its related storm sewers. He then noted the implementation criteria: stormwater certification has been granted prior to December 31, 2019 (generally issued when engineering is approved); an associated building permit is issued prior to March 31, 2020; and construction covered under the permit must be underway within 180 days.*

*He also noted that one development in Lombard (Yorkshire Woods) would be subject to additional detention threshold requirements based upon the 2012 amendments. When a builder seeks to develop one of the six remaining lots in the Yorkshire Woods subdivision, they will be required to provide the difference in the detention volume between the calculated 22% and the up to 50% impervious coverage. The additional detention will need to be provided for on-site. These calculations will be required to be submitted with the civil engineering plans.*

### **3. CitizenServe Update**

*Mr. Steiskal provided the latest update regarding the implementation efforts for the CitizenServe Software, with a focus on the final steps and implementation efforts. Staff has been testing the online components. Using select contractors and homeowners, approximately 400 permits and/or contractors have registered and paid through the portal during our testing period. He then covered the implementation efforts and strategies at the meeting itself, including: separate communication strategies for architects, contractors and residents/property owners; website enhancements; use of social media; and opportunities for interested parties to have a walk through. However, our primary goal is to implement the software in such a manner that the need for tutorial activities really will not be needed. Staff has been regularly communicating with our beta-testers and we have been able to refine the program to address concerns*

4. Future Code Amendments

*Mr. Steiskal introduced some of the forthcoming code amendments, including the updates to the NFPA and I-Codes. Mr. Mueller asked that staff also proceed with amendments pertaining to property and driveway slope matters.*

## **Adjournment**