



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:

*Director of Community Development William Heniff and
Building Commissioner Keith Steiskal*

Wednesday, December 5, 2018

6:00 PM

Village Hall - L22

Call to Order and Pledge of Allegiance

*The meeting was called to order by William Heniff, AICP, Director of
Community Development, at 6:00 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, Jana Bryant
Development Engineer, and Perry Johnson, Fire Marshal.*

Public Hearings

Business Meeting

Approval of Minutes

**A motion was made by, Bob Mueller seconded by Stephen Flint, to approve
the minutes of the January 31, 2018 and May 2, 2018 meetings. The motion
passed by a unanimous vote.**

Planner's Report

New Business

[180499](#)**Text Amendments to the Village Code of Ordinances, Chapter 150.141: Building Permit Fee Amendments**

Proposed Village Code amendments relative to the building permit fee structure and the fee schedule. (DISTRICTS - ALL)

William Heniff noted that the Village has been continuing a review of the existing building fee schedule. The culmination of this effort is the proposed fee schedule which is intended to replace the existing schedule in its entirety. He then explained the benefits of the new schedule. The new schedule ties the fee schedule to the cost of construction in many cases. It will also removes more complex formulas that have little bearing to the cost of the plan review or inspection activities, such as cubic feet measurements. Additionally, the 10% "add-on" administrative fee, which has not been favorably viewed by permittees is removed and incorporated into the overall permit fee. Many commonly issued permits that homeowners seek have corresponding formulas that really do not need to be formula based, particularly smaller residential projects. As an example, the existing shed permit is based upon an unnecessary formula (i.e., it does not cost the Village more to review and inspect a 100 square foot shed than a 140 square foot shed).

Staff also undertook a review of comparable set communities to determine whether the Village's proposed schedule is aligned. Staff is intending to align the proposed fee to be at the mid-point of other municipalities, as was done when the Community Development Department last undertook a review in 2014. Staff completed a review of several varying past issued permits and calculated the fees using the existing and the proposed schedules to ensure that the final fees are comparable.

He then stated that this effort was also undertaken to assist staff and applicants in completing the CitizenServe permit submittal process. Currently, fees are calculated by hand which can take a significant amount of staff time. The proposed changes are intended to ease this process.

Bob Mueller asked about the measures the Village will take to ensure that a builder is not arbitrarily stating that their project is less than what it actually costs to construct. In response Keith Steiskal stated that if there is a dispute, the amendments reference the Means Manual as the source to determine costs of construction.

Steve Flint asked about the previous code amendments that identify a need for a down payment for selected files. Mr. Heniff noted that that provision has been approved and will still become effective on January 1, 2019.

Perry Johnson stated that the Fire Department reviewed the applicable Life Safety Code provisions and established a standard fee of \$165 for single family detached houses (NFPA 13R).

John Cullen sought additional clarity regarding replacing the cubic foot calculation with the square foot provision.

A motion was made by Stephen Flint, seconded by Bob Mueller, to recommend to the Board of Trustees the adoption of the proposed building text amendments to Chapter 150. The motion passed by a unanimous vote.

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

[180509](#)

Interpretation of Section 151.04(B) of the Village Code - Amendment to the DuPage County Ordinance - Single Family Residential Development

Discussion regarding local amendments to the Countywide Stormwater and Floodplain Ordinance (Section 151.04(B)) that sets forth drainage parameters for single family residential properties.

Jana Bryant introduced an existing section of our local amendments to the Countywide Stormwater and Floodplain Ordinance (Section 151.04(B)) that sets forth drainage parameters for single family residential properties. The review and interpretation was intended to provide the BOBA members an overview of this regulation. The review is offered to give the members additional context for the local provisions and to solicit additional discussion on how the code is applied and other areas in which are subject to engineering review on an individual basis.

This section was established in 2001 and was intended to provide the development community and residents with clarity on how the plan reviewer would be reviewing submitted plans and the defined criteria. The intent was also envisioned to be a better communications tool for builders, rather than relying on vague language such as "as determined by the Village". The individual sections were then reviewed to the members. BOBA did not seek any additional information or consider items for potential policy review or code amendments.

Information Only

1. Presentation of drainage provisions in Section 151.04 (B)

Jana Bryant introduced an existing section of our local amendments to the Countywide Stormwater and Floodplain Ordinance (Section 151.04(B)) that sets forth drainage parameters for single family residential properties.

2. Citizen Serve implementation update

Staff also provided a status report on the CitizenServe software implementation process.

3. BOBA meeting schedule for 2019

Mr. Heniff sought the concurrence to move to a set meeting schedule rather than meeting on an as-needed basis. This will provide the BOBA members advance notice of meetings and will allow staff to better program activities that will be slated to go before the Board.

Adjournment

A motion was made by Stephen Flint, seconded by Bob Mueller, to adjourn the meeting at 7:19 p.m. The motion passed by a unanimous vote.