



July 3, 2013

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TO: Public Works Committee

FROM: Carl Goldsmith, Director of Public Works *CG*

SUBJECT: Village Board Policy Memoranda Amendments

The staff receives direction on the operation of a number of programs and projects through Village Board Policies. This policy direction applies to numerous grant programs, such as the Overhead Sewer Grant and the Clear Water Disconnect Grant. These two grant programs are designed to provide funding to residents and businesses making investment in their property to reduce the risk of flooding. Staff has reviewed these programs and recommends that the grants be amended to aid in the ease of use and to provide greater incentive to participate.

Village Board Policy 4.C. – Overhead Sewer Grant Program

The current program provides that the Village will fund 75% of the cost of the improvement with a not-to-exceed cap of \$5,000 per property. The program has been interpreted to require the installation of an overhead sewer, but has largely not permitted the installation of a check valve to control flooding. Due to the recent rain events, the Village has received an influx in requests for the installation of valves in lieu of an overhead sewer. Staff recognizes that there is a level of protection afforded to the property through the installation of check valves or combination valves. As such, the staff is proposing that the grant be modified to afford a tiered level of reimbursement, which is based upon the level of protection afforded by the improvement. The maximum funding would be dependent upon the type of installation performed. The changes to the policy are highlighted below:

- The policy is amended to provide greater clarity on the applicable residential units that may apply. Language has been added to state that multifamily units are eligible.
- The reimbursement schedule has been amended as follows:
 - Installation of Check Valve (interior or exterior) = maximum of \$1,000
 - Installation of combination gate/check valve = maximum of \$2,000
 - Installation of an overhead sewer = maximum of \$5,000
- **The amended policy also requires that any recipient of an overhead sewer grant MUST disconnect illegal connections to the sanitary or combined sewer as a condition of the grant.** Additional changes have been made to the Clearwater Disconnect Grant Program in conjunction with the Overhead Sewer Grant Program.
- The grant application has been amended to provide greater clarity to the applicant and staff on the eligible costs and process. The Village has incorporated details on the plumbing

requirements and a better means to track the application compliance through the Public Works and Community Development Departments.

Village Board Policy 4.E. – Clear Water Disconnect Grant Program

A recurring topic following each storm event is the volume of clear water flowing into the sanitary and combined sewer systems. The Village Code (Section 50.026) identifies the prohibition on connection of downspouts, foundation drains and sump pumps established for structures constructed after January 1, 1986. The Committee has discussed this issue at length in the past and discussed sought ways to encourage greater voluntary disconnections. These discussions led to the Village Board amending the policy to include triggers for compliance. The triggers included:

1. When a permit is issued by the Village of Lombard for plumbing modifications within the structure.
2. When a permit is issued by the Village of Lombard for an addition to the primary structure in excess of 250 square feet.
3. When a permit is issued by the Village of Lombard for a tenant finish of a basement or sub-basement

These changes were expected to provide for additional compliance; however, the downturn in the economy and the limited funds per property (\$500) has not had a substantive effect on the number of property owners seeking grant funds to comply. As a result, staff is recommending the following changes to the Clear Water Disconnect Grant Program:

- Requiring the disconnection of downspouts, sump pumps and/or perimeter drains when the property owner is receiving funds through the Village of Lombard Overhead Sewer Grant Program, as an additional trigger for compliance.
- Establish a maximum reimbursement to the property owner/applicant in the following amounts:
 - Minor exterior disconnect (redirect downspout) - \$200 maximum
 - Interior disconnect (redirect sump pump piping, laundry tub) - \$1,500 maximum
 - Major disconnect (install ejector/sump pump, perimeter drains) - \$5,000 maximum
 - Connection of downspouts and/or sump pump to the storm sewer - \$2,000 maximum

Through these amendments, staff believes that a greater level of compliance can be achieved. Staff is not requesting any additional funds at this time. The CIP provides for \$75,000 per year for the Clear Water Disconnect Program and \$50,000 for the Overhead Sewer Grant Program.

Staff recommends that the Public Works Committee concur with the recommended changes and forwards the amended Village Board Policies to the Village Board for consideration at the August 15, 2013 meeting.



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Clear Water Disconnect Grant

Section: 4.E.

Dept.: PW

Date: November 4, 2010

Updated: December 2, 2010

I. Purpose

The purpose of the Clear Water Disconnect Grant Program is to require owners to comply with Village Ordinance Section 50.026 which prohibits certain types of clear water connections to sanitary and combined sewers (such as downspouts, drain tiles and sump pumps). Grants will be offered to owners who have been notified by the Village to disconnect clear water sources from sanitary and combined sewers.

II. Procedures/Guidelines

A. Owners of residential, commercial and multi-family properties are eligible for the grant.

B. Owners will be required to disconnect illegal connections pursuant to Chapter 50.~~000~~-026 at such time as permits are issued by the Lombard Building Division for the following work. Nothing shall prohibit a property owner from submitting an application for funding when permits are applied for work in addition to those identified below.

- 1. ~~4.~~ When a permit is issued by the Village of Lombard for plumbing modifications within the structure.
- 2. When a property owner obtains a permit and grant funding for the installation of a check valve, combination gate/check or convert the sewer to an overhead sewer under the Village of Lombard Overhead Sewer Grant Program.
- 3. ~~2.~~ When a permit is issued by the Village of Lombard for an addition to the primary structure in excess of 250 square feet.
- 4. ~~3.~~ When a permit is issued by the Village of Lombard for a tenant finish of a basement or sub-basement.

C. Plumbing and electrical permits shall be obtained from the Building Division before work starts. Permit fees will be reimbursed up to the maximum grant.

D. Grants shall be processed after final inspection and owner's acceptance of work. Grants shall be for actual work completed. The Village shall fund fifty percent (50%) of the cost for actual work performed. The mMaximum grant per property for work performed under the Clearwater Disconnect Grant program shall be ~~\$500.00~~ as follows:-

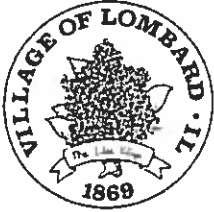
- Minor exterior disconnect (redirect downspout) - \$200 maximum
- Interior disconnect (redirect sump pump piping, laundry tub) - \$1,500 maximum
- Major disconnect (install ejector/sump pump, perimeter drains) - \$5,000 maximum
- Connection of downspouts and/or sump pump to the storm sewer - \$2,000 maximum

E. The funds available for this program shall be identified in the annual Capital Improvement Program.

F. Disconnection waivers may be granted by the Director of Public Works in cases where a disconnection will cause a public safety problem such as, but not limited to, damage to adjacent structures or property; or creates a hazard in the public right-of-way; or where the work is not cost-beneficial.

III. **Legislation/Documentation**

- A. Minutes of Public Works Committee for March 14, 2000
- B. Minutes of Board of Trustees May 18, 2000
- C. Minutes of Public Works Committee for April 13, 2010
- D. Minutes of Public Works Committee for September 14, 2010
- E. Minutes of Public Works Committee for October 12, 2010



Overhead Sewer Grant Program - Instructions

The Clear Water Disconnect Grant program was designed to assist homeowners to disconnect sources of clear water from the Village's sanitary and combined sewer systems. Through this program property owners are able to disconnect downspouts, sump pump, foundations drains, etc. and be reimbursed by the Village for a portion of the cost. The property owner Any amount over that sum total is the responsibility of the homeowner.

So how do you go about participating in this program? Read on.....

1. Fill out the Clear Water Disconnect Grant Application form. All requested information must be provided. Incomplete applications will be returned without approval.
2. Attach any pertinent documentation (photos, etc.) and contractor's proposals. The Village does suggest that you obtain at least two (2) proposals.
3. A representative from the Village may need to do an on-site inspection of your home, if they have not already done so.
4. When your grant is approved it will be returned to you.
5. Any necessary building permits must be obtained from the Bureau of Inspectional Services prior to beginning work. They can be contacted at (630) 620-5750 if you have any questions regarding permits. Permit fees can be included in grant reimbursement.
6. When all work is complete, fill out the Request for Reimbursement portion of the application, attach the "paid" invoice and any related receipts (i.e. the cost of the building permit) and return it to the Public Works Department.
7. When final approval is given by a Public Works official, the reimbursement will be processed.

The Public Works Department is located at 1051 S. Hammerschmidt Avenue and the business hours are 8:00 a.m. to 4:30 p.m. If you have any questions, please feel free to contact Public Works at (630) 620-5740 or via email at publicworks@villageoflombard.org.

Clear Water Disconnect Grant Program - Application

(Last Revision June 2013)

General Information

Name: _____ Address: _____

Phone Number: _____ (Where you can be reached between 8:00am - 4:30pm)

DISCONNECTION WORK TO BE DONE (Check those that apply.)

- Minor exterior disconnect (redirect downspout; \$200 maximum grant)
 Interior disconnect (redirect sump pump piping, laundry tub; \$1,500 maximum grant)
 Major disconnect (install ejector/sump pump; \$5,000 maximum grant)
 Connection to the storm sewer (existing downspouts/sump pump; \$2,000 maximum grant)

Date of NOTICE to disconnect: ____/____/____ Attach copy of NOTICE from Public Works Dept.

The cost estimate for the proposed work is: \$ _____

The above information is true and correct to the best of my knowledge: _____
Signature of Applicant

The grant must be approved by a Public Works official and any necessary permits must be acquired prior to starting work.

Approved by:

Signature of Public Works Official *Print Name* *Date*

Request for Reimbursement

The disconnection work is completed to my satisfaction and I am requesting reimbursement. The total project cost is: \$ _____.

Signature of Applicant *Print Name* *Date*

Village Use Only

Verified by _____ that BIS permits were obtained Plumbing Electrical Final Inspection Passed
initials

Part 8 -- AUTHORIZATION FOR REIMBURSEMENT The applicant is approved for reimbursement for %50 of costs in the amount of \$ _____ for clear water disconnection work performed in accordance with VILLAGE Board of Trustees POLICY MEMORANDUM 4.E..

Signature of Public Works Official *Print Name* *Date*