

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 X Resolution or Ordinance (Blue) X *Waiver of First Requested*
 Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott R. Niehaus, Village Manager

DATE: May 3, 2019 (B of T) Date: May 16, 2019

TITLE: Amending Title 1, Chapter 13 of the Lombard Village Code
Licenses and Permits

SUBMITTED BY: Janet Downer, Business Administrator



BACKGROUND/POLICY IMPLICATIONS:

Attached for your consideration is an ordinance amending Title 1, Chapter 13 of the Lombard Village Code adding a new Section describing the various forms in which license/permit application can be submitted to the Village.

Staff is requesting a waiver of first reading.

Please place this item on the May 16, 2019 Board of Trustees agenda for consideration.

Fiscal Impact/Funding Source:

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



MEMORANDUM

TO: Scott Niehaus, Village Manager

FROM: Janet Downer, Business Administrator

DATE: May 3, 2019

**SUBJECT: Ordinance Amending Title 1, Chapter 13 of the Lombard Village Code
Licenses and Permits**

Village Code Title 1, Chapter 13 currently sets forth regulations as it relates to Village licenses and permits. Examples of some of these regulations include the display of licenses/permits, ensuring no money is due the Village prior to issuance of any license/permit, licenses/permits must be secured before engaging in the activity, license/permit fees are non-refundable and licenses/permits are non-transferrable.

Attached is an ordinance amending Village Code Title 1, Chapter 13 adding a new Section 13.08. This new Section describes the various types of formats in which permits and license applications can be submitted to the Village (i.e., U.S. mail, facsimile copy, email copy and via the Village's website).

Section 13.08 is being added in anticipation of the Village implementing new permit and licensing software (Citizenserve) which will enable businesses, residents and contractors the ability to register, renew and apply for licenses and permits online in addition to the other formats already being offered.

Village staff met with the Village Attorney who drafted the attached ordinance to clarify the format in which permits and licenses may be submitted. Staff is requesting a waiver of first reading due to the Village Board's summer schedule.

/jd

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE I, CHAPTER 13
OF THE LOMBARD VILLAGE CODE
IN REGARD TO APPLICATIONS FOR LICENSES AND PERMITS**

BE IT ORDAINED by the President and Board of Trustees of the Village of Lombard, DuPage County, Illinois, as follows:

SECTION 1: That Title I, Chapter 13 of the Lombard Village Code is amended by adding a new Section 13.08 thereto, which shall read in its entirety as follows:

“§ 13.08 License and permit applications.

Unless otherwise provided by State law or this Code, the application for any license or permit that is issued by the Village may be submitted to the Village in any of the following formats:

- (A) An original signature application via in-person, messenger service or U.S. Mail delivery;
- (B) A facsimile copy of the fully completed and signed application;
- (C) A scanned and emailed copy of the fully completed and signed application; or
- (D) The completion of the application on line, through the Village’s website, provided the Village’s website offers the on-line completion and submittal of the application.”

SECTION 2: That this Ordinance shall be in full force and effect from and after its passage and approval, as provided by law.

Passed on first reading this _____ day of _____, 2019.

First reading waived by action of the Board of Trustees this ____ day of _____, 2019.

Passed on second reading this ____ day of _____, 2019, pursuant to a roll call vote as follows.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this ____ day of _____, 2019.

Keith Giagnorio, Village President

ATTEST:

Sharon Kuderna, Village Clerk