



VILLAGE OF WINNEBAGO

COMMUNITY DEVELOPMENT COMMITTEE AGENDA

Thursday, May 30, 2024 at 5:30 PM

108 West Main Street and Virtually

To access meeting from any device: <https://app.goto.com/meetings/meeting/363230653>

Or by (Toll Free): 1 866 899 4679 | Access Code: 363-230-653

1. CALL TO ORDER
2. RECORDING OF THE MEETING AND GUIDELINES
3. ROLL CALL
4. CONFLICT OF INTEREST DISCLOSURE
5. PUBLIC COMMENT
6. APPROVAL OF MINUTES
 - a. Approval of Minutes from April 18, 2024
7. DISCUSSION
 - a. Demolition Permit
 - b. Amendment of Unified Development Ordinance - Fire Suppression
 - c. Business Assistance Grant Opportunity (BAGO) Program Discussion
8. NEW BUSINESS
9. ITEMS FOR REGULAR BOARD MEETING
10. EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c)
11. NEXT MEETING DATE
12. ADJOURNMENT

Posted: May 24, 2024 at 2:15 p.m. at 108 W. Main Street, Winnebago, IL
and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491
/s/ Rachel Windgassen, Administrative Assistant



VILLAGE OF WINNEBAGO

COMMUNITY DEVELOPMENT COMMITTEE MINUTES

Thursday, April 18, 2024 at 5:30 PM
108 West Main Street and Virtually

1. CALL TO ORDER

Chairman Ackerman called the meeting to order at 5:30 p.m.

2. RECORDING OF THE MEETING AND GUIDELINES

The meeting was recorded.

3. ROLL CALL

PRESENT: Chairman Jason Ackerman, Mike McKinnon, Riley Pitney

GUESTS: Attorney Mary Gaziano, Village Administrator Joseph Dienberg

4. CONFLICT OF INTEREST DISCLOSURE

No conflict of interest noted.

5. PUBLIC COMMENT

No public comment.

6. APPROVAL OF MINUTES

a. Approval of Minutes from March, 28, 2024

Motion made by McKinnon, Seconded by Pitney. Voting Yea: Chairman Ackerman, McKinnon, Pitney

Motion carried on a voice vote.

7. DISCUSSION

a. Creation of Demolition Permit

The demolition permit was discussed. Village Administrator Dienberg commented that the suggested changes were made by Building Official Manheim. Pages one and two would be completed by applicant, and pages three through ten are items that the Building Official would review for the demolition of the structure or section. Attorney Gaziano asked if the ordinance to adopt the permit as Exhibit A, and the procedure as Exhibit B. Attorney Gaziano stated the importance of the policy, procedure and forms being incorporated in the ordinance. Trustee McKinnon suggested at minimum the ordinance should reference that there is an application for a demolition permit should

there be a time when there may be a hyperlink to the latest form revision to eliminate the chance of having an old form, although the simple practice would be to have them together. Trustee stated that for long term there be a forms listing, and its corresponding ordinance.

8. NEW BUSINESS

a. Amendment of Unified Development Ordinance - Fire Suppression

The Unified Development Ordinance (UDO sprinkler requirements were discussed. Village Administrator Dienberg explained the recommendations made by the Fire District requiring sprinklers as for all new non-residential or multi-family. The recommendation is to amend the requirements of the current form of the International Building Code standard adopted by the Village with the exception of: 903.2.7 Group M (Number 3) stating that the combined fire areas of Group M on all floors, including any mezzanines, exceeds 12,000 square feet, and any multifamily units of more than 3 dwellings. Village Administrator Dienberg will clarify the language of the recommendation and invite the Fire district to the meetings for their input.

Trustee Ackerman stated that Village Administrator Dienberg touched base with Grand Stay Hotel and connected with Mr. Hanis who had conducted the study.

9. ITEMS FOR REGULAR BOARD MEETING

The motion to have Attorney Gaziano prepare an ordinance for the demotion permit form and procedure.

10. EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c)

11. NEXT MEETING DATE

a. The next meeting is scheduled for May 30, 2024 at 5:30 p.m.

12. ADJOURNMENT

Trustee McKinnon made the motion to adjourn, seconded by Trustee Ackerman. Motion carried on a voice vote. Meeting adjourned at 6:48 p.m.

UNAPPROVED

Jason Ackerman, Committee Chairman

Prepared from recording by
Kellie Symonds



Agenda Item Executive Summary

Item Name	Demolition Permit	Committee or Board	Community Development Committee
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BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

The Community Development Committee has proposed a demolition permit to ensure safe and compliant demolition practices. The permit, drafted based on neighboring communities' permits, seeks input and recommendations from the committee on its content and fee structure. The committee moves to recommend the board's approval of an ordinance based on the attached permit, with any necessary amendments.

The attached permit and demolition requirements have been reviewed by the Village Building official, and no additional recommendations have been made at this time.

At their April meeting, the Community Development Committee requested to review a draft ordinance, which is being drafted by the village attorney, and will be presented to the committee.

Since that meeting, through discussions amongst staff, the recommendation was made to include a bonding requirement for permit applicants, to protect the village from potential financial liabilities associated with the demolition process.

ATTACHMENTS (PLEASE LIST)

Staff Memo, Demolition Permit and Requirements

ACTION REQUESTED

- ☐ For Discussion Only
- ☐ Resolution
- ☐ Ordinance
- ☒ Motion:

MOTION: I move to recommend the board to approve an ordinance based on the demolition permit and draft ordinance attached with any amendments made by the committee.

☐ Coming from Committee

Staff:	Joseph Dienberg, Village Administrator	Date:	5/30/2024
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VILLAGE OF WINNEBAGO

MEMORANDUM OF

RECOMMENDATION

Prepared By:	Joseph Dienberg, Village Administrator
Meeting Name:	Community Development Committee
Meeting Date:	Thursday, May 30, 2024
Item Name:	Demolition Permit

Background:

The Community Development Committee has asked staff to put together a demolition permit. A demolition permit serves as a crucial tool to ensure that demolition is carried out safely, efficiently, and in compliance with local building codes and regulations. Obtaining a demolition permit typically involves a thorough review of the proposed project by the Village’s Building Inspector, ensuring that the structural integrity of neighboring buildings is not compromised, and that environmental and safety standards are met. This process helps prevent potential hazards, protects public safety, and promotes responsible urban development. By obtaining a demolition permit, property owners and contractors demonstrate their commitment to adhering to legal and safety standards, fostering a systematic and controlled approach to the demolition process.

The attached permit and demolition requirements have been reviewed by the Village Building official, and no additional recommendations have been made at this time.

At their April meeting, the Community Development Committee requested to review a draft ordinance, which is being drafted by the village attorney, and will be presented to the committee.

Since that meeting, through discussions amongst staff, the recommendation was made to include a bonding requirement for permit applicants, to protect the village from potential financial liabilities associated with the demolition process. This bonding requirement would ensure that applicants have sufficient financial resources to cover any damages or unforeseen issues that may arise during the demolition. It serves as an additional safeguard, providing the village with assurance that the demolition will be conducted responsibly and that any necessary reparations or clean-up will be adequately funded. This measure aims to enhance the overall accountability and reliability of demolition projects within the village, contributing to safer and more orderly urban development practices.

Recommendation:

Staff has created a draft of a demolition permit based on reviewing permits from neighboring communities. Staff is looking for input from the committee on the drafted ordinance.

BUILDING DEMOLITION PERMIT APPLICATION
DOCUMENTS REQUIRED FOR FILING

1. A copy of your Demolition Contractor License

2. Site plan clearly depicting what areas are to be demolished, what areas to remain and the end result of the area being demolished. Demolitions where a portion of the building will remain may require submittal of structural documents by an architect/structural engineer for analysis of the structure. A separate permit will also be required for the completion or finishing work of such a project where portions of a building remain.

3. Copies of notices provided to adjacent property owners of the impending demolition.

4. Four Rivers Sanitation Authority, Village of Winnebago Water Department, Com Ed & Nicor gas must be contacted to verify that all utilities are properly disconnected prior to any work beginning.

5. **Submittal Requirements:** Prior to processing any Application for Demolition Permit, the following items of information must be received by the Village of Winnebago.

☐ Proof of Ownership

☐ Electric Cut-off Letter

☐ Gas Cut-off Letter

☐ Notice of Demolition

Copy of letter submitted to adjoining property owners advising of pending demolition work

IS THIS A VILLAGE OF WINNEBAGO DEMOLITION: YES / NO (circle one) Provide your P.O/ Bid # _____

1. **PROJECT & OWNER INFORMATION:**

PROJECT ADDRESS: _____ ZIP: _____ PROPERTY P.I.N.# _____

STRUCTURE TO BE DEMOLISHED: _____

PROPERTY TYPE: (circle one)

RESIDENTIAL (1 OR 2 FAMILY) / COMMERCIAL / INDUSTRIAL / MULTIFAMILY DWELLING

OWNERS NAME: _____ PHONE: _____

EMAIL: _____

OWNERS ADDRESS: _____ ZIP: _____

2. **DEMOLITION CONTRACTOR INFORMATION:**

ARE YOU OUTSOURCING THIS BID TO ANOTHER CONTRACTOR? YES/ NO

IF YES, PROVIDE COMPANY NAME: _____ LICENSE #: _____

BUSINESS NAME: _____ PHONE: _____

CONTACT PERSON: _____ CELL#: _____

COMPANY ADDRESS: _____ ZIP: _____

EMAIL: _____

3. VALUATION OF DEMOLITION: \$ _____

What will be put in place of the demolished structure(s)(topsoil & seed, pavement, etc)

EXPECTED START DATE OF DEMOLITION: _____

EXPECTED END DATE/COMPLETION: _____

FLOOR AREAS:

TOTAL BUILDING AREA ON ALL FLOORS _____ Sq.Ft.

TOTAL FLOOR AREA TO BE DEMOLISHED _____ Sq.Ft.

REMAINING FLOOR AREAS: _____ Sq.Ft.

NUMBER OF STRUCTURES TO BE DEMOLISHED:

Commercial structures: _____

Residential Structures: _____

Accessory Structures: _____

Building Height: _____ Ft. (mean height of highest roof from mean grade)

NUMBER OF STORIES ABOVE GRADE: _____

BASEMENT: YES / NO

****IF YES- ALL BUILDING MATERIALS INCLUDING THE BASEMENT FOUNDATION MUST BE REMOVED FROM THE PROPERTY, IN ADDITION THE BASEMENT HOLE MUST BE FILLED WITH CLEAN BACKFILL. FAILURE TO COMPLY WILL RESULT IN FINES.**

TOTAL BUILDING DIMENSIONS: WIDTH: _____ ft LENGTH: _____ ft

PART 1 - GENERAL

1.01 DESCRIPTION OF WORK

Unless directed otherwise the Contractor shall:

- A. Remove and properly dispose of all structures, trash, rubbish, basement walls, floors, foundations, sidewalks, steps and driveways from the specified parcel.
- B. Remove any fuel tanks, outdoor toilets and septic tanks, cisterns, meter pits, and plug or abandon wells.
- C. Remove the materials from the demolition site in accordance with federal, state, and local regulations.
- D. Remove and legally dispose of appliances and other items that may contain refrigerants. Appliances and other items that may contain refrigerants include, but are not limited to, refrigerators, freezers, dehumidifiers and portable or central air conditioners.
- E. Remove and legally dispose of mercury-containing materials including fluorescent, high-pressure sodium, mercury vapor, metal halide light bulbs, and thermostats containing a liquid filled capsule. PCB-containing materials include capacitors, ballasts, and transformers where the component is contained within a metal jacket and does not have a specific, legible label stating no PCBs are present.
- F. Disconnect all utility services before demolition.
- G. Perform site clearance, grading and restoration.
- H. Complete the demolition work in accordance with these technical specifications.

1.02 PROTECTION OF THE PUBLIC AND PROPERTIES
A. Littering Streets:

- 1. The Contractor shall be responsible for removing any demolition debris or mud from any street, alley or right-of-way resulting from the execution of the demolition work. Any cost incurred by the Village in cleaning up any litter or mud shall be charged to the Contractor and be deducted from funds due for the work.
- 2. Littering of the site shall not be permitted.
- 3. All waste materials shall be promptly removed from the site.

B. Street Closure:

- 1. If it should become necessary to close any traffic lanes, it shall be the Contractor's responsibility to acquire the necessary obstruction permits and to place adequate barricades and warning signs as required by the Village.
- 2. Street or lane closures shall be coordinated with the appropriate Village Representative.

C. Protection of the Public by the Contractor:

1. **Sidewalks:** The Contractor shall be responsible for any damage to public sidewalks abutting or adjacent to the demolition properties resulting from the execution of the demolition work. Contractor shall obtain all permits and pay any fees.
2. **Pedestrian Access:** It shall be the Contractor's responsibility to place and construct the necessary warning signs, barricades, fencing and temporary pedestrian sidewalks, as directed by the Village; and to maintain alternate pedestrian access for sidewalks around the demolition site.
3. **Temporary Fence:** Temporary fence shall be erected around all excavation, dangerous building(s) or structure(s) to prevent access to the public. Such fence shall be at least four feet high, consistently restrictive from top to grade, and without horizontal openings wider than two inches. The fence shall be erected before demolition and shall not be removed until the hazard is removed.

D. Demolition Hours:

1. The Contractor shall comply with any restrictions to working hours.
2. The Contractor shall comply with all applicable ordinances.

E. Noise Pollution: All construction equipment used in conjunction with this project shall be in good repair and adequately muffled. The Contractor shall comply with any noise pollution requirements of the Village.**F. Dust Control:** The Contractor shall comply with applicable air pollution control requirements of the Village. The Contractor shall take appropriate actions to minimize atmospheric pollution. To minimize atmospheric pollution, the Village shall have the authority to require that reasonable precautions be taken to prevent particulate matter from becoming airborne. Such reasonable precautions shall include, but not be limited to:

1. The use of water or chemicals for control of dusts in the demolition of existing buildings or structures, construction operations, the grading of roads, or the clearing of land.
2. Covering, at all times when in motion, open-bodied trucks transporting materials likely to give rise to airborne dusts.

G. Requirements for the Reduction of Fire Hazards:

1. **Removal of Material:** Before demolition of any part of any building, the Contractor shall remove all volatile or flammable materials, such as gasoline, kerosene, benzene, cleaning fluids, paints or thinners in containers, and similar substances.
2. **Fire Extinguishing Equipment:** The Contractor shall be responsible for having and maintaining the correct type and class of fire extinguisher on site. When a cutting torch or other equipment that might cause a fire is being used, a fire extinguisher shall be placed close at hand for instant use.
3. **Fires:** No fires of any kind will be permitted in the demolition work area.

- 4. **Hydrants:** No material obstructions or debris shall be placed or allowed to accumulate within fifteen feet of any fire hydrant. All fire hydrants shall be accessible at all times.
- 5. **Debris:** Debris shall not be allowed to accumulate on roofs, floors, or in areas outside of and around any structure being demolished. Excess debris and materials shall be removed from the site as the work progresses.
- 6. **Telephone Service:** The Contractor shall arrange for access to and use of, during working hours, one or more telephones in the vicinity of the work site for the purposes of making calls in case of fire or other emergencies, and shall keep all personnel on the job, and the local jurisdiction informed of the location of such telephones. The Contractor's foreman, or at least one regular member of each shift, shall be charged with the responsibility of promptly calling emergency services when necessary. The same person shall be required to inspect the building and the site frequently for possible fires or fire- producing conditions and to apply appropriate corrective action, particularly at the close of work each working day.

H. **Protection of Public Utilities:** The Contractor shall not damage existing fire hydrants, street lights, traffic signals, power poles, telephone poles, fire alarm boxes, wire cables, pole guys, underground utilities or other appurtenances in the vicinity of the demolition sites. The Contractor shall pay for temporary relocation of utilities, which are relocated at the Contractor's request for his convenience.

I. **Protection of Adjacent Property:**

- 1. The Contractor shall not damage or cause to be damaged any public right-of-way, structures, parking lots, drives, streets, sidewalks, utilities, lawns or any other property adjacent future demolition. The Contractor shall provide such sheeting and shoring as required to protect adjacent property during demolition. Care must also be taken to prevent the spread of dust and flying particles.
- 2. The Contractor shall restore existing agricultural drain tiles or roadway subdrains that are cut or removed to parcels released for demolition whether or not the property is scheduled for, including drainable backfill, to original condition. Repairs shall be subject to approval by the property owner where applicable, and by the Village.

1.03 **RISK OF LOSS**

The Contractor shall accept the site in its present condition and shall inspect the site for its character and the type of structures to be demolished. The Village assumes no responsibility for the condition of existing buildings, structures, and other property within the demolition area.

1.04 **VACATING OF BUILDINGS**

The structures shall be vacated before the Contractor begins work. In case the Contractor finds that any structure is not vacated, the Contractor shall immediately notify the Village and shall not begin demolition or site clearance operations on such property until further directed by the Village.

1.05 **PERMITS AND FEES**

The Contractor shall obtain all the necessary permits and pay all permit fees that are required by the Village in conjunction with the demolition work.

PART 2 - EXECUTION

3.01 DEMOLITION SCHEDULE

The Contractor shall be responsible for providing the Village with a minimum of 24 hours advance notification prior to beginning the execution of demolition of any structure.

3.02 SALVAGE OF DEMOLITION MATERIALS

- A. The Contractor shall be allowed to salvage demolition materials only from property. The property ownership will be shown in the permit documents.
- B. No salvage will be permitted on non-owned property.
- C. All buildings, building materials, and equipment resulting from this work shall become the property of the Contractor, and shall be removed from the premises at once. Salvaged material shall be removed immediately from the premises, right-of-way, streets or alleys.
- D. The Contractor may recycle demolition debris at a licensed or permitted recycling center; however, all other debris must be disposed of at a licensed or permitted disposal facility.

3.03 DEMOLITION AND REMOVALS

A. Structural Parts of Buildings:

- 1. No wall or part thereof shall be permitted to fall outwardly from any building except through chutes or by other controlled means or methods, which will ensure safety and minimize dust, noise and other nuisance.
- 2. Subject to site restrictions, outside chimneys or outside portions of chimneys shall be raised in advance of general demolition of each building. Any portion of a chimney inside a building shall be razed as soon as it becomes unsupported by reason of removal of other parts of the building.
- 3. Any part of a building, whether structural, collateral, or accessory, which has become unstable through removal of other parts, shall be removed as soon as practicable, and no such unstable part shall be left free-standing or inadequately braced against all reasonably possible causes of collapse at the end of any working day.

B. Basements and Foundation Walls: All basement floors, footings, and foundations shall be completely removed from the site unless specifically stated in the special provisions. The basement area is to be inspected and approved by the Village before backfilling is started. The Contractor shall ensure that no basement excavation will remain open and exposed for more than 24 hours. The Contractor shall contact the Village when removal is complete to schedule this basement inspection. Failure to do so may result in re-excavation of the basement area at the Contractor's expense.

C. Concrete Slabs: The Contractor shall remove all concrete slabs, asphalt, surface obstructions, masonry slabs, and appurtenances.

- D. Retaining Walls:** Retaining walls or curbs near the perimeter of parcels shall be removed unless otherwise indicated in the Contract Documents. The Contractor shall employ hand labor or other suitable tools and equipment necessary to complete the work without damage to adjacent public or private property. Where such retaining walls or curbs are removed, the embankment shall be graded to a slope of not greater than 3:1 horizontal: vertical or as directed by the Village. The cost of any tree or brush removal due to the removal and grading out of the retaining wall shall be considered incidental and shall be included in the lump sum bid for demolition.
- E. Fences:** Fences, guardrails, bumpers, signs, clotheslines, and similar facilities shall be completely removed from the site, except fences on the apparent boundary between a contract parcel and an improved non-contract parcel shall not be removed unless specifically stated in the special provisions. All posts for support shall be pulled out or dug up so as to be entirely removed.
- F. Partially Buried Objects:** All piping, posts, reinforcing bars, anchor bolts, railings and all other partly buried objects protruding from the ground shall be removed. The remaining void shall be filled with soil and compacted in accordance with these specifications.
- G. Vegetation:** The Contractor shall remove all dead trees, trees identified for removal, stumps, all trees which are not an asset to the property, bushes, vegetation, brush and weeds, whether standing or fallen, unless specifically stated otherwise by the Engineer. The Contractor shall protect all trees not removed from damage by the demolition operation. In the event that the Contractor damages a tree, it shall be repaired or removed by the Contractor as directed by the Engineer.
- H. Fuel Tanks:** Fuel tanks, above or below ground, shall be carefully removed and disposed of in a safe manner in accordance with the State Fire Marshal's regulations.
1. Fuel tanks, above or below the ground, or tanks which have been used for storage of gasoline, kerosene, benzene, oils or similar volatile materials shall be carefully removed and disposed of in a safe manner.
 2. All other tanks or receptacles shall be pumped out or emptied in a safe manner, and then shall be flushed out immediately with water, carbon dioxide or nitrogen gas until they are gas-free when checked with a "Explosimeter" or another equally efficient instrument, before the work of removal is begun.
- I. Outdoor Toilets and Septic Tanks:** Outdoor toilets and septic tanks shall be pumped out by a licensed company. The toilet building or septic tank shall be demolished and removed from the site. The excavation or pit shall be backfilled and compacted in accordance with these specifications. Septic tanks shall be broken up and removed from the site and the excavation filled in accordance with the requirements of the Village.
- J. Cisterns and Meter Pits:** Cisterns and meter pits shall be demolished and removed. The excavations shall be backfilled and compacted in accordance with these specifications.

3.04 WELL PLUGGING AND ABANDONMENT

All wells shall be plugged and abandoned in accordance with the Illinois Administrative Code and local authority. An Illinois Environmental Protection Abandoned Water Well Plugging Record shall be filed upon completion of the well abandonment.

3.05 DISPOSAL OF DEMOLITION DEBRIS AND SOLID WASTE

- A. Debris:** All materials, rubbish, and trash shall be removed from the demolition area leaving the basements and demolition area free of debris. Any cost incurred by the Village in cleaning up such materials and debris left behind shall be deducted from funds due the Contractor under this contract.
- B. Tires:** The Contractor shall visit the site to determine the number of tires that have been abandoned on site. If any additional tires are found on site prior to commencing demolition activity, the Contractor shall immediately notify the Village of the quantity of additional tires found on site.
- C. Disposal of Demolition Debris and Solid Waste:** All debris and solid waste shall be delivered by the Contractor to the to an approved disposal facility licensed in accordance with state and/or local regulations, laws, and zoning. The Contractor shall be responsible to pay all fees for waste disposal. The Contractor shall submit to the Village copies of all disposal tickets for each structure demolished, where available, which identify the specific address of the origin of the debris associated with each ticket. The cost of all disposal fees shall be considered the responsibility of the Contractor.
- D. Asbestos Abatement:** The handling of asbestos material is subject to all applicable state and federal mandates. The Contractor shall comply with applicable regulations regarding the handling and disposal of asbestos removed. Asbestos will be removed by a licensed abatement contractor. In the event that asbestos is discovered during demolition, the Contractor shall notify the Village and the asbestos shall be removed by a licensed abatement contractor.
- E. Demolition of Structures with Transite Siding:** All demolition debris containing transite siding shall be disposed of at an approved landfill. The Contractor shall be responsible for notifying said landfill prior to commencing demolition to allow for authorization to dispose of material at the landfill. The Contractor shall assume responsibility for the landfill fees for disposing of the demolition debris. All structures with transite siding shall be thoroughly sprayed with water during the execution of the demolition to contain airborne particles. All debris shall be thoroughly wetted prior to transporting to the landfill.
- F. Freon Removal and Disposal:** The handling of Freon containing appliances is subject to all applicable state and federal mandates and regulations. The Contractor shall be responsible for the identification and removal and disposal of the material in accordance with applicable regulations.
- G. PCB and Mercury Removal and Disposal:** The handling of any fluorescent lighting fixtures and ballasts containing PCB or mercury is subject to all applicable state and federal mandates and regulations. The Contractor shall be responsible for the removal and disposal of the material in accordance with applicable regulations.

3.06 BACKFILL, GRADING, AND CLEAN UP

- A. Backfill:** When site conditions permit, as determined by the Village, on-site soil shall be used as backfill material. The top 9 to 12 inches of topsoil shall be stripped and stockpiled on site for use as final topsoil and grading material. If adequate topsoil is not

available on site, the Contractor shall bring in enough topsoil from off-site to place a minimum 8 inch cover on the entire site. Excess excavation materials shall be removed from the site. Topsoil material shall not be permitted as deep fill material. Any borrow or fill material shall be approved by the Village before and during the placing of the material. All depressions on the property shall be filled, compacted, and graded to a uniform slope with adequate drainage.

- B. Compaction:** All excavations shall be backfilled with acceptable material and compacted. The Contractor shall notify the Village 24 hours in advance of placing any backfill or original backfill material so a soil sample may be obtained.
- C. Additional Fill Material:** All additional fill material shall be of equal quality to the soil adjacent to the excavation, and free of rubble or organic matter. The Contractor shall provide for a minimum depth of 8 inches of topsoil over the excavated area.
- D. Hand Labor:** The Contractor shall employ hand labor where the use of power machinery is unsafe or unable to produce a finished job. Hand labor shall also be used to clean the site of any debris.
- E. Grading:** The site shall be graded to conform to all surrounding areas and shall be finished to have a uniform surface that shall not permit ponding of water. The Contractor shall grade and shape the site to drain; complete fine grading and final clean up as part of the lump sum price for demolition.
- F. Final Cleaning Up:** Before acceptance of the demolition work, the Contractor shall remove all unused material and rubbish from the site of the work, remedy any objectionable conditions the Contractor may have created on private property, and leave the right-of-way in a neat and presentable condition. The Contractor shall not make agreements that allow salvaged or unused material to remain on private property. All ground occupied by the Contractor in connection with the work shall be restored. Restoration shall include appropriate smoothing to its original condition and seeding of the area.

On demolition sites where seeding will be delayed because of the allowable seeding dates, the Contractor shall complete fine grading and shaping of the site to leave the site in a neat and presentable condition subject to the approval of the Village.

Final cleaning up shall be subject to approval of the Engineer and in accordance with applicable regulations.

3.07 **SANITARY SEWER AND WATER SERVICE DISCONNECTIONS**

- A. Sanitary Sewer Service Disconnection:** All sanitary sewer services shall be disconnected and plugged in conformance with Section 4010, 3.08 by a licensed plumber, and inspected and approved by the Jurisdiction’s Plumbing Inspection Division prior to demolition or excavation.
- B. Water Service Disconnection:** All water services and stubs for the buildings or properties within the demolition work shall be disconnected in conformance with local regulations by a licensed plumber and inspected and approved by the Engineer.
- C Backfill and Compaction within City Right-of-way:**
 - 1. Streets:** Unless stipulated otherwise in the Contract

Documents, the Contractor shall backfill, compact as specified and patch the surface of all excavations made in streets. This cost shall be paid by the Contractor.

- 2. **City Right-of-way:** All areas within the City right-of-way (including parking and sidewalk areas) shall be compacted in conformance with Section 3010, graded and seeded.

3.08 SEEDING

All disturbed areas associated with the work shall be seeded seeding shall include preparation of the seedbed, furnishing and installing seed, fertilizer and mulch, maintenance, and guarantee for completed seeded areas. Areas reseeded under the warranty shall be warranted for an additional 1 year.

3.09 SAFETY AND FENCING

- A. **Safety:** The Contractor shall comply with all applicable current federal, state and local safety and health regulations.
- B. **Safety Fencing:** The Contractor shall furnish and place a safety fence around the site of the work adequate to secure the demolition site, including any resulting debris or excavation, and to prevent pedestrian access. The safety fence shall remain in place until the demolished materials are removed from the site and all holes or excavated areas are backfilled. The fencing material shall remain the property of the Contractor.

3.10 AUTHORIZED WORKERS

Only the Contractor and its employees are allowed to demolish, dismantle, detach or dispose of any part of the demolition structure or its contents.

3.11 DAILY CLEAN-UP OF RIGHT-OF-WAY AND PRIVATE PROPERTY

At the end of each workday, the Contractor shall clean sidewalks, streets, and private property of any debris caused by the demolition operation



Agenda Item Executive Summary

Item Name	Amendment of Unified Development Ordinance - Fire Suppression	Committee or Board	Community Development Committee
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BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

In December 2019, the Village of Winnebago established a Unified Development Ordinance (UDO) regulating new development. The UDO imposed stricter regulations on automatic sprinkler systems compared to the International Building Code (IBC) Section 903.2. Some of those requirements included:

- New buildings must install approved automatic sprinkler systems within the Fire District.
- Existing buildings expanding by 100% or more within five years must install NFPA-approved fire sprinkler systems.
- Barrier walls cannot separate fire spaces if the code requires sprinkler systems due to increased square footage.
- Sprinkler systems must comply with NFPA standards, adjusted for building type and use group.
- Multiple tenant buildings must have individual control valves and switches for each tenant space.
- Control valves must be easily accessible and equipped with tamper and water flow switches.
- Exemptions apply to certain structures like open parking lots and single-family residences.
- Large self-storage units must be sprinklered or separated by two-hour rated firewalls.

Staff has reviewed these codes with the Win-Bur-Sew Fire Protection District and recommend amending the requirements to align with the most current International Business Code standards, with exceptions for specific scenarios; including, Group M fire areas exceeding 12,000 sq. feet and multifamily units with more than three dwellings.

At the April 18 Community Development Committee Meeting, the Committee expressed that they would be comfortable with the recommended changes. The Village Attorney is currently drafting the required ordinance, which staff will review with representatives from the Win-Bur-Sew Fire Protection District. Following that discussion, the ordinance will be reviewed by the Village Committee of the Whole.

ATTACHMENTS (PLEASE LIST)

ACTION REQUESTED

- ☒For Discussion Only
- ☐Resolution
- ☐Ordinance
- ☐Motion:

Staff: Joseph Dienberg, Village Administrator

Date: 5/30/2024



Agenda Item Executive Summary

Item Name	<u>Business Assistance Grant Opportunity Program</u>	Committee or Board	<u>Community Development Committee</u>
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BUDGET IMPACT

Amount:	\$50,000	Budgeted:	No - 2025
List what fund:	Community Development		

EXECUTIVE SUMMARY

Staff is proposing the Business Assistance Grant Opportunity (BAGO) Program to attract private investment, create jobs, and utilize underdeveloped properties. With a request for \$50,000 from the Village Board to fund this initiative through the community development fund, which is supported by various fees and not property taxes, the program aims to offer grants up to \$10,000 on a competitive basis. Modeled after Bartlett's successful BEDA Program, BAGO seeks to revitalize commercial areas by providing matching grants for eligible projects, such as facade renovations, interior build-outs, and ADA compliance. The program, starting January 2025, would prioritize sales tax-generating businesses and projects that enhance the village's business climate and aesthetics, and applications will be reviewed on a case-by-case basis. The approval process involves multiple steps, including pre-application meetings, staff and committee reviews, and Village Board decisions, ensuring thorough evaluation and alignment with strategic goals.

ATTACHMENTS (PLEASE LIST)

Staff Memo

ACTION REQUESTED

- ☐ For Discussion Only
- ☐ Resolution
- ☐ Ordinance
- ☐ Motion:

Staff:	<u>Joseph Dienberg, Village Administrator</u>	Date:	<u>5/30/2024</u>
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VILLAGE OF WINNEBAGO

MEMORANDUM

Prepared By: Joseph Dienberg, Village Administrator

Meeting Name: Community Development Committee

Meeting Date: May 30, 2024

Item Name: Business Assistance Grant Opportunity

Background:

In an effort to create a formal economic development incentive program to better compete for investment with neighboring communities and to achieve the primary economic development goals of attracting private investment, creating jobs and bringing underutilized or unutilized properties into productive economic use. If this program is found to be favorable by the Village Board, Staff is requesting \$50,000 in funding from the Village Board for a new line item in the community development fund titled "Economic Incentives." Staff has created the proposed Business Assistance Grant Opportunity (BAGO) Program with the intention of fulfilling those goals. Although there remains a concentration of vacant and underutilized properties primarily in the downtown area, this program will be made available Village-wide. ***The Community Development fund receives its revenues from video gaming, permit and inspection fees, liquor license fees, UTV registration fees, franchise fees, and other fee-based programs, meaning that no property tax dollars would fund this program.***

The model for this program is a unique program created by the Village of Bartlett, a village of 40,000 residents in Cook, Kane and DuPage Counties, the Bartlett Economic Development Assistance (BEDA) Program. As of December 2023, 18 grants totaling more than \$535,000 have been awarded, sparking more than \$8 million in private investments. Since the program's inception, BEDA projects have included a dozen restaurants, a bakery, a microbrewery with rooftop seating, and the massive redevelopment of the former Bartlett Plaza into the Streets of Bartlett shopping center at Main Street and Devon Avenue, which ultimately helped attract an Aldi Grocery Store to the Streets of Bartlett Out-lot.

The program as presented will not limit recipients to sales tax-generating uses only but stipulates a preference for those types of businesses. As a pilot project, these funds will be released upon the approval of the 2025 budget, starting January 1 and will be made available on a competitive, first-come, first-served basis. Staff will make it known through the Village's communication channels including social media channels, email, the Chamber of Commerce and any other relevant avenues that these funds are being made available.

It is the Village's hope that these funds highly leverage private investment in vacant or underutilized properties including, but not limited to revitalizing buildings and properties in the downtown or even new construction projects on the Route 20 corridor. Winnebago's economic development team is excited about the concept of the creation of this

new program and will thoroughly review any and all requests as well as bring them before the Community Development Committee for review and recommendations to the Village Board.

Below is a sample of what the advertisement for the program could look like, outlining all the proposed policies of the program, eligible expenditures, and the way businesses will be evaluated for grants.

Business Assistance Grant Opportunity Program

The Village of Winnebago is announcing business assistance grants ranging up to \$10,000 depending on the scope of the business project. The purpose of the program is to encourage businesses to invest in their building and promote revitalization of the Village's commercial development.

This pilot program is being offered on a competitive basis and is first-come, first-served until funds are depleted or the program is terminated. Priority will be given to business projects that enhance the Village's overall business climate per specific criteria.

Assistance: The business assistance grant program will provide a matching grant (50% of total project cost will be reimbursed by the Village of Winnebago) up to \$10,000 for sales tax producing uses including retail establishments and restaurants. Grants will be distributed on a reimbursement basis once projects are completed.

Building owners or lessees (who produce written consent from the building owner for all proposed improvements) are eligible to apply. The program applies Village-wide, with the exception of any business that fall within any special economic development districts, including.

The amounts of incentives granted will vary based upon the improvements made and each application will be reviewed on a case-by-case basis. All improvements must conform to the Village's regulations including, but not limited to, the Unified Development Ordinance, Zoning Ordinance and Building Codes.

Individual properties will be eligible for grants regardless of who the current tenant may be once every three Calendar Years.

Targeted Businesses: Priority will be given to those **generating sales tax** for the Village as defined by those offering merchandise or services to the public, the sale or providing of which is subject to sales tax ("Retail sales"), and from which the revenue derived constitutes the majority of the revenue of the business. Examples of eligible businesses include, but not limited to, retail stores, restaurants, grocery or specialty food stores.

Priority will additionally be given to projects that will create new job opportunities as a result of the project.

Only businesses located in commercially-zoned areas are eligible to participate in this program. Existing businesses wishing to expand and/or upgrade are also eligible to participate.

Eligible Project Costs Include:

- Facade Renovations
 - Interior Buildouts and/or Rehabilitation
 - Windows and Doors
 - Signs or Awnings
 - Outdoor Dining Areas
- Landscaping Improvements
 - ADA Compliance
 - Improvements in Energy Efficiency
 - Lighting
 - Code-Compliance Related Items

Non-Eligible Project Costs Include:

- Interior painting for an existing renovation
- Point-of-sale systems, warranties, fire and burglary monitoring plans, taxes, TV mounts, cable, or TVs. No tables, chairs, tableware, cookware, or any items that can be removed or sold to satisfy a lien.
- Decorations
- Routine maintenance of buildings or business interiors
- Parking lot maintenance
- Disposal or clean-up costs
- Architectural fees, permit fees, financing costs, shipping fees.
- Moveable outdoor dining fixtures including tables, chairs, and umbrellas.
- Other non-eligible costs include other items that can be removed from the premises, i.e., “carried out the door.”

Approval Process for Successful Grant Applications:

- Schedule a pre-application meeting with Winnebago Economic Development Team. Contact Joey Dienberg at (815) 904-5085 or jdienberg@villageofwinnebago.com
- Submit a completed application.
- Staff review of application.
- The Community Development Committee will review the application and make a recommendation to the Village Board.
- Village Board approval or denial.
- All applicable permits and licenses must be obtained per the Village Code. All work must begin within six months of awarding of grant.
- Grant recipients shall provide a request for reimbursement and required documentation for work completed.
- Once work is completed in accordance with submitted plans, the Village will reimburse the approved funds at their next board meeting.
- If the work is not completed following one calendar year after approval from the Village Board, the applicant must request a formal extension within 3 months, or funds will no longer be available.

Criteria that Will Be Considered on Applications:

- The amount of private investment in the project and the ratio of private investment to the rebate.
- Jobs that are anticipated to be created or retained as a result of the new business or expansion.
- The type of use, with priority given to sales tax generating businesses.
- The project demonstrates a significant improvement over the existing situation including the reoccupation of vacant buildings or spaces within commercial buildings.
- The extent to which the project will improve the aesthetics of the property.
- That the project will enhance Winnebago’s appeal to new businesses and visitors and add value to the Village.
- The Village of Winnebago supports local businesses and contractors and encourages applicants to purchase materials and services locally. Consideration will be given to the extent to which materials are purchased and local contractors are engaged in the project or provided an opportunity to compete for participation in the project.
- If the project will fulfill any goals of the Village’s Balanced Growth Comprehensive Plan, Strategic Plan, or any other adopted long range plans.
- The number of similar business uses within the Village.

Recommendation: Staff is seeking feedback from the Community Development Committee on the structure of the BAGO program as presented. If the Committee is in favor of the program as presented, or with any amendments, staff would recommend forwarding the program to the Village Committee of the Whole, where the program would be further reviewed. Following that, if they are in favor, the Committee of the Whole would forward the program to the Village Board of Trustees for final approval.