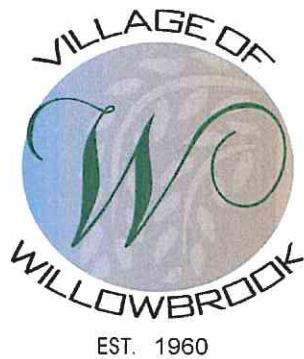


A G E N D A



REGULAR MEETING OF THE LAWS AND ORDINANCES COMMITTEE TO BE HELD
ON MONDAY, AUGUST 9, 2021, AT 5:30 P.M. AT THE VILLAGE HALL, 835
MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY,
ILLINOIS

DUE TO THE COVID 19 PANDEMIC THE VILLAGE WILL BE UTILIZING A CONFERENCE CALL FOR THIS MEETING.

Mayor

Frank A. Trilla

Village Clerk

Deborah A. Hahn

Village Trustees

Sue Berglund

Umberto Davi

Michael Mistele

Gayle Neal

Paul Oggerino

Gregory Ruffolo

Village Administrator

Brian Pabst

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

THE PUBLIC CAN UTILIZE THE FOLLOWING CALL IN NUMBER:

Dial in Phone Number: **312 626 6799**

Meeting ID: **973 7779 3184**

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSS – AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK AMENDING SECTION 4-1-4 ENTITLED “DUTIES”, OF CHAPTER 1 ENTITLED “DEPARTMENT OF MUNICIPAL SERVICES”, OF TITLE 4 ENTITLED “MUNICIPAL SERVICES”, OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

4. ON GOING REVIEWS

a) Title 6

5. OLD BUSINESS

a) Recommendation for Code Update RFP – Award to Houseal Lavigne

6. COMMITTEE REPORTS

7. VISITOR’S BUSINESS

(Public comment is limited to three minutes per person)

8. ADJOURNMENT

VILLAGE OF WILLOWBROOK

LAW AND ORDINANCE MEETING AGENDA ITEM - HISTORY/COMMENTARY	
ITEM TITLE: AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK AMENDING SECTION 4-1-4 ENTITLED "DUTIES", OF CHAPTER 1 ENTITLED "DEPARTMENT OF MUNICIPAL SERVICES", OF TITLE 4 ENTITLED "MUNICIPAL SERVICES", OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS	AGENDA NO. 3 AGENDA DATE: 08/09/2021
STAFF REVIEW: Roy Giuntoli, Building Official	SIGNATURE: <u>Roy Giuntoli</u>
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: <u>Tom Bastian / cm</u>
RECOMMENDED BY: Brian Pabst, Village Administrator	SIGNATURE: <u>B. Pabst</u>
REVIEWED & APPROVED COMMITTEE: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.) <p>The current code has several sections that discuss special or temporary events, there is no one specific area that governs the Special Events. As the Village has grown, and interest in the Village continues to grow, so do the number and type of events. In Spring 2021, Village staff began a light review of the processes and procedures with regards to Special Events. As a part of this research, staff reviewed our internal policies, procedures and ordinances as well as a review of neighboring communities' policies.</p> <p>The analysis performed by staff revealed that several items were missing from the application process. The attached application will provide transparency and flexibility for staff and businesses moving forward. The impact of this ordinance, if adopted, will result in a clear, concise process and set of rules that will provide businesses a framework for their events as well as decrease the amount of staff time required throughout the process. The application and approval process will be clearly laid out and each application will be reviewed thoroughly by Village staff.</p>	
ACTION PROPOSED: Pass Ordinance.	

ORDINANCE NO. 21-O-_____

**AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK AMENDING SECTION 4-1-4
ENTITLED "DUTIES", OF CHAPTER 1 ENTITLED "DEPARTMENT OF MUNICIPAL
SERVICES", OF TITLE 4 ENTITLED "MUNICIPAL SERVICES", OF THE VILLAGE
CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK,
DUPAGE COUNTY, ILLINOIS**

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that Title 4, Chapter 1, Section 4-1-4, of the Village Code of Ordinances, as amended, is hereby further amended to read as follows:

SECTION 1.

"4-1-4: DUTIES.

The building official shall be in charge of all building and zoning activities including, but not limited to, Code enforcement, and design and construction of public improvements. In addition to those duties assigned by the Village Board or the Village Administrator, the building official shall:

- (A) Supervise the activities of the Building and Zoning Secretary, and all employed and consultant building, plumbing, electrical and mechanical inspectors;
- (B) Work in conjunction with, the Village Planning Consultant, Village Engineer Consultant, Village Code Enforcement Consultant and Village Building Code Consultant as otherwise provided for in this Code;
- (C) Provide input to the Village Planning Consultant and review recommendations on annexations and subdivisions with other Village staff;
- (D) Contribute to the decision-making process of the engineering, design, supervision and construction of all public improvements including, but not limited to, paving, sidewalks, storm drainage systems, water supply and distribution systems, traffic control and other Municipal engineering improvements;
- (E) Engage in on site supervision of construction of public improvements as well as on-site inspection of subdivision construction;
- (F) Submit technical engineering reports, ordinances and regulations as required;
- (G) Conduct preconstruction conferences with contractors and subdividers to coordinate work and inspection and to secure proper understanding of zoning, building, construction and other related requirements;

(H) Contribute to the decision-making process for community development in a timely fashion to assist the Village Administrator and the Village Board in decision making processes;

(I) Contribute to the decision-making process of the Plan Commission through the investigation, preparation and distribution of reports as needed;

(J) Interface with the Plan Commission and Village Planner so as to facilitate the exchange of information and its presentation to the Village Board;

(K) Implement Village plans and policies by encouraging and assisting annexation of unincorporated property;

(L) Review, process, approve or reject all applications for special event permits in the Village. All requests to sponsor or conduct special events shall be on application forms approved by the Village Administrator. Completed special event applications shall be submitted to the Municipal Services Department with a non-refundable \$50.00 application fee.

(M) Perform such other duties and functions as shall from time to time be provided for in this Code."

SECTION 2. This Ordinance shall be in full force and effect upon and after its passage, approval and publication in accordance with law.

PASSED and APPROVED this 9th day of August, 2021, by a ROLL CALL VOTE as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Deborah A. Hahn, Village Clerk