

Public participation is invited on each agenda item prior to the Board's deliberation. **When called upon, please approach the microphone and state your name and the address where you live. Kindly limit your remarks to three (3) minutes.**

Committee of the Whole

**VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 South Ardmore Avenue
Villa Park, IL 60181**

Committee of the Whole

April 10, 2023

6:00 PM

Village President Nick Cuzzone

Village Clerk Hosanna Korynecky

Village Trustees Cari Alfano, Jorge Cordova, Jack Corkery, Jack Kozar, Deepa Kumar, Kevin Patrick

1. Call to Order - Roll Call

2. Pledge of Allegiance

3. Discussion Items

3.A Permit Fees Discussion

Provide general consensus to move forward with amending methodology for permit fees for simplification.

[COW Memo - Permit Fees.pdf](#)

3.B Update on the Railroad Grade Separation Study

The Board approved funding for a study to determine the best location for a railroad grade separation project. This presentation will update the Board on progress with CDM Smith and detail the scope of work, including opportunities for public participation.

[Grade Separation w-o.pdf](#)

4. Public Comments

5. Adjournment

The Villa Park Village Hall is subject to the requirements of the Americans with Disabilities Act of 1990. An elevator is operational at the north side entrance to the Village Hall during normal work hours and also during evenings. Individuals with special needs are requested to contact the Village's Compliance Officer at (630) 834-8500 so that reasonable accommodations can be made for those persons.

Committee of the Whole Agenda Item Report

Meeting Date: April 10, 2023

Submitted by: Admin Asst

Submitting Department: Village Manager's Office

Item Type: Report/Presentation

Agenda Section: Discussion Items

Subject:

Permit Fees Discussion

Suggested Action:

Provide general consensus to move forward with amending methodology for permit fees for simplification.

Attachments:

[COW Memo - Permit Fees.pdf](#)

Memo



To: Matthew Harline, Village Manager

From: Marc McLaughlin, AICP, GISP, Director of Community Development

Date: April 10, 2023

Re: Permit Fees Restructuring with ICC 2021 Code Adoption

As part of the ICC 2021 building code adoption, the entire Chapter 7 of the municipal code has been reviewed and challenged against Service Goal of "Continue to streamline the permitting process by implementing new procedures" and the Significant Changes of "Continue to streamline the building permit process for improvements".

A major point of concern for residents and contractors is not knowing how much to expect to pay for a permit. The current Chapter 7 for permit fees is predominantly based on "valuation" or "cost of job", however neither of these terms are defined and create confusion.

In an effort to streamline the permitting process, the methodology for permit fee calculations should be based on square foot of a new habitable building or remodel, with a minimum fee to account for small projects, and flat fees for items like fences and roofs.

Residential (New or Addition finished space)	\$1.50 per gross square foot (\$500 minimum)
Residential (New or Addition unfinished space)	\$0.50 per gross square foot (\$250 minimum)
Residential (Alteration or Remodel)	\$2.00 per gross square foot (\$750 minimum)
Non-Residential (New or Addition finished space)	\$2.50 per gross square foot (\$1000 minimum)
Non-Residential (New or Addition unfinished space/shell)	\$0.75 per gross square foot (\$750 minimum)
Non-Residential (Alteration or Remodel)	\$3.00 per gross square foot (\$1500 minimum)

A simple equation of 400 sqft x \$2.00 = \$800 permit fee is easy to calculate, understand, and explain to a resident who is not in the trades and just needs to know how much to budget for their projects.

The new permit fee will also be all inclusive of plan review, permit fee, and inspection fees. Only when an outside consultant is involved will there be a separate plan review fee or inspection fee, which is just a pass through.

In the table below, I have pulled the permit fee info for four (4) comparable communities and four (4) surrounding communities and ran four (4) typical permit requests; basement remodel, new home, new retail building, and new industrial building.

As shown in the last row the new proposed permit fee methodology is in line with the permit fee values of these communities.

value	\$ 70,188	\$386,034	\$3,482,100	\$ 15,222,400
Comparable	400 sqft Basement	2200 sqft home	15000 sqft commercial	160000 sqft Industrial
Batavia	\$ 791	\$ 3,357	\$ 28,475	\$ 302,187
Glendale Heights	\$ 1,053	\$ 5,791	\$ 52,232	\$ 228,336
Morton Grove	\$ 702	\$ 3,860	\$ 38,303	\$ 167,446
West Chicago	\$ 582	\$ 2,680	\$ 61,868	\$ 307,713
Surrounding				
Elmhurst	\$ 1,916	\$ 7,565	\$ 34,821	\$ 152,224
Lombard	\$ 642	\$ 2,261	\$ 55,640	\$ 171,236
Addison	\$ 150	\$ 2,020	\$ 13,800	\$ 131,200
Oakbrook Terrace	\$ 702	\$ 3,860	\$ 34,821	\$ 152,224
LOW	\$ 150	\$ 2,020	\$ 13,800	\$ 131,200
HIGH	\$ 1,916	\$ 7,565	\$ 61,868	\$ 307,713
AVERAGE	\$ 817	\$ 3,924	\$ 39,995	\$ 201,571
OLD VILLA PARK	\$ 800	\$ 3,050	\$ 32,988	\$ 139,151
NEW VILLA PARK	\$ 800	\$ 4,020	\$ 37,500	\$ 155,000

Additionally, Chapter 7 addresses penalties for Work Without a Permit. The current section is not clear on what to charge and the following chart is proposed.

	Property Owner	Contractor
1st Offense	25% of the permit fee	100% of the permit fee
2nd Offense	50% of the permit fee	200% of the permit fee
3rd Offense	100% of the permit fee	300% of the permit fee
4th+ Offense	200% of the permit fee	400% of the permit fee

Finally, within Chapter 7 a new section for Impact Fees will be created. Impact Fees are one-time payments to the Village to offset the financial impact of the development, based on population. The following fees are based on a standard population growth model.

a) Single Unit Dwelling:

	1 bedroom	2 bedroom	3 bedroom	4 bedroom	5 bedroom
Park Improvements	\$ 432.50	\$ 1,008.50	\$ 1,449.50	\$ 1,882.00	\$ 1,885.00
Park Site	\$ 1,298.00	\$ 3,025.50	\$ 4,348.50	\$ 5,646.00	\$ 5,655.00
Building Improvements	\$ 648.75	\$ 1,512.75	\$ 2,174.25	\$ 2,823.00	\$ 2,827.00

b) Two-Unit Dwelling/Townhouse:

	1 bedroom	2 bedroom	3 bedroom	4 bedroom
Park Improvements	\$ 596.50	\$ 995.00	\$ 1,196.00	\$ 1,572.00
Park Site	\$ 1,789.50	\$ 2,985.00	\$ 3,588.00	\$ 4,717.50
Building Improvements	\$ 894.75	\$ 1,492.50	\$ 1,794.00	\$ 2,358.75

c) Multi-Unit Dwelling:

	Studio	1 bedroom	2 bedroom	3 bedroom
Park Improvements	\$ 647.00	\$ 879.00	\$ 957.00	\$ 1,526.50
Park Site	\$ 1,941.00	\$ 2,637.00	\$ 2,871.00	\$ 4,579.50
Building Improvements	\$ 970.50	\$ 1,318.50	\$ 1,435.50	\$ 2,289.75

I am looking forward to discussing this further and answering any questions during the Committee of the Whole.

Committee of the Whole Agenda Item Report

Meeting Date: April 10, 2023

Submitted by: Matt Harline

Submitting Department: Village Manager's Office

Item Type: Report/Presentation

Agenda Section: Discussion Items

Subject:

Update on the Railroad Grade Separation Study

Suggested Action:

The Board approved funding for a study to determine the best location for a railroad grade separation project. This presentation will update the Board on progress with CDM Smith and detail the scope of work, including opportunities for public participation.

Attachments:

[Grade Separation w-o.pdf](#)

Villa Park

Grade Separation Feasibility Study Project Introduction



The Why, What, When, and How Much.

April 10, 2023

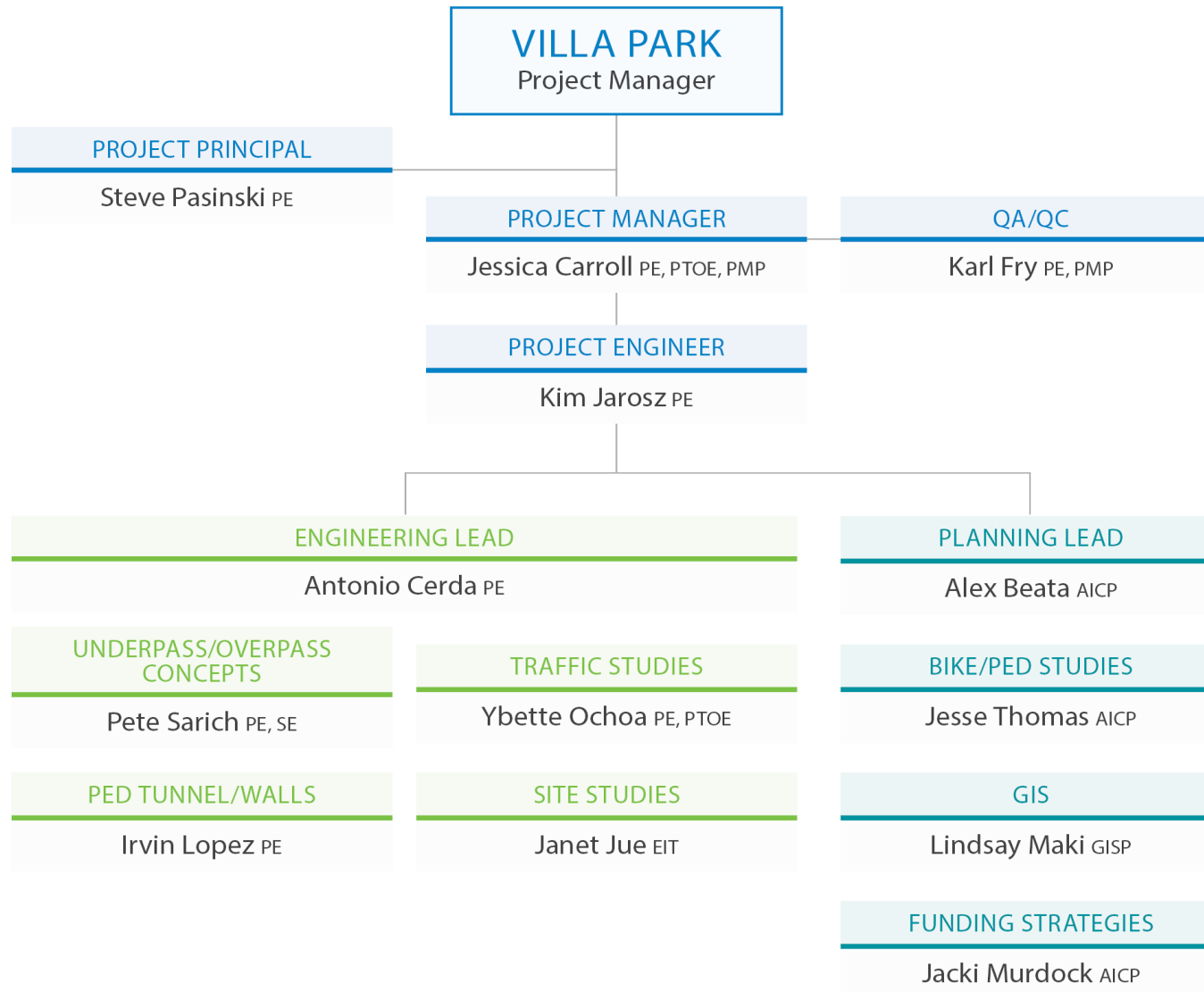
Today's Meeting



Agenda

- Team Introductions
- Study Overview
- Current Schedule
- Purpose of the Study
- Process + Phasing
- Next Steps

Team Introduction



OUR FIRM

5,500 employees

130 offices worldwide

\$1.4B annual revenue

- Employee-Owned Independence -

2022 Engineering News Record

DESIGN/TRANSPORTATION TOP FIRMS

TOP 500 #23 Design Firm

TOP 50 #26 Transportation

TOP 25 #17 Highways

TOP 25 #16 Mass Transit + Rail

TOP 50 #18 Global Design Firm

SOURCE: ENR, 2022

Similar Work Experience



Glen Ellyn Metra Station + Multimodal Access Improvements Program + UPRR Underpass



Elmhurst Metra Station + Pedestrian-Bicycle UPRR Underpass

Feasibility Study Overview

The intent of the study is to assess the nature and demand of user access across the Union Pacific Railroad (UPRR) within the Village limits and to identify feasible means to grade separate permanent access for motorized and non-motorized users.



Purpose of the Project



Assess overall travel for motorized vehicles, in particular emergency services



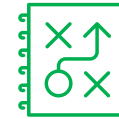
Improve user safety and access for all modes



Reduce UPRR crossing delays



Identify preferred routing of traffic



Provide additional circulation



Encourage economic development

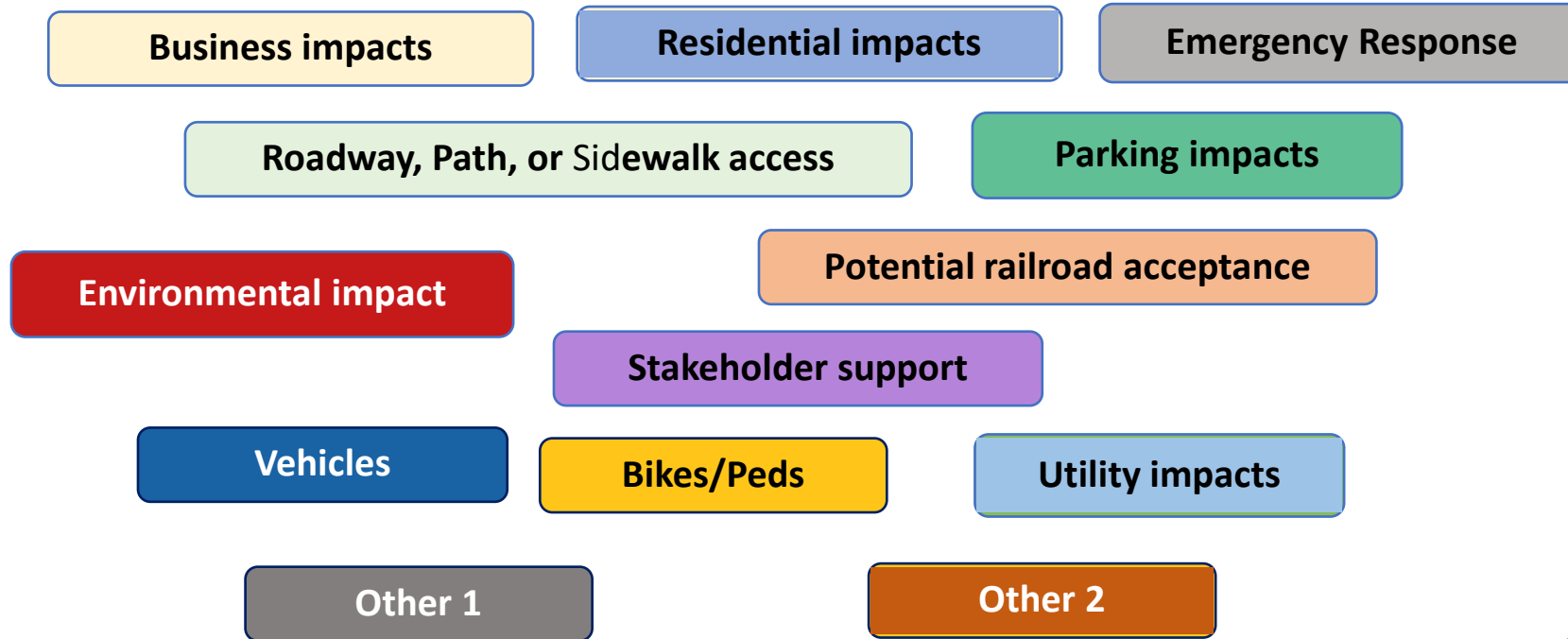
Feasibility Study Area

- **Vehicular**
 - Underpass
 - Overpass
- **Ped/Bike**
 - Underpass
 - Overpass

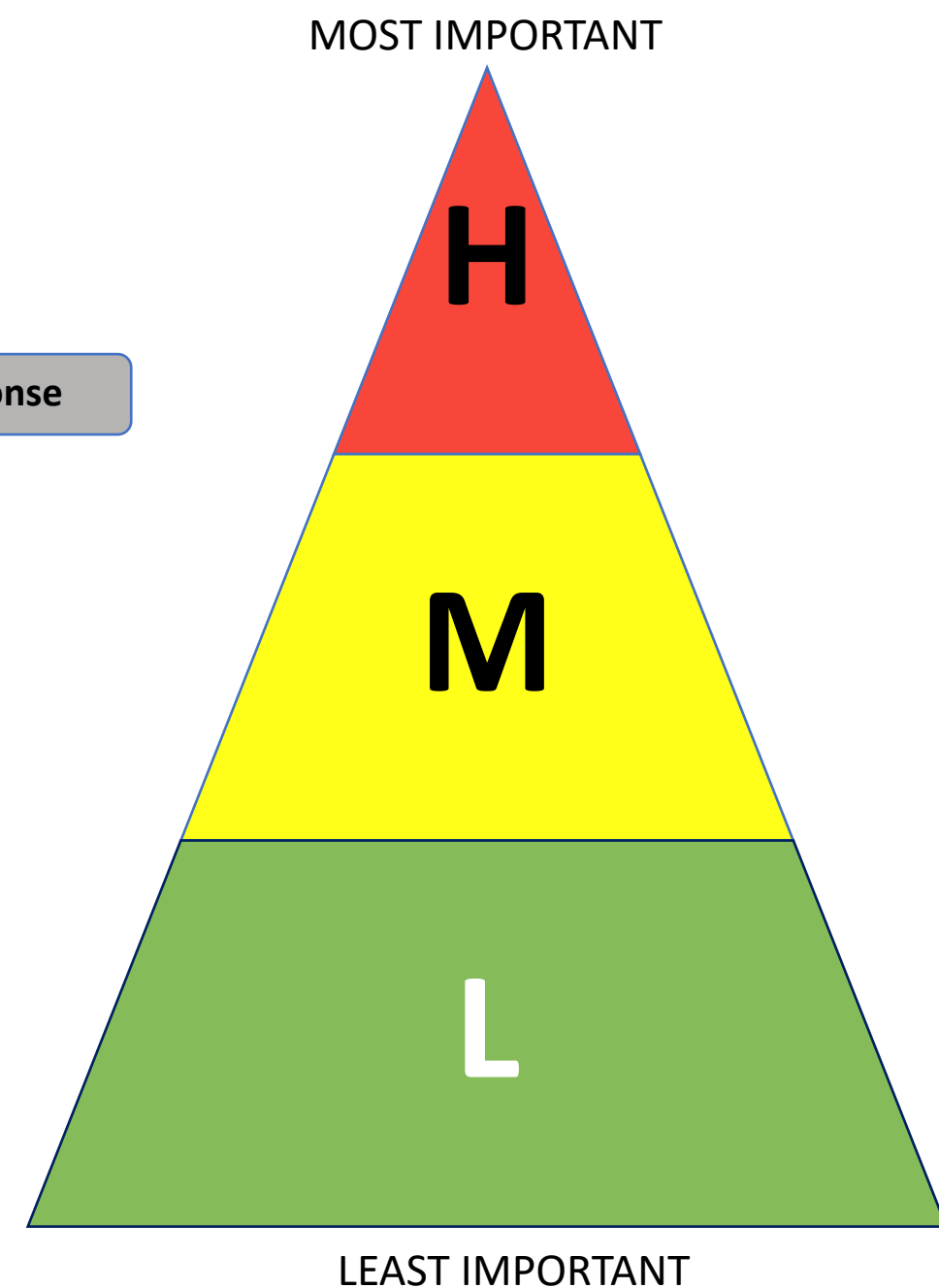


Feasibility Criteria

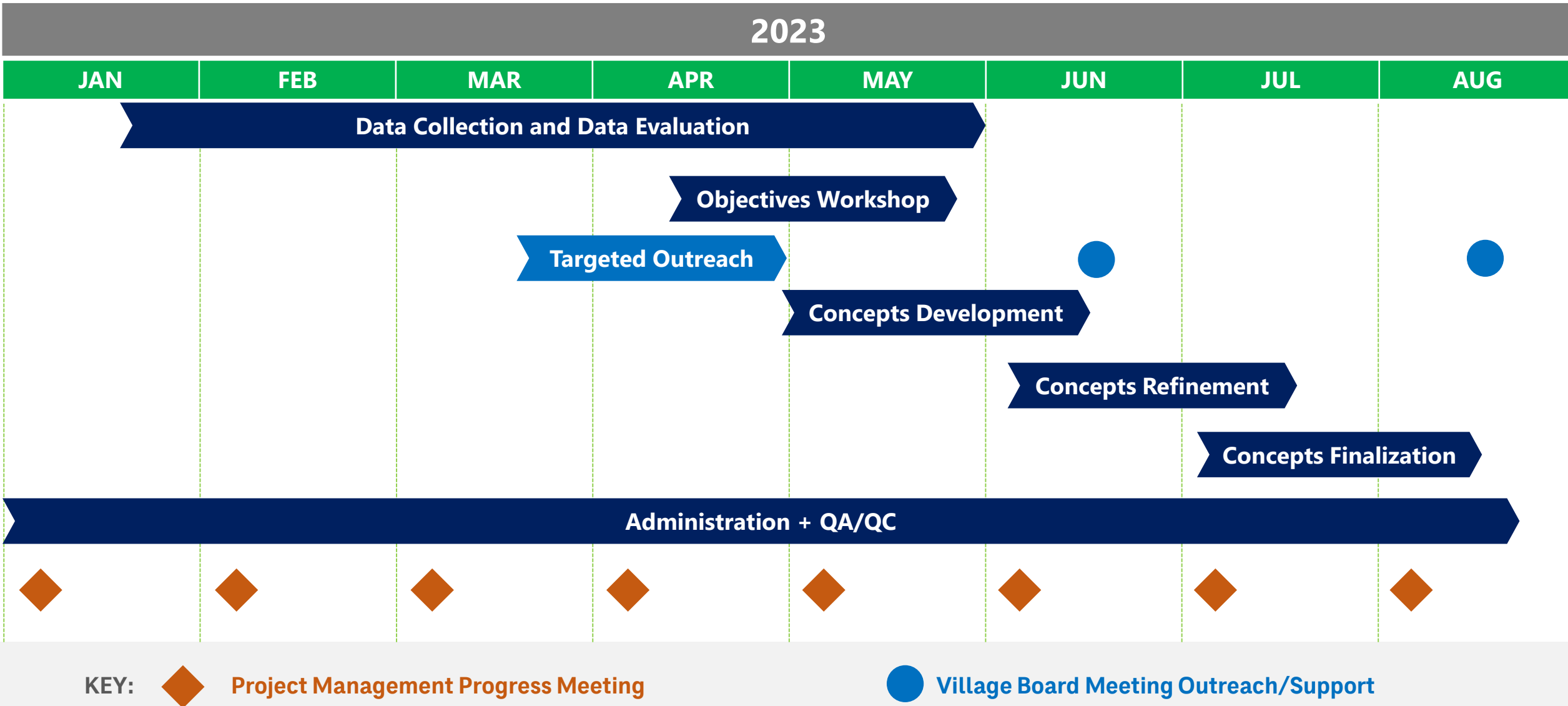
- Evaluation criteria to include:



Public Survey – April 2023



Current Schedule (Feasibility Study)



Project Process + Phasing

Feasibility



2023

2024

2025

2026

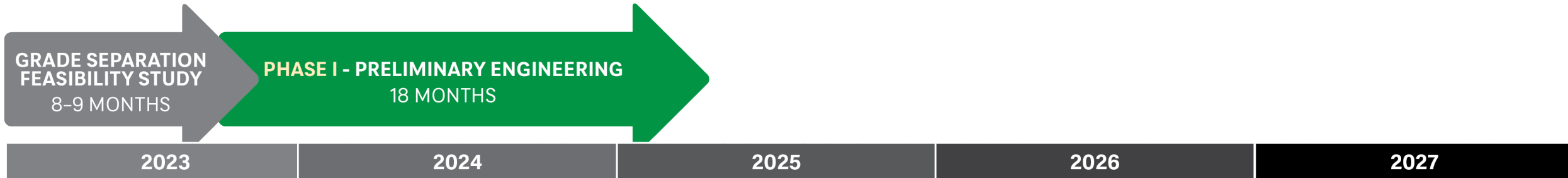
2027

- **Phase:** Currently in the Feasibility Phase
- **Timeline:** 8-9 month process
- **Goals of this phase:**
 - Collect and analyze pertinent data
 - Receive public and stakeholder input
 - Define project need
 - Identify feasible alternatives

- **Outcomes of this phase:**
 - Understanding of alternatives pro's and con's
 - Identify alternatives to carry forward to next phase
- **Cost of this phase:** \$97.6k (approved)
- **Potential Risks:** Limited

Project Process + Phasing

Phase I / NEPA



- **Phase:** Phase I/National Environmental Protection Act (NEPA)
- **Timeline:** 18-24 month process
- **Goals of this phase:**
 - Approved environmental clearances
 - RR, agency, utility coordination
 - Identify ROW Needs
 - Public Input & Buy-In
 - Geometric Alternatives Analysis
- **Outcomes of this phase:**
 - Purpose and Need Statement
 - Identification of Preferred Alternative/Approved NEPA Document
 - RR/Agency/Utility agreements
 - Identify / begin to secure funding
- **Cost of this phase:** \$600k -800k
- **Potential Risks:** IDOT and UPRR coordination

Project Process + Phasing

Phase II / Design



- **Phase:** Phase II/Design
- **Timeline:** 12-24 month process
- **Goals of this phase:**
 - Final design plans and details
 - Agency agreements
 - Utility coordination
 - ROW acquisition
- **Outcomes of this phase:**
 - Construction Documents
 - Final plans, specifications, and cost estimates
 - Finalize funding commitment(s)
- **Cost of this phase:** \$1.75M-\$3M
- **Potential Risks:** ROW Acquisition, cost increases

Project Process + Phasing

Phase III / Construction



- **Phase:** Phase III/Construction
- **Timeline:** 16-24 month process
- **Goals of this phase:**
 - Build preferred alternative
- **Outcomes of this phase:**
 - Constructed project
- **Cost of this phase:** \$20-25M
- **Potential Risk:** Overall schedule, material and labor costs.



Next Steps

- 123 Survey (April 2023)
- Internal Village Project Objectives Meeting
- Developing Criteria Matrix
- Begin Development of Alternatives
 - Over/Under
 - Ped only
 - Safety improvements
 - Technology alternatives
- Initial Evaluation of Alternatives
- Return to Committee of the Whole
- Finalize Alternatives
- Develop Recommendations