



MANAGER'S REPORT FOR FEBRUARY 12, 2016
GENERAL INFORMATION AND RESPONSES TO MAYOR & COMMISSIONER REQUESTS

Places to be this Week...

Coffee with the Council - Coffee with the Council will be held on **Saturday, February 13 at 10:00 a.m. to 11 a.m.** in front of the Main Street Train Station.

Village Council Meeting - The next Village Council meeting will be held on **February 16 at 7:00 p.m. in the Council Chambers** at Village Hall.

Future Calendar Reminders...

Village Council Meeting - The Village Council meeting will be held on **March 2 at 7:00 p.m. in the Council Chambers** at Village Hall.

Construction Site Management

With construction season ready to ramp up again in the spring, the Village has been communicating with builders, contractors and residents about the Village's Demolition and Construction Site Management Ordinance. The Village has recently completed three items:

1. Via email, the Village contacted contractors and builders who have been subject to the Site Management Program in the past. The email summarized the site management program, introduced the one page "What to Expect During Neighborhood Construction" guide and provided a link to the full Site Management Ordinance.
2. To provide residents with some basic information on the demolition and construction site management program and responsibilities, the Village developed a one-page "What to Expect During Neighborhood Construction" guide. As required by the Demolition and Construction Site Management Ordinance, all contractors and builders are required to provide this double-sided sheet to residents living within 100 feet of a construction site prior to the start of construction. The guide provides residents with a contact name and number for the contractor, a listing of contractor responsibilities, a listing of Village responsibilities, and a contact number to report any concerns or violations. A copy of the guide is attached.
3. The *Resident's Guide to Neighborhood Construction*, originally published in 2008 has been updated. The updated guide is available on-line at this location:
<http://www.downers.us/public/docs/permits/residents%20guide%20to%20new%20construct%20for%20web.pdf>

Attachments

"What to Expect During Neighborhood Construction" Guide



What to Expect During Neighborhood Construction

There's no doubt about it. Living near a construction site presents its share of inconveniences to residents, not only those next door, but to the neighborhood as a whole. Since 2004, Downers Grove has taken great measures to involve the community in the redevelopment process. The Village Council has enacted ordinances to regulate construction sites, protect adjacent properties and minimize the impact of construction activities on neighbors. This summary sheet is intended to provide you, the resident, with some basic information on the demolition and construction site management program responsibilities.

There are two responsible parties for a permitted project: the **Contractor/Applicant (General Contractor and/or Property Owner)** and the **Village of Downers Grove**. The main focus and efforts of the site management program during the construction period is to better manage the impact to the residents/ neighborhoods and make the entire construction process neighbor friendly.

Contractor Responsibilities

Personal Notification

When the project is over 600 square feet in size, the contractor is responsible to notify each resident within 100 feet of the construction site. The contractor is responsible to provide the following information:

- Copy of the site plan
- Copy of this resident summary sheet for neighborhood construction
- General description of the work to be completed
- Contractor contact information and the name and number for the responsible person on site.

Construction Address: _____

Contractor Name/Contact: _____

Responsible Person on Site: _____ Telephone Number: _____

Work Hours

- Monday through Saturday: 7 A.M. - 7 P.M .
- Sunday: No work is permitted

Keeping Sites and Neighborhoods Clean

- Display permit and address so it can be seen from the public right-of way
- Keep streets and sidewalks free of mud and debris
- Use dumpsters (which must be covered during non-working hours) to keep the site clean
- Fencing and erosion control measures must be kept in place until final site restoration
- Airborne particles shall be controlled with water during demolition
- Placing debris or rinsing trucks on the public right-of-way or into the storm sewers is prohibited

Observe All Village Traffic Laws

- Park construction vehicles in Village approved locations
- Keep streets and sidewalks open for use unless part of an approved street closure

Protection of the Existing Neighborhood

- Follow the stormwater management plan
 - Ensure silt fencing or similar erosion control measures remain in place throughout the duration of the construction
- Protect parkway trees by installing a six-foot tall chain link fence around all parkway trees

Limit the Impact on Neighbors

- Limit all activity to the permitted property
- Provide on-site portable toilets for contractor use that are at least five feet from the property line.
- No open burning

What to Expect During Neighborhood Construction

Village Responsibilities

Review Building Permits

- Building Codes
 - Ensure proposed construction meets all building, electrical, mechanical and structural codes
- Zoning Ordinance
 - Ensure construction meets all zoning requirements, including setbacks, height, lot coverage
- Stormwater Management Ordinance
 - Ensure construction meets all stormwater requirements, water runoff rates and post construction best management practices, where applicable.
- Right of Way Requirements
 - Ensure traffic control, utility, street, sidewalk and parkway tree requirements are met

Ensure Compliance with Developer Responsibilities

- Site Inspections
 - Code Enforcement personnel conduct random site inspections to ensure compliance with site management requirements
 - Stormwater Engineers conduct site inspections to ensure compliance with erosion control measures and final restoration/grading.
 - Public Works personnel conduct inspections of all sidewalk, driveway approach and street construction.
- Building Inspections
 - Several scheduled inspections occur to ensure the contractor is constructing the building according to the approved plans
- Responding to Inquiries
 - The Village will visit the site to review neighborhood concerns

How to Report a Concern or Violation

- Call the Community Development Department at 630-434-5515
- Call the Community Response Center at 630-434-2255 or email the CRC at CRC@downers.us
- Call the Police Department after normal business hours at the non-emergency number 630-434-5600
- Dial 9-1-1 (For site violations which may threaten the property or personal safety of others)

For More Information

Download the detailed Residents Guide to Neighborhood Construction at:

http://www.downers.us/public/docs/departments/com_dvlpment/Resident_Guide_to_Neighborhood_Construction.pdf

To read the Municipal Code online, go to <http://www.downers.us/govt/municipal-code>. Applicable Sections include:

- Building Code - Chapter 7
- Stormwater Ordinance - Chapter 26
- Site Management Ordinance - Section 7.18.01
- Zoning Ordinance - Chapter 28