



AGENDA ITEM #9A

**AGENDA ITEM EXECUTIVE SUMMARY
Village Board Meeting
5/8/2023**

Item Title: Permit Fee Update for Tents

Staff Contact: Caron Bricks, AICP, Community Development Manager

OLD BUSINESS

VILLAGE BOARD ACTION:

Pass an Ordinance Amending Article 6 Chapter II Division 1 Section 6-55 of the Code of Ordinances of the Village of Roselle.

Executive Summary:

Staff recently reviewed the current regulations regarding outdoor tents. The Village Board initially approved an outdoor seating/tent program due to the COVID-19 pandemic which allowed many restaurants to operate when indoor seating was not permitted or was severely limited. As the pandemic has ended, several businesses have inquired about use of tents for special occasions moving forward.

Community Development and Fire have created an application for business owners to complete which will ensure that the property and business meet International Fire Code, provide enough parking to accommodate the business as well as patrons using the tents, and compliance with the liquor license (if applicable) other Village codes and regulations. The tent application is intended only for commercial uses. Residents having a backyard party with a tent are not required to complete an application. This is specifically catered to restaurants and businesses desirous of a large tent for an event.

As part of the overall review, staff found the need to update the permit fees for outdoor tents to align with the updated tent permit requirements. Currently, there are two (2) types of tent permits in the code. The Village has not issued a permit for these tent types in many years. Therefore, this amendment to the code will alter the existing tent permits to match the tent types outlined in the International Fire Code and International Building Code.

Tents 0-100 square feet will not require a permit, nor a fee. Tents 101-400 square feet will require a permit, but no charge. Tents 401-700 square feet will require a permit with a \$75 fee. And tents 701 square feet or larger will require a permit with a \$150 fee. The

tents will require inspections by the Fire Department. If there is more than one failed inspection, the applicant will be required to pay a re-inspection fee.

These permit fees have been selected to reflect our typical permit fee structures. Basic permits such as a remove and replace same size driveway or patio are \$75. However, slightly more complicated permits that include increasing the size or addition of other features cost additional. Therefore, staff recommends the fee to be \$150 as larger tents are likely to have additional items for review and inspection, such as stages, cooking equipment, etc.

Implications:

Is this item budgeted? N/A

Estimated cost: N/A

Any other implications to be considered? N/A

Strategic Priority:

Operational Sustainability

Attachments:

- Ordinance
- Tent Handout
- Tent Application

THE VILLAGE OF ROSELLE
COOK AND DUPAGE COUNTIES, ILLINOIS

ORDINANCE
NUMBER _____

**AN ORDINANCE AMENDING
CHAPTER 6 ARTICLE III DIVISION 1 SECTION 6-55
OF THE CODE OF ORDINANCES OF
THE VILLAGE OF ROSELLE, ILLINOIS**

DAVID PILESKI, Mayor
AMANDA HAUSMAN, Village Clerk

TOM DELLA PENNA
WAYNE D. DOMKE
DENA FORSYTHE
CHERYL LENISA
TOM PIORKOWSKI
LEE TREJO

Village Board

Published in pamphlet form by authority of the
Mayor and the Board of Trustees of the Village of Roselle
on this the 12th day of June, 2023

ORDINANCE NO. _____

**AN ORDINANCE AMENDING
CHAPTER 6 ARTICLE III DIVISION 1 SECTION 6-55
OF THE CODE OF ORDINANCES OF
THE VILLAGE OF ROSELLE, ILLINOIS**

WHEREAS, the Village of Roselle (hereinafter referred to as the “Village”) is an Illinois Municipal Corporation organized pursuant to the laws of the State of Illinois;

WHEREAS, the Village has in full force and effect a codified set of ordinances which are of a general and permanent nature, which said codified set is known and designated as the Village Code of the Village of Roselle, as amended;

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs that protect the health, safety and welfare of its residents;

WHEREAS, the Village periodically reviews the provisions of the Village Code and updates said code to reflect current state and practices of the Village as well as to remain in compliance with current law;

WHEREAS, the Village desires to amend its Village Code to update the amounts charged for permit fees pertaining to the installation of tents; and

WHEREAS, the Corporate Authorities of the Village of Roselle are of the opinion that it is in the best interests of the safety, health and welfare of the residents to amend the village’s code of ordinances as referenced herein.

NOW, THEREFORE, BE IT ORDAINED, in open meeting assembled, by the Mayor and Board of Trustees of the Village of Roselle, Cook and DuPage Counties, Illinois as follows:

Section One - Recitals

The Board of Trustees hereby find that all of the recitals hereinbefore stated as contained in the preamble to this ordinance are full, true and correct and do hereby, by reference, incorporate and make them part of this ordinance as legislative findings.

**Section Two – Amendment Village Code of Ordinances Chapter 6 Article III
Division 1 Section 6-55**

Chapter 6 Article III Division 1 Section 6-55 shall be amended as follows (additions appearing underlined and any deleted language appearing with a ~~strike-through~~ line):

Sec. 6-55. Fees and deposits.

No permit shall be issued until the applicant has either paid the following fees or obtained a positive majority vote to the president and board of trustees to waive some or all of the following fees:

d. Accessory structures other than buildings:

1. Patio, porch, deck, shed, fence, fireplace, sidewalks, irrigation systems, and repairs or alterations to any of the forgoing \$75.00
Trailers: Office (other than construction office) \$60.00
Trailers: Classrooms, storage, construction office, other No charge
Tents: ~~Less than 625 square feet~~ 0-100 sq ft No permit, No charge
Tents: ~~625 square feet or larger 60.00~~ 101-400 sq ft permit required, No charge
Tents: 401-700 sq ft \$75.00
Tents: 701+ sq ft \$150.00

Section Three – Codification

The title, chapter(s) and section(s) adopted by this ordinance shall be numbered and placed in an appropriate title, chapter(s), and section(s) when and during the codification of the Roselle Municipal Code.

Section Four - Conflict Clause

That all ordinances, parts of ordinances, resolutions, parts of resolutions or board actions in conflict with the terms of this ordinance shall be repealed to the extent of said conflict.

Section Five - Passage Clause

That this ordinance shall take full force and effect from and after its passage, approval and publication as provided by law.

Section Six - Constitutionality Clause

Any part or parts of this ordinance declared by a court of law to be invalid or unconstitutional shall not affect the validity of the remaining provisions of this ordinance or the Roselle Municipal Code.

Section Seven - Publication

This ordinance shall be published in book or pamphlet form as provided by the Illinois Municipal Code.

Section Eight - Recording

This ordinance shall be entered into the minutes and upon the journals of the Board of Trustees of the Village of Roselle.

The Remainder of this Page has been Intentionally Left Blank / Roll Call Vote to follow:

DECIDED pursuant to a Roll Call Vote:

	YES	NO	ABSTAIN	ABSENT
Tom Della Penna				
Wayne D. Domke				
Dena Forsythe				
Cheryl Lenisa				
Tom Piorkowski				
Lee Trejo				
David Pileski (if necessary)				
TOTAL				

PASSED AND APPROVED by the Village of Roselle Board of Trustees on the 12th day of June, 2023:

David Pileski
Mayor

ATTEST:

Amanda Hausman
Village Clerk

STATE OF ILLINOIS)
) SS
 COUNTIES OF DUPAGE AND COOK)

CLERK’S CERTIFICATION

I, Amanda Hausman, hereby certify that I am the duly elected and qualified Village Clerk in and for the Village of Roselle, DuPage and Cook Counties, Illinois; that I am the keeper of the files, records, and seal of said Village, and that the following is a true and correct copy of Ordinance No. _____

**AN ORDINANCE AMENDING
 CHAPTER 6 ARTICLE III DIVISION 1 SECTION 6-55
 OF THE CODE OF ORDINANCES OF THE VILLAGE OF ROSELLE, ILLINOIS**

adopted and approved by the Mayor and the Board of Trustees at an official meeting held on June 12, 2023 and that the vote on the motion for adoption was as follows:

	YES	NO	ABSTAIN	ABSENT
Tom Della Penna				
Wayne D. Domke				
Dena Forsythe				
Cheryl Lenisa				
Tom Piorkowski				
Lee Trejo				
David Pileski (if necessary)				
TOTAL				

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Village Code of the Village of Roselle, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

I further state that this Certification is issued under my hand and the seal of the Village of Roselle as required in the Illinois Compiled Statues 65 ILCS 5/1-2-4.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Corporate Seal of said Village of Roselle, DuPage and Cook Counties, Illinois on the date set forth herein.

 Amanda Hausman, Village Clerk

(SEAL)



TENTS

All tents must comply with the requirements of the *International Fire Code, International Building Code, and Village of Roselle Code*. Tent structures are permitted for up to 180 days.

STRUCTURE

- Tents larger than 400 square feet must not be located within 20 feet of lot lines, buildings, other tents/structures, parked vehicles or internal combustion engines.
- Membrane structures larger than 15,000 square feet shall be a minimum of 50 feet from other tents and structures.
- A minimum clearance of 12 feet must be maintained to all structures/ other tents.
- All tents must be in accordance with NFPA 72, 2019 if required per tent size.
- Use of stages may require additional inspections.

ANCHORAGE

- Tents shall be adequately anchored to withstand the elements of weather and prevent against collapsing. Tents must comply with the Industrial Fabrics Association International Procedural Handbook fourth edition.
- Anchorage by water barrels is prohibited without calculations.

FIRE RESISTANCE/ PROTECTION

- All tents shall be flame retardant with a permanent affixed label identifying size, fabric, or material type.
- Exits shall be spaced at approximately equal intervals around the perimeter and doorways must be clearly marked.
- Aisles shall remain clear at all times.
- Shall be a minimum 3-foot clearance between the contents inside tent and the fabric.
- Clear signage shall be posted regarding occupancy and "No Smoking".
- Portable fire extinguishers must be placed accordingly so that the maximum travel distance does not exceed 75 feet.

ELECTRICAL

- Generators and any internal combustion power sources shall not be located within 20 feet of the tent, and shall be isolated from the public by fencing, enclosure, or other approved means.
- Extension cords must be rated for said equipment and one (1) continuous extension cord used per piece of equipment.

COOKING AND HEATING

- NO cooking can be conducted under the tent. Open/exposed flames, heating devices and flammable or combustible liquids, gas, charcoal or other cooking devices or any other devices must not be within 20 feet.
- Tents where cooking is performed (when approved) must be separate from all other tents.

- The storage, handling, and use of LP-gas and equipment shall be located 20 feet from the tent. Safety release valves shall be pointed away from the tent.

PERMIT REVIEW

The Community Development Department requires up to seven (7) business days to review a permit application for a tent.

PERMIT FEE

Permit fees are based on size of the tent. Cost will be provided to the applicant prior to issuance of permit.

INSPECTIONS REQUIRED

All required inspections will be listed upon issuance of permit. Please review inspection list prior to calling to schedule an inspection.

TENT PERMIT APPLICATION **Electronic copies preferred. **

Applicants must submit the following items for a permit to erect a tent.

1. A Completed Tent Permit Application with all contractors listed.
 - Contractors must have current registration before the Village will release a permit.
2. A plat of survey or site plan depicting location of the tent and any other pertinent information regarding the tent and proposed use.
3. Disclosure of beneficiaries.
4. Certificate of flame proofing.

AFTER APPROVAL & DURING USE OF TENT

Tent permit card should be displayed on the outside of the tent. All required inspections must be scheduled at least twenty-four (24) hours in advance by calling (630) 671-2821. The Department is open at the following times:

Monday, Tuesday, Thursday, Friday	8:30 AM – 5:00 PM
Wednesday	8:30 AM – 1:00 PM

Community Development Department Staff is available for assistance by visiting the Department in Village Hall at 31 S. Prospect Street, by calling (630) 671-2821, or by emailing buildingdepartment@roselle.il.us.

VILLAGE CODES

International Building Code, 2018	International Existing Building Code, 2018
International Residential Code, 2018	International Swimming Pool & Spa Code, 2018
Illinois Plumbing Code, 2014	Illinois Accessibility Code, 2018
National Electric Code, 2020	International Plumbing Code, 2018, Chs. 13 & 15
NFPA 101 Life Safety Code, 2018	International Energy Conservation Code, 2018
International Mechanical Code, 2018	International Property Maintenance Code, 2018
International Fire Code, 2018	International Fuel and Gas Code, 2018

Always Call JULIE Before You Dig at 8-1-1 or (800) 892-0123

03/2023



APPLICATION FOR TENT PERMIT

PERMIT # _____
(For office use only)

Community Development
31 S. Prospect Street, Roselle, IL 60172
P:630.671.2821 F:630.980.0824

USE: Business Personal

TENT ADDRESS:

CITY _____ ST _____ ZIP _____

PROPERTY OWNER:

ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE _____
EMAIL _____
CONTACT PERSON _____

APPLICANT:

ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE _____
EMAIL _____
CONTACT PERSON _____

TENT CONTRACTOR:

ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE _____
EMAIL _____
CONTACT PERSON _____

TENT INFORMATION

(Use separate sheet of paper if more room is needed or additional information)

Dimensions of Tent: _____ Total SquareFootage: _____

Installation Date: _____ Removal Date: _____

Type of Event: _____ Type of Entertainment: _____

Date of Event: _____ Time Frame/ Beginning: _____ To _____

ITEMS SUBMITTED:	Application	Disclosure of Beneficiaries
	Drawing/ Site Plan	Certificate of Flame Proofing

I, _____, being the applicant or owner of the premises in which the tent installation shall be made, agree to conform with and abide by all the rules, regulations, and provisions of the Village Ordinances pertaining to the installation and maintenance of tents now or hereafter in force.

Signature _____ Date _____