

**VILLAGE OF BARTLETT**

**COMMITTEE AGENDA**

**DECEMBER 7, 2021**

**BUILDING & ZONING, CHAIRMAN HOPKINS**

1. Wheaton Eye Clinic Variance and Site Plan
2. Amending Municipal Code Title 9, Bartlett Building Code

**LICENSE & ORDINANCE, CHAIRMAN GUNSTEEN**

3. Business License Code Update



# Agenda Item Executive Summary

Item Name      Wheaton Eye Clinic      Committee  
or Board      Committee

## BUDGET IMPACT

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

## EXECUTIVE SUMMARY

The petitioner is requesting a **site plan amendment** for a 2,150 square-foot addition onto an existing medical facility, located at 980 S Rt 59 (formerly Fifth Third Bank).

The proposed addition would include four additional exam rooms and an expanded waiting room area which would increase the parking requirement from 26 spaces to 34 spaces.

The petitioner is also requesting a **variation** to allow parking in the required side yards in order to meet the parking requirement for the addition.

## ATTACHMENTS (PLEASE LIST)

PDS memo, cover letter, application, location map, proposed site plan, floor plan, elevations, landscape plan, and previously approved site plan

## ACTION REQUESTED

- For Discussion only- To review the petitioner's requests and forward to the Plan Commission and Zoning Board of Appeals for further review and to conduct the required public hearings.
- Resolution
- Ordinance
- Motion

Staff:      Roberta Grill, Planning & Development Services Director      Date:      11.22.2021

**PLANNING AND DEVELOPMENT SERVICES MEMORANDUM**  
**21-107**

DATE: November 22, 2021  
TO: Paula Schumacher, Village Administrator  
FROM: Roberta B. Grill, Planning & Dev Services Director *RBB*  
RE: **(#21-10) Wheaton Eye Clinic**

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**PETITIONER**

Ben Rugaard

**SUBJECT SITE**

980 S Rt 59 — (Formerly Fifth Third Bank)

**REQUEST**

**Site Plan Amendment**

**Variation**—to allow parking in the required side yards

**SURROUNDING LAND USES**

<b>Subject Site</b>	<b><u>Land Use</u></b> <b>Commercial</b>	<b><u>Comprehensive Plan</u></b> <b>Commercial</b>	<b><u>Zoning</u></b> <b>B-4</b>
North	Commercial	Commercial	B-4
South	Forest Preserve	Open Space/Recreation	SR-3
East	Village Parking	Public	B-2 PUD
West	Storm Water Detention	Commercial	B-4

**ZONING HISTORY**

This property was annexed into the village by ordinances #1963-07 and #1976-35. The northern portion of this property was zoned B Business, and the southern portion was zoned R-1 Single Family Residence. Ordinance #1984-42 rezoned the northern portion of the property to B-4 Community Shopping District and the southern portion of the property to SR-1 PUD. The southern portion of the property was then rezoned to SR3-PUD by ordinance #1986-01. The southern portion of the property was rezoned to B-4 in 1992.

This property is lot #5 of the Home Depot Subdivision created by ordinance #2000-85. Ordinance #2003-152 approved a site plan and granted a special use permit for a drive through for a bank.

### **DISCUSSION**

1. The petitioner is requesting a **site plan amendment** for a 2,150 square-foot addition where the existing drive through canopy is located. (The Wheaton Eye Clinic occupied this facility in June of 2021.)
2. The proposed addition would include four (4) additional exam rooms and an expanded waiting room area which would increase the parking requirement from 26 spaces to 34 spaces.
3. The parking lot on the north side of the building would be reconfigured to allow for 18 spaces, and 8 new parking spaces are proposed on the south side of the building. The site plan identifies a total of 36 parking spaces, including 2 accessible spaces, which exceeds the Zoning Ordinance requirement of 34 spaces.
4. The petitioner is also requesting a **variation** to allow parking in the required side yards in order to meet the parking requirement for the addition.
5. Staff is reviewing the engineering, landscape, and photometric plans.

### **RECOMMENDATION**

The staff recommends forwarding this petition to the Zoning Board of Appeals and the Plan Commission for their review and to conduct the required public hearings.

Background information is attached for your review.

dk/attachments

x:\comdev\mem2021\107\_wheaton eye clinic\_vbc.docx



**E. P. DOYLE & SON, LLC**

General Contracting  
Design/Build  
Management

1100 Wheaton Oaks Court  
Wheaton, Illinois 60187  
630.665.0600  
Fax 630.665.0606  
[www.epdoyle.com](http://www.epdoyle.com)

June 22<sup>nd</sup>, 2021

Village of Bartlett – Planning & Development Services Department  
President and Board of Trustees  
228 S. Main St.  
Bartlett, IL 60103

Dear President and Board of Trustees of the Village of Bartlett,

E.P. Doyle and Son, LLC. is submitting a variation application on behalf of the Wheaton Eye Clinic for the existing lot 5 located at 980 S. Route 59. A variation to the existing setbacks is being requested to increase the parking space count due to the configuration of the existing parking lot and a future building expansion/renovation (within the existing limits of the drive-thru canopy) that will require more parking spaces to meet the Village requirements when completed. The existing 40' setback at the rear of the lot and 30' setbacks on the sides do not allow for the efficient utilization of the entire property and will hinder the total amount of parking spaces required for the future building expansion/renovation. The variance request that is being submitted is to change the 40' rear setback to 10' and the 30' side setbacks to 5'. The variances requested for this lot are in keeping with the side and rear yard variances that have been granted for other lots in this subdivision. These revised setbacks will be imperative to the operations of the Wheaton Eye Clinic to ensure that the future building expansion/renovation will be able to accommodate the parking space requirements set forth by the Village of Bartlett.

We greatly appreciate your time and consideration in reviewing this variation request. We look forward to working with you through this application process. Please feel free to reach out with any questions or if any items need to be discussed.

RECEIVED  
PLANNING & DEVELOPMENT

JUN 22 2021

VILLAGE OF  
BARTLETT

Sincerely,

Ben Rugaard, E.P. Doyle and Son LLC.



# VILLAGE OF BARTLETT DEVELOPMENT APPLICATION

For Office Use Only  
Case # 2021-10  
  
RECEIVED  
  
JUL 16 2021  
  
PLANNING & DEVELOPMENT  
VILLAGE OF  
BARTLETT

**PROJECT NAME** Wheaton Eye Clinic Bartlett

**PETITIONER INFORMATION (PRIMARY CONTACT)**

**Name:** Ben Rugaard

**Street Address:** 1100 Wheaton Oaks Ct.

**City, State:** Wheaton, IL

**Zip Code:** 60187

**Email Address:** brugard@epdoyle.com

**Phone Number:** 630-665-0600

**Preferred Method to be contacted:** Email

**PROPERTY OWNER INFORMATION**

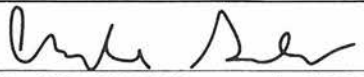
**Name:** Charles Sandor

**Street Address:** 2150 N. Main St.

**City, State:** Wheaton, IL

**Zip Code:** 60187

**Phone Number:** 630-258-8485

**OWNER'S SIGNATURE:** 

**Date:** 6/23/21

*(OWNER'S SIGNATURE IS REQUIRED or A LETTER AUTHORIZING THE PETITION SUBMITTAL.)*

**ACTION REQUESTED** (Please check all that apply)

- Annexation
  - PUD (preliminary)
  - PUD (final)
  - Subdivision (preliminary)
  - Subdivision (final)
  - Site Plan (please describe use: commercial, industrial, square footage):  
Commercial
  - Unified Business Center Sign Plan
  - Other (please describe) \_\_\_\_\_
- Text Amendment
  - Rezoning See Dropdown to See Dropdown
  - Special Use for: \_\_\_\_\_
  - Variation: Set Backs

**SIGN PLAN REQUIRED?** See Dropdown

*(Note: A Unified Business Center Sign Plan is required for four or more individual offices or businesses sharing a common building entrance or private parking lot.)*

**PROPERTY INFORMATION**

**Common Address/General Location of Property:** 980 S. Route 59

**Property Index Number ("Tax PIN"/"Parcel ID"):** 01-09-201-007

**Zoning:** Existing: B-4 **Land Use:** Existing: Commercial  
(Refer to Official Zoning Map)  
Proposed: See Dropdown Proposed: Commercial

**Comprehensive Plan Designation for this Property:** Commercial  
(Refer to Future Land Use Map)

**Acreage:** 1.244

**For PUD's and Subdivisions:**

No. of Lots/Units: \_\_\_\_\_  
Minimum Lot: Area \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_  
Average Lot: Area \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

**APPLICANT'S EXPERTS** (If applicable, including name, address, phone and email)

**Attorney** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Engineer** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **FINDINGS OF FACT FOR SITE PLANS**

Both the Plan Commission and Village Board must decide if the requested Site Plan meets the standards established by the Village of Bartlett Zoning Ordinance.

The Plan Commission shall make findings based upon evidence presented on the following standards: **(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Plan Commission and Village Board to review.)**

1. The proposed use is a permitted use in the district in which the property is located.

Yes, the proposed use is a permitted use in the district in which the property is located.

2. The proposed arrangement of buildings, off-street parking, access, lighting, landscaping, and drainage is compatible with adjacent land uses.

Yes, the proposed arrangement of buildings, off-street parking, access, lighting, landscaping, and drainage is compatible with adjacent land uses.

3. The vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of traffic not only within the site but on adjacent roadways as well.

Yes, the vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of traffic not only within the site but on adjacent roadways as well.



4. The site plan provides for the safe movement of pedestrians within the site.

Yes, the site plan provides for the safe movement of pedestrians within the site.

5. There is sufficient mixture of grass, trees and shrubs within the interior and perimeter (including public right-of-way) of the site so that the proposed development will be in harmony with adjacent land uses and will provide a pleasing appearance to the public. Any part of the site plan area not used for buildings, structures, parking or accessways shall be landscaped with a mixture of grass, trees and shrubs. (All landscape improvements shall be in compliance with Chapter 10-11A, Landscape Requirements)

Yes, there is sufficient mixture of grass, trees and shrubs within the interior and perimeter (including public right-of-way) of the site so that the proposed development will be in harmony with adjacent land uses and will provide a pleasing appearance to the public. Any part of the site plan area not used for buildings, structures, parking or accessways shall be landscaped with a mixture of grass, trees and shrubs. (All landscape improvements shall be in compliance with Chapter 10-11A, Landscape Requirements).

6. All outdoor storage areas are screened and are in accordance with standards specified by this Ordinance.

Yes, all outdoor areas are screened and are in accordance with standards specified by this Ordinance.

## FINDINGS OF FACT FOR VARIATIONS

Both the Zoning Board of Appeals and the Village Board must decide if the requested variation is in harmony with the general purpose and intent of the Zoning Ordinance and if there is a practical difficulty or hardship in carrying out the strict letter of the regulations of the Zoning Ordinance.

The Zoning Board of Appeals shall make findings based upon evidence presented on the following standards: **(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the ZBA and Village Board to review.)**

1. That the particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.

The proposed use of medical offices requires additional parking spaces. Since the unusual configuration of the lot does not allow for the efficient utilization of the entire property, variations from the side and rear yard parking setback requirements are needed to meet the parking requirements. The pavement limits to the south and west will remain exactly the same, but the variance will allow for the parking within the existing pavement limits. Finally, the variances requested for this lot are in keeping with the variances that have been granted for other lots in this subdivision.

2. That conditions upon which the petition for a variation is based are unique to the property for which the variation is sought and are not applicable, generally, to other property within the same zoning classifications.

The unusual configuration of this lot does not allow for the efficient utilization of the entire property. Therefore, variations from the side and rear yard parking setback requirements are needed to meet the parking requirements. The variances requested for this lot are in keeping with the side and rear yard variances that have been granted for other lots in this subdivision.

3. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property.

The variance is needed to meet the additional parking requirements for the proposed use. Due to the unusual configuration of this lot, which does not allow for the efficient use of the entire property, the parking requirement can only be met if variances are granted. Without the variances, this property may not be suitable long-term for the proposed use and in the long-term could result in the vacancy of the property. The variance request is not based exclusively upon a desire to make money out of the property.

4. That the alleged difficulty or hardship is caused by the provisions of this Title and has not been created by any person presently having an interest in the property.

Since the unusual configuration of this lot does not allow for the efficient utilization of the entire property, the required setbacks cause a hardship for this property. The pavement limits to the west and south will remain exactly the same, but variations from the side and rear yard parking setback requirements will allow for parking in these areas and are needed to meet the parking requirements.

5. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhoods in which the property is located.

The pavement limits to the east, west and south will remain exactly the same. This property abuts the Forest Preserve District to the south, a detention basin to the west and an access drive to the north. In addition, other lots in the subdivision have also been granted variations from the side and rear setback requirements. The granting of the variations will not be detrimental to the public welfare or injurious to other property or improvements in the surrounding area.

6. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.

The pavement limits to the west and south will remain exactly the same and other lots have been granted similar variances. The property abuts the Forest Preserve District to the south, a detention basin to the west and an access drive to the north. The proposed variation will not impair an adequate supply of light and air to adjacent properties or substantially increase congestion, danger of fire, endanger public safety or diminish property values within the adjacent neighborhood.

7. That the granting of the variance requested will not confer on the applicant any special privilege that is denied by the provisions of this Title to other lands, structures or buildings in the same district.

Other lots within this subdivision have been granted variations from the side and rear setback requirements. Therefore the granting of the variance requested will not confer on the applicant any special privilege that is denied by the provisions of this Title to other lands in the same district.

**ACKNOWLEDGEMENT**

I understand that by signing this form, that the property in question may be visited by village staff and Board/Commission members throughout the petition process and that the petitioner listed above will be the primary contact for all correspondence issued by the village.

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

Any late, incomplete or non-conforming application submittal will not be processed until ALL materials and fees have been submitted.

SIGNATURE OF PETITIONER: 

PRINT NAME: Charles Sandor

DATE: 6/18/21

**REIMBURSEMENT OF CONSULTANT FEES AGREEMENT**

The undersigned hereby acknowledges his/her obligation to reimburse the Village of Bartlett for all necessary and reasonable expenses incurred by the Village for review and processing of the application. Further, the undersigned acknowledges that he/she understands that these expenses will be billed on an ongoing basis as they are incurred and will be due within thirty days. All reviews of the petition will be discontinued if the expenses have not been paid within that period. Such expenses may include, but are not limited to: attorney's fees, engineer fees, public advertising expenses, and recording fees. Please complete the information below and sign.

NAME OF PERSON TO BE BILLED: Charles Sandor

ADDRESS: 2015 N. Main. St. Wheaton, IL. 60187

PHONE NUMBER: 630668-8250

EMAIL: clsandor@aol.com

SIGNATURE: 

DATE: 6/18/21



IL RT 59 - INGALTON AVE

B-4

B-3

SR-4

APPLE V

B-2  
PUD

SR-3

PD

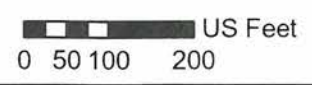
ER-1

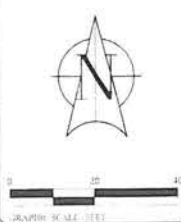


# Location Map

980 S. Rt. 59  
Wheaton Eye Clinic

2021





**WHEATON EYE CLINIC**  
**980 S. ILLINOIS ROUTE 59, BARTLETT, IL**

Prepared for  
**EP DOYLE**  
 1100 Wheaton Oaks Court  
 Bartlett, IL 60010

**WEBSTER, McGRATH & AHLBERG, LTD.**

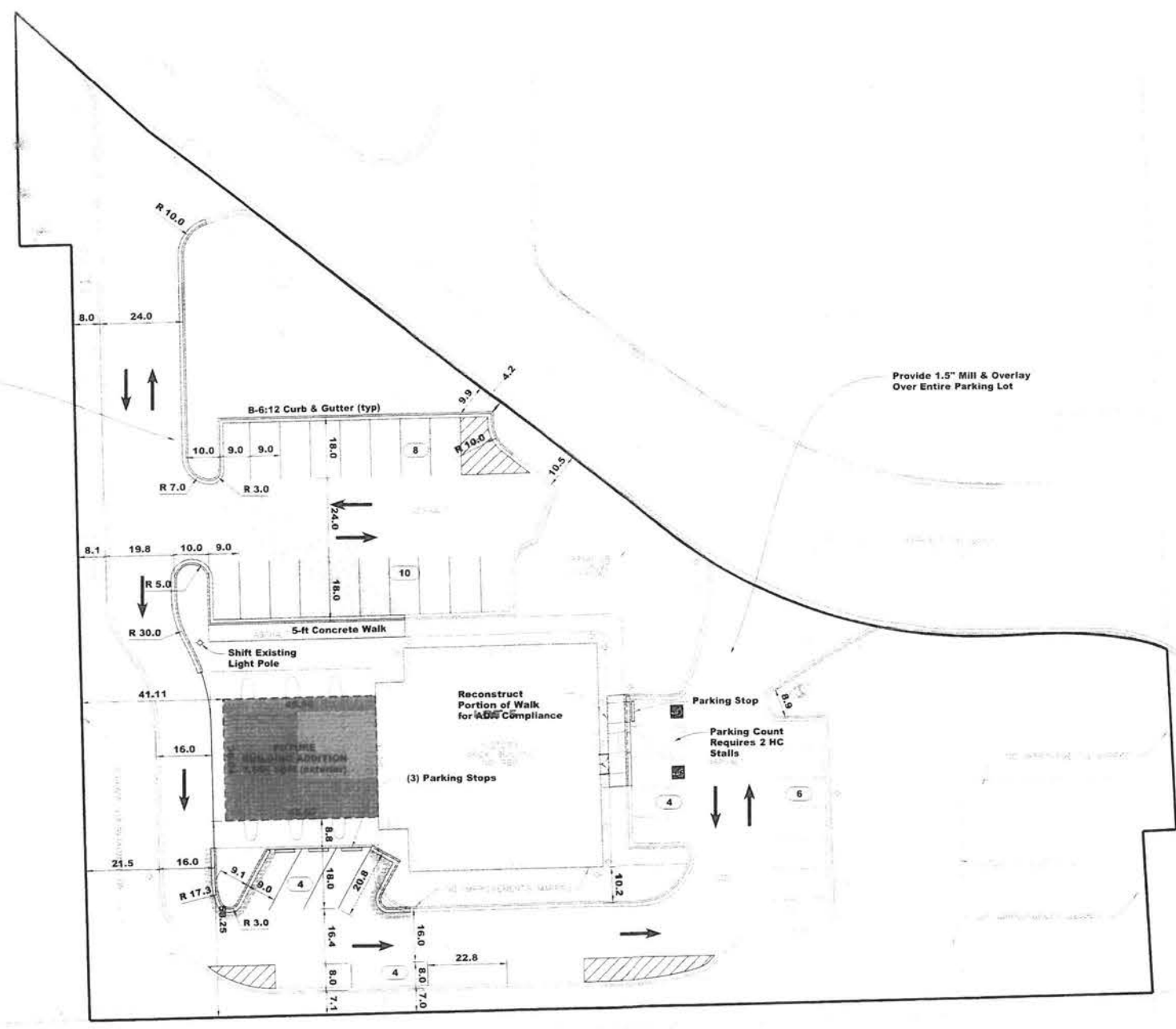


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 Website: www.wma.com

NO.	DATE	DESCRIPTION	BY	FILE
1	10-01-2021	Revised per Village review		REL
2	10-25-2021	Revised per Village review		REL

**SITE PLAN**

SHEET # **X-1**



IL ROUTE 59

**SITE DATA TABLE**

SITE AREA = 54,161 sq-ft (1.243 acre)
EXISTING BUILDING AREA = 4,156 sq-ft (7.7% FAR)
FUTURE TOTAL BUILDING AREA = 5,800 sq-ft (10.7% FAR)
PARKING SPACES REQUIRED = 34
PARKING SPACES PROPOSED = 36 (34 regular + 2 ADA)

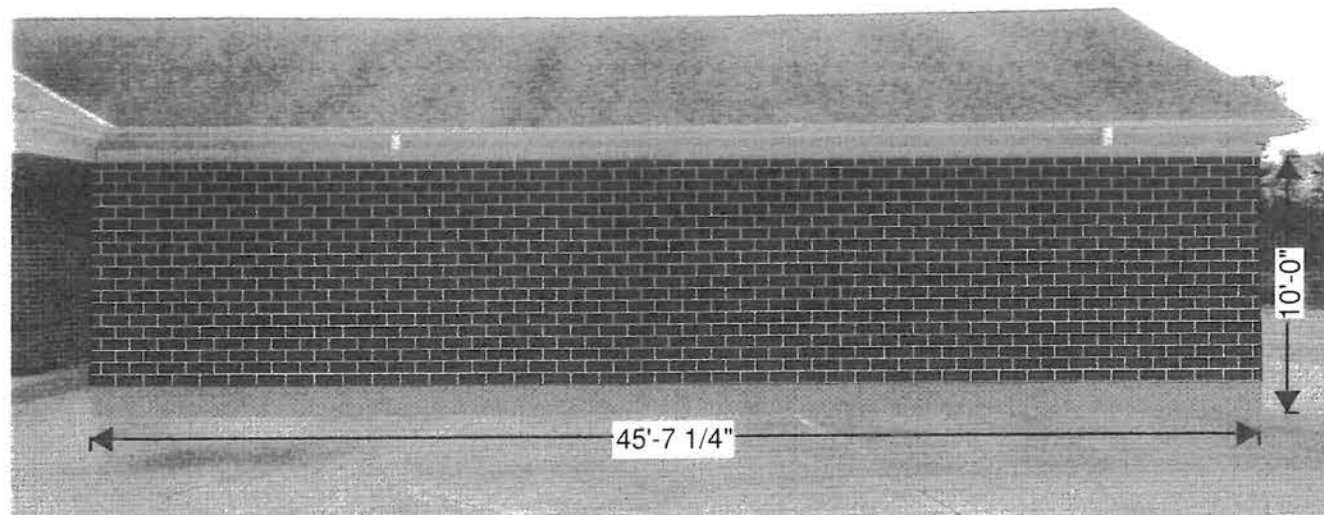
**IMPERVIOUS AREA SUMMARY**

SITE AREA = 54,161 sq-ft (1.243 acre)
EXISTING IMPERVIOUS AREA = 30,346 sq-ft
PROPOSED IMPERVIOUS AREA = 27,712 sq-ft
NET NEW IMPERVIOUS AREA = -2,634 sq-ft (credit)

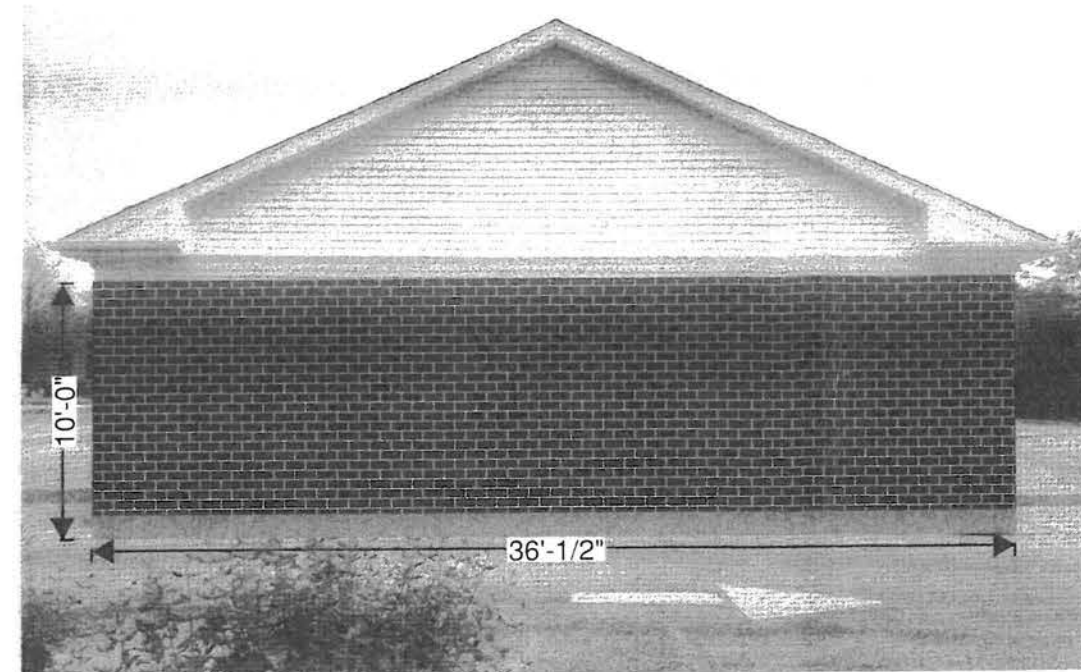
**NOTE:**  
 ALL DIMENSIONS SHOWN HEREON ARE  
 TO FACE OF CURB UNLESS NOTED OTHERWISE



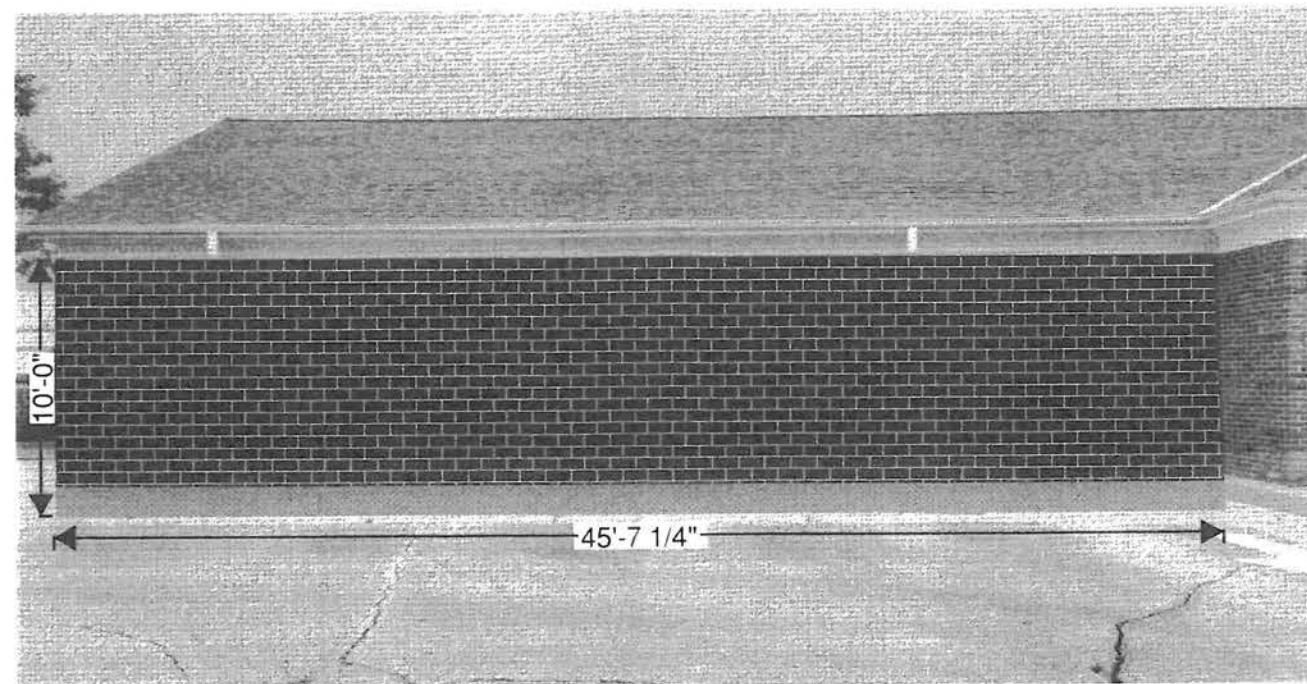
KEY PLAN



**1** South Elevation  
1" = 3'-4"



**2** West Elevation  
1" = 3'-4"



**3** North Elevation  
1" = 3'-4"

REV.	DATE	DESCRIPTION
1	11/11/20	Asymmetry Review
2	11/18/20	Review Set
3	11/18/20	Asymmetry

Project: WHEATON EYE CLINIC

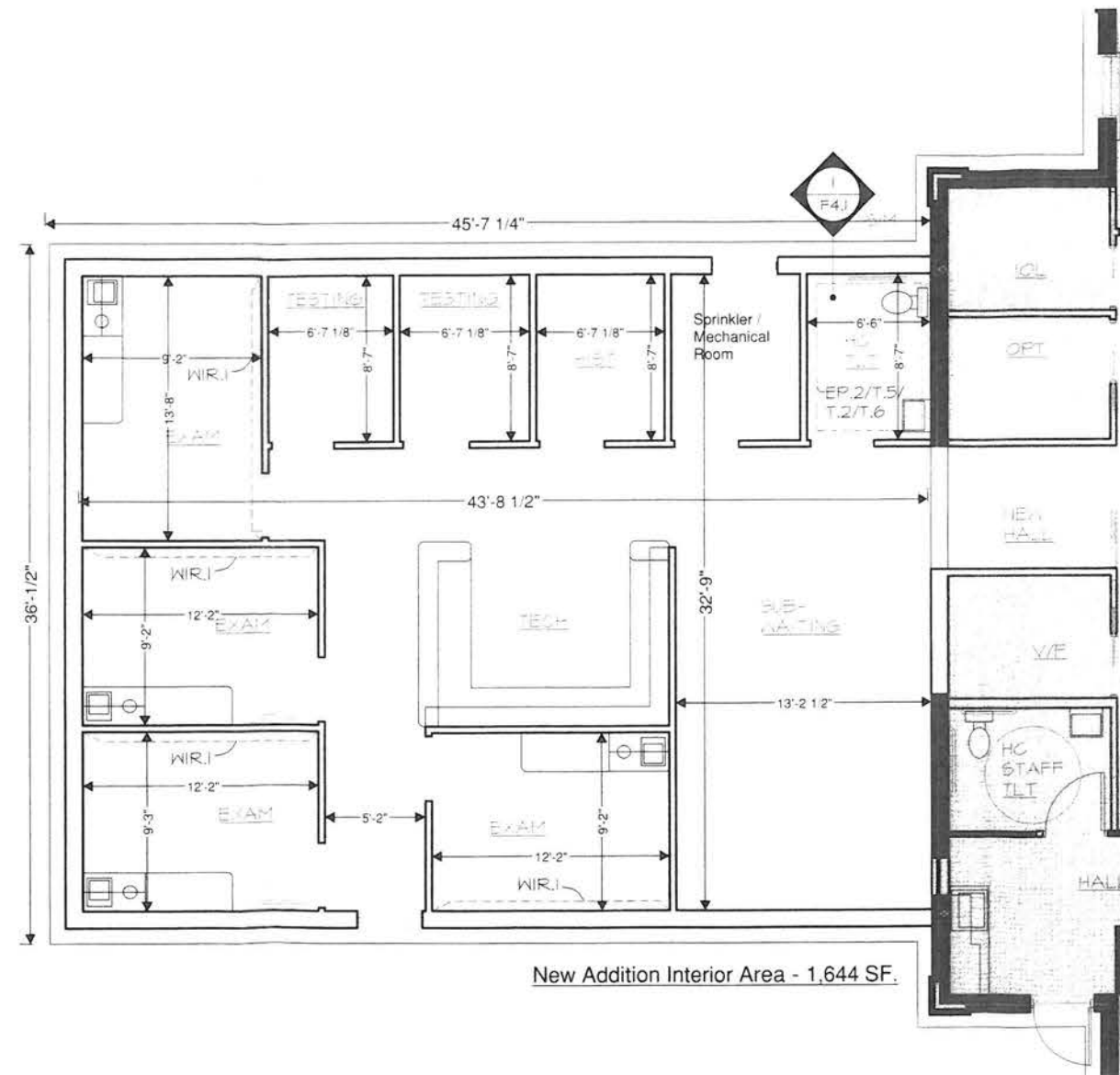
990 S Illinois Route 59 Bartlett, IL 60103

Draw Title  
**ADDITION ELEVATIONS**

Date	By	Check	Scale
11/11/20	DD	DD	1"=3'-4"
11/18/20	DD	DD	1"=3'-4"
11/18/20	DD	DD	1"=3'-4"

**AE-1**

- WALL FINISH KEY**
1. REFER TO RMK DESIGN'S FINISH KEY FOR SPECIFICATION AND CONTINGENCY AMOUNTS TO BE ORDERED FOR EXPANSION AREA. EXPANSION AREA WALL MATERIALS TO BE ORDERED ARE WIR.I AND TILES T.2, T.3, T.4, T.5, & T.6. PLEASE CONTACT RMK DESIGN WITH ANY QUESTIONS.
  2. REFERENCE RMK DESIGN'S ELEVATIONS FOR CLARIFICATION OF WALL TILE LOCATIONS.
  3. NOTE: AN ASTERISK \*\* REPRESENTS NUMBER LOCATION THAT IS SHOWN ON THE WALL FINISH PLAN, INTERIOR ELEVATIONS & DETAILS, ROOM FINISH SCHEDULE & FINISH KEY.
- - - - - = TILE (T.\*) WITH EPOXY PAINT (EP.2) ABOVE
  - - - - - = WALLCOVERING IMPACT RESISTANT (WIR.I) LOCATIONS

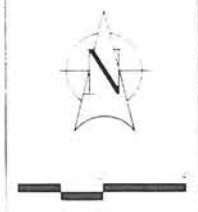


WALL FINISH FLOOR PLAN - EXPANSION AREA

**1 WALL FINISH FLOOR PLAN**  
 1/4" = 1'-0"

DATE: 11/11/11  
 DRAWN BY: [illegible]  
 CHECKED BY: [illegible]  
 APPROVED BY: [illegible]

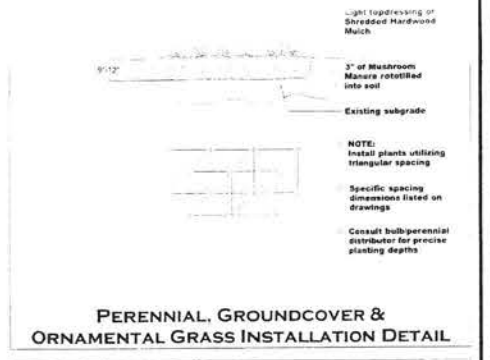
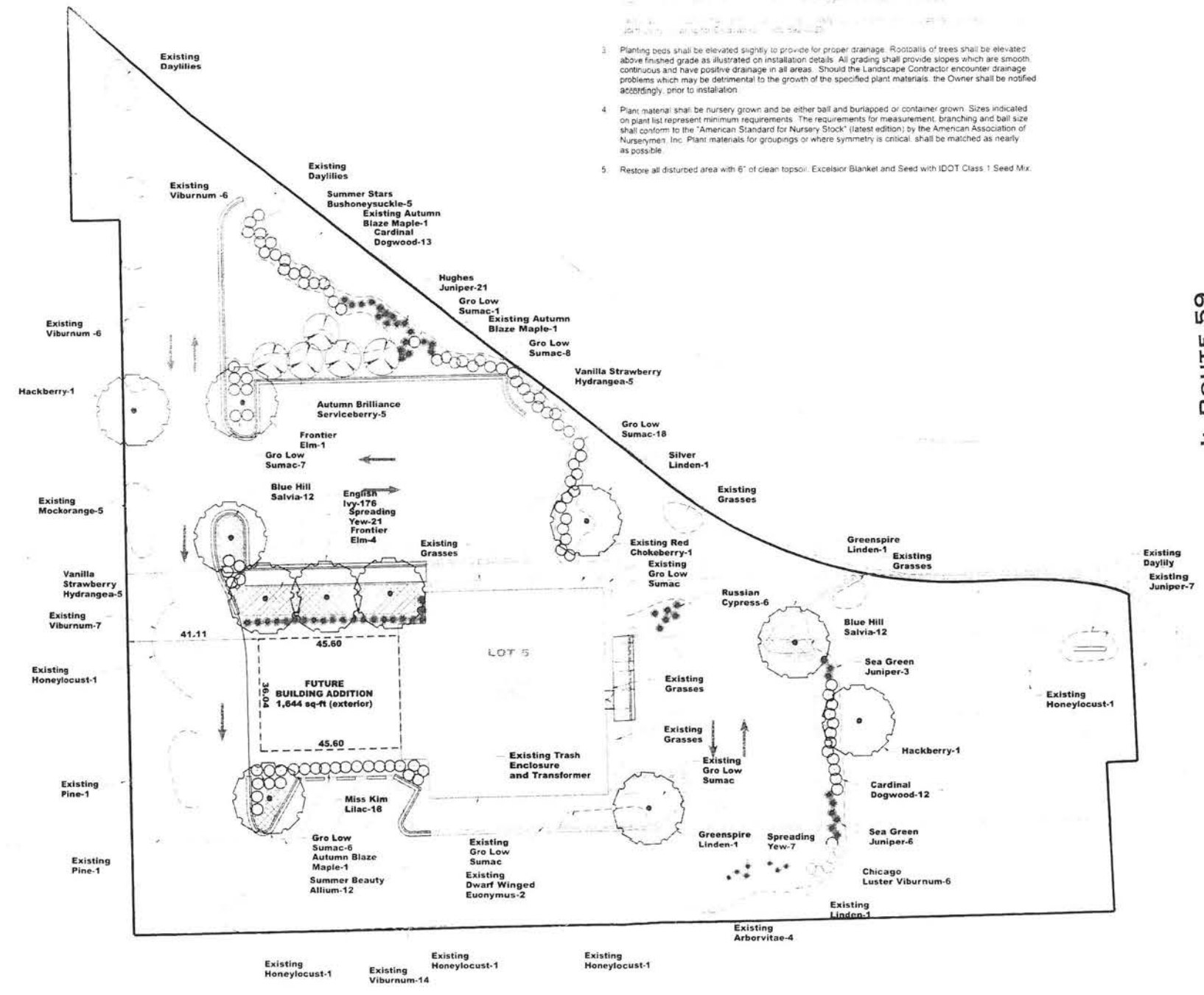




Plant List	Qty./Root Form/Size
Autumn Blaze Maple	1/b&b/3"
Acer freemanii 'Autumn Blaze'	
Summer Beauty Allium	12/pot/1 gal.
Allium tanguticum 'Summer Beauty'	
Autumn Brilliance Serviceberry	5/b&b/6" multi stem
Amelanchier x grandiflora 'Autumn Brilliance'	
Hackberry	2/b&b/3"
Celtis occidentalis	
Cardinal Dogwood	25/b&b/30"
Cornus sericea 'Cardinal'	
Summer Stars Bushhoneysuckle	5/b&b/30"
Diervilla sessifolia 'Morton'	
English Ivy	176/pot/3"
Hedera helix	
Vanilla Strawberry Hydrangea	10/b&b/30"
Hydrangea macrophylla 'Vanilla Strawberry'	
Sea Green Juniper	9/b&b/36"
Juniperus chinensis 'Sea Green'	
Hughes Juniper	21/b&b/30"
Juniperus horizontalis 'Hughes'	
Russian Cypress	6/b&b/36"
Microbiota decussata	
Gro Low Sumac	40/b&b/30"
Rhus aromatica 'Gro Low'	
Blue Hill Salvia	24/pot/1 gal.
Salvia nemorosa 'Blue Hill'	
Miss Kim Lilac	18/b&b/36"
Syringa patula 'Miss Kim'	
Spreading Yew	28/b&b/30"
Taxus media 'Dark Green Spreader'	
Greenspire Linden	2/b&b/3"
Tilia cordata 'Greenspire'	
Silver Linden	1/b&b/3"
Tilia tomentosa	
Frontier Elm	5/b&b/3"
Ulmus parvifolia 'Frontier'	
Chicago Luster Viburnum	6/b&b/36"
Viburnum dentatum 'Chicago Luster'	

LANDSCAPING NOTES

- Planting beds shall be elevated slightly to provide for proper drainage. Rootballs of trees shall be elevated above finished grade as illustrated on installation details. All grading shall provide slopes which are smooth, continuous and have positive drainage in all areas. Should the Landscape Contractor encounter drainage problems which may be detrimental to the growth of the specified plant materials, the Owner shall be notified accordingly, prior to installation.
- Plant material shall be nursery grown and be either ball and burlapped or container grown. Sizes indicated on plant list represent minimum requirements. The requirements for measurement, branching and ball size shall conform to the "American Standard for Nursery Stock" (latest edition) by the American Association of Nurserymen, Inc. Plant materials for groupings or where symmetry is critical, shall be matched as nearly as possible.
- Restore all disturbed area with 6" of clean topsoil, Excelsior Blanket and Seed with IDOT Class 1 Seed Mix.



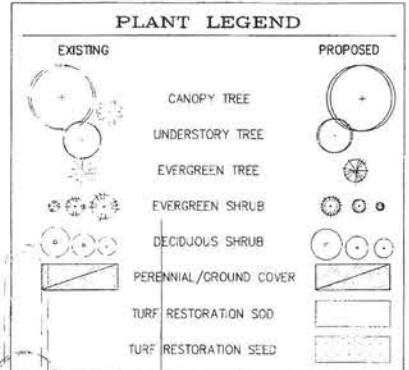
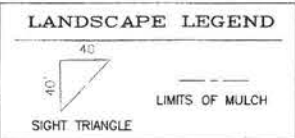
WHEATON EYE CLINIC  
980 S. ILLINOIS ROUTE 59, BARTLETT, IL

WEBSTER, McGRATH & AHLBERG, LTD.  
**WMA**  
LANDSCAPE ARCHITECTS, INC. ENGINEERING, LANDSCAPE ARCHITECTURE  
287 SOUTH HAVENHURST ROAD, WHEATON, ILLINOIS 60187  
PH: 630.835.0800 FAX: 630.835.0800

DATE	DESCRIPTION
10/20/2021	Revised per Village review
10/20/2021	Revised per Village review
DATE	DESCRIPTION
10/20/2021	Revised per Village review
DATE	DESCRIPTION
10/20/2021	Revised per Village review

LANDSCAPE PLAN

L-1



**EXISTING PLANTINGS**

Abbrev.	Plant Name
<b>CANOPY TREES</b>	
FpPA-E	Fraxinus pennsylvanica 'Patmore'
TcGS-E	Tilia cordata 'Greenspire'
<b>UNDERSTORY TREES</b>	
Cm-E	Cornus mas
	Gray Dogwood
<b>DECIDUOUS SHRUBS</b>	
RoGL-E	Rhus aromatica 'Gro-Low'
	Gro-Low Sumac
<b>EVERGREEN TREES</b>	
Pn-E	Pinus nigra
	Austrian Pine
<b>EVERGREEN SHRUBS</b>	
JcKC-E	Juniperus chinensis 'Kayla's Compact'
	Kayla Juniper
<b>PERENNIALS</b>	
HMSO-E	Hemerocallis 'Stella de Oro'
	Stella de Oro Daylily

**NOTES**

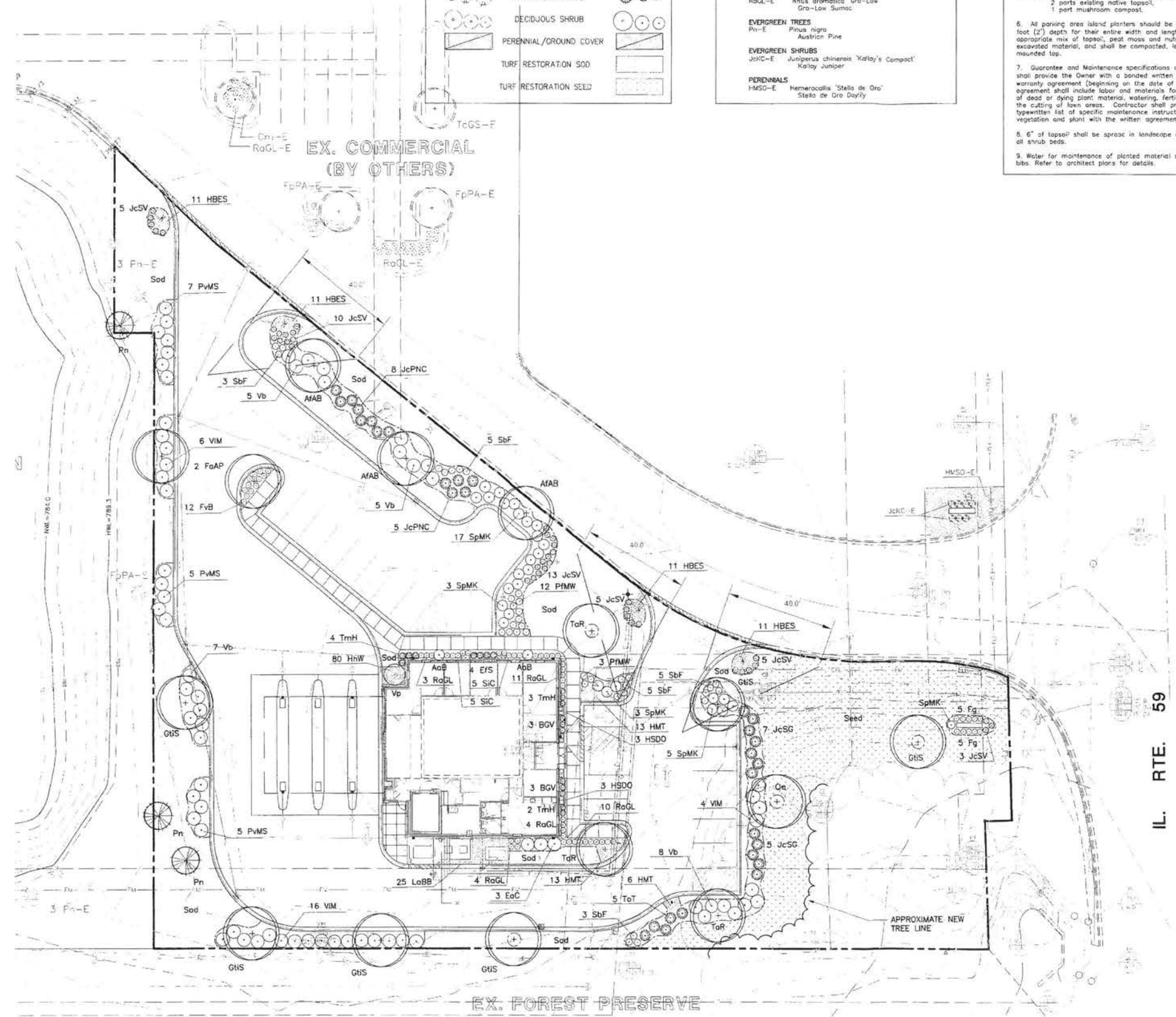
- Before digging, the contractor shall locate all existing underground utilities and shall be responsible for their protection during planting.
- All shrub beds and individual tree plantings are to receive a 3" thick layer of shredded bark mulch. Treat mulch with Preen or other appropriate pre-emergent herbicide.
- All plants shall be balled and burlap stock. Small shrubs may be container grown plant material.
- All plant material shall be obtained at an approved northern Illinois or southern Wisconsin nursery with similar soils.
- Tree and shrub planting backfill mixture shall consist of:
  - 2 parts existing native topsoil,
  - 1 part mushroom compost.
- All parging area island planters should be over-excavated to a two foot (2') depth for their entire width and length, backfilled with an appropriate mix of topsoil, peat moss and nutrients to replace the excavated material, and shall be compacted, leaving a crowned or mounded top.
- Guarantee and Maintenance specifications are as follows. Contractor shall provide the Owner with a bonded written one-year maintenance/warranty agreement (beginning on the date of Owner's possession). This agreement shall include labor and materials for maintenance, replacement of dead or dying plant material, watering, fertilizing, trimming, excluding the cutting of lawn areas. Contractor shall provide the Owner with a typewritten list of specific maintenance instructions for each type of vegetation and plant with the written agreement and bond.
- 6" of topsoil shall be spruce in landscape areas to be seeded and all shrub beds.
- Water for maintenance of planted material shall be from building hose bibs. Refer to architect plans for details.

**PREVIOUSLY APPROVED SITE PLAN**

Call 48 hours before digging (excluding Sat., Sun. & Holiday)  
**1-800-892-0123**

GRAPHIC SCALE  
( IN FEET )  
1 inch = 20 ft.

MANHOLE TOILET FREE  
CALL 1-800-892-0123  
JOINT UTILITY LOCATING INFORMATION EXCAVATORS



IL. RTE. 59

**PLANT LIST**

Abbrev.	Plant Name	Size	Quant.
<b>SHADE TREES</b>			
AFAB	Acer x freemanii 'Autumn Blaze'	2.5' BB	3
FaAP	Fraxinus americana 'Autumn Purple'	2.5' BB	2
GIS	Gleditsia triacanthos inermis 'Shademaster'	2.5' BB	6
Qe	Quercus ellipsoidalis	2.5' BB	1
ToR	Tilia americana 'Redmond'	2.5' BB	3
<b>EVERGREEN TREES</b>			
Pn	Pinus nigra	6' BB	3
<b>LARGE SHRUBS</b>			
AaB	Aronia arbutifolia 'Brilliantissima'	3' BB	2
EaC	Euonymus alatus 'Compactus'	2.5' BB	3
PvMS	Philadelphus x virginalis 'Minnesota Snowflake'	3' BB	17
SpMK	Syringa obovata 'Miss Kim'	2.5' BB	26
Vb	Viburnum x burkwoodii	3' BB	25
VM	Viburnum lentago 'Mohican'	3' BB	26
Vp	Viburnum prunifolium	5' BB	1
<b>SMALL SHRUBS</b>			
Fg	Fothergilla gardenii	2' BB	10
PMW	Potentilla fruticosa 'McKay's White'	2' BB	15
FvB	Forsythia virens 'Bronx'	2' BB	12
RoGL	Rhus aromatica 'Gro-Low'	2' BB	32
SbF	Spiraea x bumalda 'Froebel'	2' BB	21
SIC	Stephanandra incisa 'Crispe'	2' BB	10
<b>EVERGREEN SHRUBS</b>			
BGV	Buxus x 'Green Velvet'	2' BB	6
EFS	Euonymus fortunei 'Sarcocoe'	2' BB	4
JcPNC	Juniperus chinensis 'Pfitzeriana Nicks Compact'	2.5' BB	13
JcSG	Juniperus chinensis 'Sea Green'	3' BB	12
JcSV	Juniperus chinensis 'Sargentii Vindia'	2' BB	36
TmH	Taxus x media 'Nicksii'	2.5' BB	9
ToT	Thuja occidentalis 'Techny'	4' BB	5
<b>PERENNIALS/GROUNDCOVER</b>			
Hw	Hedera helix 'Wilson'	3" pot	80
HBES	Hemerocallis 'Black Eyed Stella'	1/2 gal.	44
HMI	Hemerocallis 'Mary Todd'	1 Gal.	32
HSDO	Hemerocallis 'Stella de Oro'	1 Gal.	6
LoBB	Lavandula angustifolia 'Baby Blue'	5.25" pot	25
<b>MISCELLANEOUS</b>			
	1. Shredded bark mulch, 3" thick	S.F.	5700
	2. Turf restoration - fine grade, fertilize, and seed	S.Y.	915
	3. Turf restoration - fine grade, fertilize, and seed	S.Y.	555

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**FIFTH/THIRD BANK  
BARTLETT, ILLINOIS  
LANDSCAPE PLAN**

PROJ. MGR.	JDU
PROJ. ENG.	RJK
DRAWN BY	JES
CHECKED BY	RJK
DATE	02-28-03
SCALE	1"=20'
<b>SHEET</b>	
<b>L1</b>	
FTBBL	4256



# Agenda Item Executive Summary

Item Name      Amending Municipal Code Title 9, Bartlett Building Code - Updates      Committee or Board      Committee

## BUDGET IMPACT

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

## EXECUTIVE SUMMARY

Previously the ICC International Swimming Pool and Spa Code was an Appendix to the IRC (International Residential Code). This code was modified in 2012 to a standalone book and as a result, staff is proposing to adopt the 2018 ISPSC with our local amendments.

In addition, general modifications have also been proposed to Title 9 as follows:

- Modification of Chapter 1 to adopt the 2018 International Swimming Pool and Spa Code; Addition of Table R301.2(1) Manual J Design Criteria
- Modification of Chapter 2 to reflect the implementation of the Village of Bartlett Permitting and Licensing Portal (electronic permitting)
- Modification of Chapter 8 Driveway, Approach, and Service Walk to allow for consideration of reuse of existing driveway base at remove/replace scenarios.
- Modification of Chapter 14, Concrete/ Paver Patios to allow for pier design by an IL licensed design professional.
- Modification of Chapter 17, Wood Decks, to properly align with the 2018 International Residential Code.
- Modification of Chapter 21-Swimming Pools to adopt the 2018 International Swimming Pool and Spa Code and implement local amendments.

## ATTACHMENTS (PLEASE LIST)

PDS Memo and Draft Ordinance

## ACTION REQUESTED

- For Discussion only- To review and forward to the Village Board for a final vote.
- Resolution
- Ordinance
- Motion

Staff:      Roberta Grill, Planning & Dev Services Director


Date:      11.17.2021

**PLANNING AND DEVELOPMENT SERVICES MEMORANDUM**

**21-108**

DATE: November 17, 2021

TO: Paula Schumacher, Village Administrator

FROM: Roberta B. Grill, PDS Director 

RE: Amending Municipal Code Title 9 - Bartlett Building Code Updates

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Previously the ICC International Swimming Pool and Spa Code was an Appendix to the IRC (International Residential Code). This code was modified in 2012 to a standalone book and as a result, staff is proposing to adopt the 2018 ISPS Code with our local amendments.

In addition, general modifications have been proposed to Title 9 as follows:

**Chapter 1:** Addition of Table R301.2(1) Manual J Design Criteria – this table was not included with the 2018 IRC adoption.

**Chapter 2:** Modifications are requested to mirror our use of the electronic permitting system.

**Chapter 8:** The staff receives numerous complaints from homeowners regarding their desire to not have to pay the additional cost to upgrade a driveway base that has served them for the past 20 years. As this is not a life safety issue, a modification is being proposed to allow the inspectors a degree of leniency when working with existing situations.

**Chapter 14:** Previously, the Village did not allow for pier construction when a structure had a roof. In reality, piers are utilized throughout the country. If properly sized, piers may adequately serve as a foundation. A modification is being proposed to allow for the utilization of piers when designed by an IL licensed design professional.

**Chapter 17:** In recent years, the ICC codes have come a long way in prescriptive deck design. This amendment moves towards utilizing the code and tables as set for in the IRC. In one aspect, we have allowed for less restrictive lateral requirements (adding that if the deck is less than 30" high, additional lateral support members are not required). The thought is that the cost is not warranted on a deck 30" or lower as if the deck fails laterally, the fall will not be as impactful. (Lateral attachment was developed as a response to several deck collapses – some of which have been in Chicago over the years).

- Staff has kept the minimum 12" diameter pier local amendment; it has capped its allowable tributary at 47 sf.

**Chapter 21:** Staff has implemented a number of local amendments into the 2018 ISPS Code that follow traditional Bartlett enforcement.

- If there is no perimeter fence, an above ground pool shall be extended to 60" above grade with the installation of an on-pool fence. (Stricter than ICC code.)

- If there is an existing 4'-0" high fence, climb-ability requirements will be waived (Less restrictive than ICC code.) If there is an existing 4'-0" high fence and the gate does not meet current code, the gate/hardware must be brought into current compliance.

- An inground pool will require a perimeter fence. (Stricter than the ICC code). If the inground pool has an automatic pool cover, pool alarms will not be required on the doors/windows opening to the pool.

**RECOMMENDATION:**

Staff supports the adoption of the amendments to Municipal Code Title 9 (Bartlett Building Code) and recommends forwarding the attached draft Ordinance to the Village Board for a vote.

Chapter 1

TITLE, ADOPTION OF CODES, AMENDMENTS AND STANDARDS

9-1-2: ADOPTION OF CODES:

**L. The International Swimming Pool and Spa Code, 2018 edition (the “ISPSC”).**

IRC:

**Table R301.2(1) Manual J Design Criteria**

**Elevation: 758 (West Chicago)**

**Latitude: 41**

**Winter Heating: 0**

**Summer Cooling: 88**

**Altitude Correction Factor: 0**

**Indoor Design Temperature: 72 degrees F maximum**

**Design Temperature Cooling: 75 degree F minimum**

**Heating Temperature Difference: 73 degrees F**

**Cooling Temperature Difference: 16 degrees F**

**Wind Velocity Heating: 8.4 mph**

**Wind Velocity Cooling: 5.7 mph**

**Coincident Wet Bulb: 74**

**Daily Range: Medium (16-25 degrees)**

**Winter Humidity: 30%**

**Summer Humidity 50%**

**\* Manual J, Residential Load Calculation, ACCA, Eighth Edition, Version 2,**

**Aurora**

Chapter 2

BUILDING PERMITS

9-2-2: APPLICATION:

An application for a building permit shall be completed by the owner, lessee or duly appointed representative. **The application for a building permit shall take place electronically via the Village of Bartlett Permitting & Licensing Portal.** It shall include a description of the proposed work, the use or uses for which the building or structure will be used, estimated cost of construction, signed copy of the homeowner’s contract, enlargement or repair, and a complete legal description of the property, and shall give such additional information as may be required by the Building Director or the Building Inspector for an intelligent understanding of the proposed work. No permit will be approved or processed until all general contractors and each and every subcontractor(s) are licensed and bonded in the Village of Bartlett, and have furnished evidence that each and every said general contractor(s) and subcontractor(s) carry insurance in amounts and coverage at least as broad as required in subsection 9-4-2B of this title. (**Ord. 2021-\_\_\_\_\_**, 2020-56. Ord. 2007-45)

9-2-3: PLANS:

The **electronic** application for a residential permit shall be **electronically signed, and** accompanied by two (2) copies of stamped plans and specifications, clearly **illustrate** illustrating and **specify** specifying the work to be done, signed and sealed in accordance with section 9-2-4 of this chapter. Non-residential plans require architect or engineers certified cost estimates or signed contract for proposed work. **The electronic application shall follow all current electronic submittal requirements identified by the Village of Bartlett. The approved PDF(s) shall be stamped by the building official; the electronic document(s) shall be kept on file in the Planning and Development Services Department and shall be available for applicant download. The applicant shall produce a hard copy of the approved plans; this copy shall be furnished by the applicant at said applicant's sole expense and shall be kept in a neat, readable condition at the place where the work is being done until its completion.**

All plans and drawings required under this code shall be drawn to a scale not less than one-eighth inch to one foot ( $1/8" = 1'$ ), on paper or in ink or by some process that will not fade or obliterate. The application for nonresidential new construction permit shall be accompanied by five (5) copies of the signed and sealed plans with specifications. Separate schedules for electrical, plumbing and the heating, ventilating and air conditioning ("HVAC") systems shall be submitted with the plans as may be appropriate. Both copies of the plans and specifications shall, if they are approved and a building permit issued for the start of work, be signed or stamped by the Building Director. One signed or stamped copy of plans and specifications shall be kept on file in the Building Department, and one signed or stamped copy shall be returned to the applicant and shall be kept in a neat, readable condition at the place where the work is being done until its completion. Additional copies may be requested and shall be furnished by the applicant at said applicant's sole expense. (**Ord. 2021-\_\_\_**, Ord. 2020-\_\_\_, Ord. 2007-45)

9-8-8: DRIVEWAYS, APPROACHES AND SERVICE WALKS:

A. Concrete Driveway and Approaches: A pre-pour inspection is required for all driveways.

2. The base shall be six inches (6") of compacted crushed rock or limestone, or other aggregate material approved by a building official on a compacted subbase. **For a remove and replace, utilizing an existing base may be considered if there is adequate depth, the correct type of gravel, and the base is properly compacted; modification may be required to bring the existing base into compliance before reuse can be considered.**

B. Bituminous Driveways, Brick Pavers and Approaches: A stone base compacted inspection is required prior to installing surface coat.

2. The base shall be eight inches (8") of compacted crushed rock or limestone, or other aggregate material approved by a Building Official on a compacted subbase. Brick Pavers will need to be installed per manufacturers specifications. **For a remove and replace, utilizing an existing base may be considered if there is adequate depth, the correct type of gravel, and the base is properly compacted; modification may be required to bring the existing base into compliance before reuse can be considered.** (**Ord. 2021-\_\_\_**, Ord. 2020-\_\_\_, Ord. 2007-45)

Chapter 14

CONCRETE/PAVER PATIOS

9-14-1: PERMIT REQUIRED; CONSTRUCTION STANDARDS:

F. ROOF: Any patio covered with a solid roof shall have a ~~continuous~~ foundation to the forty-two inch (42") frost line; **any pier design shall have calculations submitted by an Illinois licensed design professional (architect or structural engineer).** Where a solid roof is constructed over a patio, this will be considered an addition to the structure. The structure would then be required to comply with this code and the Bartlett Zoning Ordinance. All plans and specifications shall be signed and sealed by an architect or structural engineer licensed by the State of Illinois (**Ord. 2021-** . Ord. 2007-45, 5-1-2007).

Chapter 17

WOOD DECKS

9-17-1: PERMIT REQUIRED; CONSTRUCTION STANDARDS:

Permits are required for wood decks and shall be constructed to the **minimum requirements in the 2018 International residential code as amended.** ~~following requirements:~~

**9-17-1: AMENDMENTS:**

**R507.3.1 Minimum Size** The minimum size of concrete footings shall be in accordance with Table R507.3.1, based on the tributary area and allowable soil-bearing pressure in accordance with Table R401.4.1.

**The minimum pier diameter shall be twelve-inches (12"); the maximum tributary area for a 12" pier shall be 47 sf. If a post is placed in a pier, a minimum sixteen-inch (16") diameter is required with minimum ½" diameter through bolts in both directions.**

**507.9.2.1 Lateral connection is not required on decks 30" or less above the finished grade.**

**9-17-2: LOCATION: Decks shall be located in strict accordance with the regulations specified in the Bartlett Zoning Ordinance. (Title 10 of the Bartlett Municipal Code.)**

**9-17-3: DRAWINGS: All drawings and plans for the construction, installation, enlargement or alteration of any deck for which a permit is required shall first be presented to the Planning and Development Services Department for examination and approval as to proper location, construction, and use.**

**Decks that have a roof over the deck shall be designed by an Illinois licensed design professional (architect or structural engineer). Decks that do not follow the prescriptive methods of design found in the 2018 International Residential Code shall be designed by an Illinois licensed design professional (architect or structural engineer).**

A. Depth Of Support Posts And Spacing: The holes for support posts for a wood deck shall be dug no less than forty-two inches (42") below grade and six-inch by six-inch (6" x 6") posts may not be spaced more than six feet (8) apart. (Exception: Plans submitted by design professional).



The pier diameter shall be a minimum of twelve inches (12"). If a post is placed in a pier, sixteen-inch (16") diameter is required. Lumber spans for decks shall be a minimum of forty (40) pound live loads. Deck post connections shall comply with R507.4.1

B. Excess Fill: Excess fill or spoil from excavating deck must be removed from property. A fill permit must accompany the use of excess fill. Provide positive drainage below deck away from house and a vegetation barrier installed below grade level decks under gravel.

C. Joist & Decking: Plastic composite decking shall comply with R507.2.2 Blocking for cantilevered joists required. R507.6 Deck joist spans shall comply with R507.6 Ledger boards flashing shall comply with R703.4 & R507.2.4

D. Guardrails: A guardrail not less than thirty-six inches (36") high shall be required for any deck over thirty inches (30") above finished grade. In addition, the baluster spacing must not allow a four inch (4") diameter object to pass. Ledger: 1/2 inch diameter lag screws with washers must be hot-dipped galvanized or stainless steel only, 1-1/2 inch shank and must extend through existing band board and beyond band board a minimum of 1/2". Stagger fasteners in 2 rows.

E. Stairs: Stairs shall be required for any wood decks over eight inches (8") above finished grade. The maximum riser height shall be seven and three-fourths inches (7 3/4") and the minimum tread depth shall be ten inches (10"). Open risers are permitted provided that the opening between treads does not permit the passage of a four inch (4") diameter sphere.

F. Handrails: Handrails shall be required for any set of stairs thirty inches (30") or more above finished grade. Decks greater than 2' (two feet) above grade shall be provided with diagonal bracing.

G. Location: Decks shall be located in strict accordance with the regulations specified in the Bartlett Zoning Ordinance. (Title 10 of the Bartlett Municipal Code.) Decks are permitted on or over any easement.

H. Additional Regulations: Decks that have a roof over the deck would be required to have a continuous trench footing or foundation under the deck. The plans shall be signed and sealed by a State of Illinois licensed architect (**Ord. 2021- \_\_\_\_\_**, Ord. 2007-45, 5-1-2007).

## Chapter 21 SWIMMING POOLS<sup>1</sup>

9-21-1: PRIVATE SWIMMING POOLS GENERALLY: APPLICABILITY:

9-21-2 **1**: AMENDMENTS:

9-21-3 **2**: LOCATION:

9-21-4: DISINFECTION EQUIPMENT INSTALLATION:

9-21-5: WATER TREATMENT/RECIRCULATION OF POOL WATER:

9-21-6: PROTECTION OF WATER SUPPLY:

9-21-7: BARRIER:

9-21-8: MATERIALS:

9-21-9: STRUCTURAL DESIGN;  
9-21-10: WALL SLOPES;  
9-21-11: FLOOR SLOPES;  
9-21-12: SURFACE SKIMMER SYSTEMS;  
9-21-13: WALKWAYS;  
9-21-14: STEPS AND LADDERS;  
**9-21-15 3: WATER DRAINAGE:**  
9-21-16: SWIMMING POOL SAFETY DEVICES;  
9-21-17: OPERATION AND MAINTENANCE;  
9-21-18: BUILDING PERMIT REQUIRED;  
**9-21-19 4: DRAWINGS AND PLANS:**  
9-21-20: BUILDING PERMIT FEE;  
9-21-21: INSPECTIONS REQUIRED;  
9-21-22: CONTRACTOR LICENSE REQUIRED;

9-21-1: PRIVATE SWIMMING POOLS GENERALLY: APPLICABILITY:

Any swimming pool and/or bathing pool which is used, or intended for the use that is accessory to a residential setting and available only to the household and its guests. Pools used for swimming or bathing shall be in conformity with the requirements of this code, provided, however, these regulations shall not be applicable to any such pool less than twenty-four inches (24") deep or having a surface area less than two hundred fifty (250) square feet. This includes inground, and onground storable swimming pools, hot tubs and spas (Ord. 2007-45, 5-1-2007).

9-21-2 1: AMENDMENTS:

The following deletions, changes and modifications are made to IBC section 3109. Permits are required for all inground/onground storable swimming pools, hot tubs and spas. Public swimming pools will need to comply with 2018 International Swimming Pool and Spa Code. (Ord. 2020-Ord. 2007-45).

**Aquatic features shall comply with the 2018 International Swimming Pool and Spa Code as amended:**

Section 305.1 General. The provisions of this section shall apply to the design of barriers for restricting entry into areas having pools and spas. Where spas or hot tubs are equipped with a lockable safety cover complying with ASTM F1346 and swimming pools are equipped with a powered safety cover that complies with ASTM F1346, the areas where those spas, or hot tubs ~~or pools~~ are located shall not be required to comply with Sections 305.2 through 305.7. **Where swimming pools are equipped with a powered safety cover complying with ASTM F1326, section 305.4 shall not apply.**

305.2.5 Closely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the pool or spa side of the fence. Spacing between vertical members shall not exceed 1-3/4 inches (44 mm) in width. Where there

are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1-3/4 inches (44 mm) in width.

**305.2.5.1 The requirements of 305.2.5 shall not apply to conditions where at application of the swimming pool permit, there is an existing 48" high fence to remain meeting the requirements of section 305. The gates will be required to be upgraded to meet the requirements of section 305.3**

305.2.6 Widely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, the interior width of the cutouts shall not exceed 1-3/4 inches (44 mm).

**305.2.6.1 The requirements of 305.2.6 shall not apply to conditions where at application of the swimming pool permit, there is an existing 48" high fence to remain meeting the requirements of section 305. The gates will be required to be upgraded to meet the requirements of section 305.3**

305.5 Onground residential pool structure as a barrier.

An onground *residential* pool wall structure or a barrier mounted on top of an onground *residential* pool wall structure shall serve as a barrier where all of the following conditions are present:

1. Where only the pool wall serves as the barrier, the bottom of the wall is on grade, the top of the wall is not less than ~~48 inches (1219 mm)~~ **60 inches** above grade for the entire perimeter of the pool, the wall complies with the requirements of Section 305.2 and the pool manufacturer allows the wall to serve as a barrier.
2. Where a barrier is mounted on top of the pool wall, the top of the barrier is not less than ~~48 inches~~ **60 inches** (1219 mm) above grade for the entire perimeter of the pool, and the wall and the barrier on top of the wall comply with the requirements of Section 305.2.
3. Ladders or steps used as means of access to the pool are capable of being secured, locked or removed to prevent access except where the ladder or steps are surrounded by a barrier that meets the requirements of Section 305.
4. Openings created by the securing, locking or removal of ladders and steps do not allow the passage of a 4-inch (102 mm) diameter sphere.
5. Barriers that are mounted on top of onground *residential* pool walls are installed in accordance with the pool manufacturer's instructions.

9-21-3 2: LOCATION:

No portion of a private **inground** residential swimming pool shall be located at a distance less than eight feet (8') from any side or rear property line and not closer than four feet (4') **ten feet (10')** from the dwelling **unless approved by an Illinois licensed design professional (architect or structural engineer)**. **No portion of a private above ground residential swimming pool shall be located at a distance less than four feet (4) from the dwelling.** ~~No swimming pool shall be located within any public utility easement.~~ No portion of a private residential swimming pool shall be located at a distance less than five feet (5') from any underground service wire;

overhead clearances shall meet the requirements of the NEC. nor shall it be located at a distance less than twenty-two feet (22') measured horizontally from any overhead service wire.

Pumps, filters, and pool water disinfection equipment installations shall be located **in the rear yard per the regulations specified in the Bartlett Zoning Ordinance (Title 10 of the Bartlett Municipal Code)**, at a distance not less than eight feet (8') from any side property line.

Swimming pools and appurtenant equipment shall be located to the rear of the residence only and shall not be permitted in the side yard between dwellings (Ord. 2007-45, 5-1-2007).

#### 9-21-4: DISINFECTION EQUIPMENT INSTALLATION:

Pumps, filters, and pool water disinfection equipment installations shall be located at a distance not less than eight feet (8') from any side property line. Swimming pools and appurtenant equipment shall be located to the rear of the residence only and shall not be permitted in the side yard between dwellings (Ord. 2007-45, 5-1-2007).

#### 9-21-5: WATER TREATMENT/RECIRCULATION OF POOL WATER:

Private swimming pools equipment shall be sized to provide a turnover of the pool water turnover not less than once every twelve (12) hours. Filters shall have a flow rating equal to or greater than the design flow rate of the system. All swimming pools shall be of the recirculation type, in which circulation of the water is maintained through the swimming pool by pumps, the water drawn from the swimming pool being clarified and disinfected before being returned to the pool. The circulation system shall be provided with a cleanable strainer or screen that captures material such as solids, debris, hair and lint and shall be provided upstream of the circulation pump. All pool drain outlets shall be equipped with gratings having an area of openings not less than four (4) times the cross-sectional area of the outlet pipe. The gratings shall be of such design so they cannot be readily removable by bathers and will not injure the bathers' fingers. (Ord. 2007-45, 5-1-2007).

#### 9-21-6: PROTECTION OF WATER SUPPLY:

All swimming pools shall be provided with a potable water supply which shall be provided through an air gap complying with ASME A112.1.2 or a backflow prevention assembly in accordance with the IL State Plumbing Code free of cross connections with the pool or its equipment (Ord. 2020, Ord. 2007-45).

#### 9-21-7: BARRIER:

A fence surrounding the pool shall not be less than 48" inches in height. Additional barriers consist of a wall, a building wall, the wall of an aboveground swimming pool or a combination thereof, which completely surrounds the swimming pool and obstructs access to the swimming pool is required. Pedestrian access gates shall open outward away from pool or spa and shall be self-closing and shall have a self-latching device located on the pool side of the gate. For Onground aboveground pools that do not have a fence around the pool the top of the barrier shall not be less than sixty inches (60") above grade measured on the side of the barrier that faces

away from the swimming pool to grade. Barriers mounted on top of Onground pool shall be installed in accordance with the pool manufacturer's instructions.

Power safety covers for all pools are not required (Ord. 2007-45, 5-1-2007).

9-21-8: MATERIALS:

The materials and components and accessory used for permanent inground residential swimming pools shall be suitable for the environment in which they are installed. The materials shall be capable of fulfilling the design, installation and the intended use requirements in the International Residential Code. (Ord. 2020-, Ord. 2007-45).

9-21-9: STRUCTURAL DESIGN:

The structural design and materials shall be in accordance with the International Residential Code. (Ord. 2020-, Ord. 2007-45).

9-21-10: WALL SLOPES:

Two feet nine inches (2'9") from the top, the wall slope shall not be more than one unit horizontal in five (5) units vertical (Ord. 2007-45, 5-1-2007).

9-21-11: FLOOR SLOPES:

The slope of the floor on the shallow side of transition point shall not exceed one unit vertical to seven (7) units horizontal. The transition point between shallow and deep water shall not be more than five feet (6') deep. The slope of the floor in the deep end, shall not exceed a slope of 1 unit vertical in 3 units horizontal. (Ord. 2007-45, 5-1-2007).

9-21-12: SURFACE SKIMMER SYSTEMS:

The surface skimming system provided shall be designed and constructed to skim the pool surface where the water level is maintained between the minimum and maximum fill level of the pool. Not less than one skimmer shall be provided for each 800 square feet of the water surface area. (Ord. 2020-, Ord. 2007-45, 5-1-2007).

9-21-13: WALKWAYS:

All private swimming pools shall have walkways not less than three (3') in width extending entirely around the pool. Sidewalks around any swimming pool shall have a slip resistant surface for a width of not less than one foot (1') at the edge of the pool, and shall be so arranged as to prevent return of surface water to the pool. Walkways (deck) may not be located in, on, or above any drainage or utility (Ord. 2007-45, 5-1-2007).

9-21-14: STEPS AND LADDERS:

One or more means of egress shall be provided from the pool. Treads of steps or ladders shall have slip resistant surfaces and handrails on both sides, except that handrails may be omitted when there are not more than four (4) steps or when they extend the full width of the side or end of the pool (Ord. 2007-45, 5-1-2007).

### 9-21-15 3: WATER DRAINAGE:

A. Discharge Rate: Swimming pool shall be equipped with facilities for completely emptying the pool and the discharge of the pool water to the storm sewer shall be at a rate not exceeding two hundred (200) gallons per minute. No direct connection shall be made to the storm sewer. No direct or indirect connection shall be made to the sanitary sewer system.

B. Discharge During Storms Prohibited: Water drained from the swimming pool shall not be discharged to the storm sewer system during periods of rain or storms. At no time shall the rate of drain water discharge exceed a flow of two hundred (200) gallons per minute. No direct or indirect connection shall be made to the sanitary sewer system.

C. Disposal of Discharged Water: The swimming pool and equipment shall be equipped to be completely emptied of water, and the discharged water shall be disposed of in an approved manner that will not create a nuisance to adjoining property.

D. Backwashing And Winterizing: When backwashing and/or winterizing a private pool, the owner, operator and/or pool service provider of said pool shall discharge the water by either: 1) a hose to the parkway grass before the public walk at a minimum distance of ten feet (10') before the curb and gutter or 2) a hose to the grass area approximately ten feet (10') from an open storm structure located on the same property, if available. No direct connection to the storm sewer adjacent to the property, however, shall be allowed. (Ord. 2021-\_\_\_\_\_, Ord. 2007-45, 5-1-2007).

### 9-21-16: SWIMMING POOL SAFETY DEVICES:

A. Enclosure Required: Every person owning land on which there is situated a swimming pool, which contains twenty-four inches (24") or more of water in depth at any point, shall erect and maintain thereon an adequate enclosure either surrounding the property or pool area, sufficient to make such body of water inaccessible to small children. Such enclosure, including gates therein, must be not less than four feet (4') above the underlying ground. All gates must be self-latching with latches placed four feet (4') above the underlying ground and otherwise made inaccessible from the outside to small children. Openings in the barrier shall not allow a passage of a four inch (4") diameter sphere.

B. Grounding Required: All metal fences, enclosures, or railings near or adjacent to any swimming pool which might become electrically alive as a result of contact with broken overhead conductors or from any other cause shall be effectively grounded.

C. Mechanical and Electrical Equipment Enclosure Required: Pumps, filters, and other mechanical and electrical equipment for swimming pools shall be enclosed in such a manner as

to be inaccessible to children. Construction and drainage shall be such as to avoid the entrance and accumulation of water in the vicinity of electrical equipment. Swimming Pools will need to comply with all electrical requirements of this code and section 9-9-7.

D. Accessories: All swimming pool accessories shall be designed, constructed, and installed so as not to be a safety hazard. Installations or structures for diving purposes shall be properly anchored to ensure stability, and properly designed and located for maximum safety.

E. Diving Boards: Manufactured diving equipment shall be installed with permanently affixed label with minimum diving envelope and maximum weight limitation. Minimum water depths and distances for diving hoppers for pools, based on board height above water, shall comply with table 804.1 of the ISPSC.

F. Safety Cover: A spa or hot tub would be allowed to be constructed without a fence provided they are equipped with a lockable safety cover complying with ASTM F1346.

#### 9-21-17: OPERATION AND MAINTENANCE:

All swimming pools shall be maintained in a clean and sanitary condition, and all equipment shall be maintained in a satisfactory operating condition during periods the pool is in use. No swimming pool shall be used, kept, maintained, or operated in the Village if such use, keeping, maintaining, or operating shall be the occasion of any nuisance or shall be dangerous to life or detrimental to health. A two-foot (2') fence attached to the top of the pool will be required for all aboveground pools when a fence does not protect the yard. A barrier of sixty inches (60") shall apply to all onground/above grade pools (Ord. 2007-45, 5-1-2007).

#### 9-21-18: BUILDING PERMIT REQUIRED:

An inground swimming pool or permanently installed onground pool, hot tub or spa shall not be constructed, installed, enlarged, or altered until plans have been submitted and a building permit has been obtained from the Planning and Development Building Division. **Note:** Kiddie pools or inflatable pools, hot tubs or spas that are intended to be stored do not require a permit.

Building permits expire one year from the date the permit is issued. However, if work has not started within six (6) months of the date of the permit, the building permit shall automatically become void (Ord. 2007-45, 5-1-2007).

#### 9-21- 419: DRAWINGS: AND PLANS:

- A. All drawings and plans for the construction, installation, enlargement or alteration of any private residential swimming pool and appurtenances **aquatic feature** for which a permit is required shall first be presented to the Building Division of the **Planning and Development Services Department** for examination and approval as to proper location, construction, and use.

**An in-ground pool requires design by an Illinois licensed design professional including seal, signature, and dates (architect or structural engineer). If a pre-fabricated pool, an ICC-ESR report or equivalent may be accepted in lieu of the above requirement.**

**(Ord. 2021-\_\_\_\_, Ord. 2007-45, 5-1-2007).**

B. All plans and drawings shall be drawn to scale and shall accurately show dimensions and construction of the pool and appurtenances and properly established distances to the lot lines, buildings, walks, fences and distance from overhead or underground service wires, as well as details of water supply system, drainage and water disposal systems, and all appurtenances pertaining to the swimming pool (Ord. 2007-45, 5-1-2007).

**9-21-20: BUILDING PERMIT FEE:**

The building permit fee for an inground pool, hot tub or spa shall be based on the cost of construction per section 9-3-9 of this title (Ord. 2007-45, 5-1-2007).

**9-21-21: INSPECTIONS REQUIRED:**

The Building Inspector shall inspect the pool installation during its initial construction or installation and shall periodically inspect all swimming pools to determine whether or not the provisions of this code regarding health, sanitation, and safety applicable thereto are being complied with. Inspections during the initial construction or installation shall be requested in person or by telephone to the Building Division of the Planning & Development Services Department at least twenty-four (24) hours in advance (Ord. 2007-45, 5-1-2007).

**9-21-22: CONTRACTOR LICENSE REQUIRED:**

It shall be unlawful to engage in the business of installing or constructing inground or aboveground swimming pools, or any pool equipment or appurtenances, in the Village of Bartlett as a contractor without first having obtained a Building Contractor License.

A homeowner is not required to be licensed to install a pool or pool equipment on his or her own property (Ord. 2007-45, 5-1-2007).

Footnotes – Click any footnote link to go back to its reference.

Footnote 1: Excess fill or spoil from excavating pool site must be removed from the property. A fill permit with topographic survey must accompany the use of excess fill.





# Agenda Item Executive Summary

Item Name Business License Code Update Committee or Board Committee

## BUDGET IMPACT

Amount: N/A Budgeted N/A

List what fund N/A

## EXECUTIVE SUMMARY

Staff has completed a long overdue review of the business license code. When a business opens within the village, they must first contact village hall to apply for a license. For some businesses, this process can require one specific license, or several, depending on the nature of that business. Throughout the review of current license fee and category structure, staff has identified a number of categories that do not line-up with current needs of businesses in the village today.

Through the review process, the goal was to increase the efficiency and simplify the application process for all new and current businesses. After surveying other communities, Bartlett by far had one of the most complex business license fee schedules, having over 200 categories that were redundant and overcomplicated, as well as some even being outdated.

## ATTACHMENTS (PLEASE LIST)

Staff Memo  
Proposed License Code  
Current License Code

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

Staff: Joey Dienberg, Management Analyst

Date: November 30, 2021

# Memorandum

**To:** Sam Hughes, Senior Management Analyst  
**From:** Joey Dienberg, Management Analyst  
**Date:** November 30, 2021  
**Re:** Business License Code Update

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## **Background:**

Staff has completed a long overdue review of the business license code. When a business opens within the village, they must first contact village hall to apply for a license. For some businesses, this process can require one specific license, or several, depending on the nature of that business. Throughout the review of current license fee and category structure, staff has identified a number of categories that do not line-up with current needs of businesses in the village today.

Through the review process, the goal was to increase the efficiency and simplify the application process for all new and current businesses. After surveying other communities, Bartlett by far had one of the most complex business license fee schedules, having over 200 categories that were redundant and overcomplicated, as well as some even being outdated.

## **Highlights**

Any future and current business in a removed category will be charged under the category “All other special commercial establishments not specified”, which is then broken down by square footage. Staff completed an analysis of current businesses that will make the change, and very few businesses would see any changes in their fees. In addition, staff has also included two new square footage categories; 50,0001-100,000 sq. feet and 100,001 sq. feet and up with a fee of \$500 and \$600 respectively to capture the larger industrial/commercial building recently built within the community.

The other important change is how restaurants and other food establishments are charged and classified. Previously, restaurants were charged by number of seats, where a restaurant with more than 100 seats would pay \$200, and those with less would pay \$150. Staff is proposing to classify this by the risk category for food borne illness that the establishment is, in accordance with the Illinois Health Code:

*A **Category I** facility is a food establishment that presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or the type of population served by the facility. Category I facilities shall receive at a minimum three inspections per year, or two inspections per year if one of the following conditions is met: 1) a certified*

*food service manager is present at all times the facility is in operation; or 2) employees involved in food operations receive a Hazard Analysis Critical Control Point (HACCP) training exercise, in-service training in another food service sanitation area, or attend an educational conference on food safety or sanitation.*

*A **Category II** facility is a food establishment that presents a medium relative risk of causing foodborne illness based upon few food handling operations typically implicated in foodborne illness outbreaks. Category II facilities shall receive at a minimum one inspection per year.*

*A **Category III** facility is a food establishment that presents a low relative risk of causing foodborne illness based upon few or no food handling operations typically implicated in foodborne illness outbreaks. Category III facilities shall receive at a minimum one inspection every two years.*

With this proposed change, a Risk 3 business would pay \$125, Risk 2 would pay \$150, and Risk 1 would pay \$200. With this change, the lowest risk businesses would see a reduction in their fees, while the others would mostly stay flat.

### **Recommendation:**

After reviewing the current license code, staff is recommending eliminating a number of categories that make the process of opening a business in the village overly cumbersome and complicated, or are simply outdated.

For most categories that are removed, businesses currently operating with that license would then move to the category titled “All other special commercial establishments not specified:”, which is then broken down by square footage.

Attached, is the proposed license code (Appendix A) and the current license code (Appendix B). In the updated chart, categories that would move to square footage or to the food establishment risk level is shown in bold green text, and the new categories are highlighted in green.

APPENDIX A : PROPOSED LICENSE CODE

I Business, Trade Or Occupation	II License Fee	III Special Regulations In This Title
Amusements:		
Amusement devices	\$200.00 per machine per year	<a href="#">Chapter 4</a>
Public places of amusement:		
Automobile show	25.00 per day	
Carnival, circus or sideshow	50.00 per day	<a href="#">Chapter 4</a>
Jukeboxes	\$50.00 per machine per year	
Answering service	\$ 50.00 for the first year	<a href="#">Chapter 24</a>
	25.00 per year thereafter	
Asian bodywork approach practitioner	75.00 per year	<a href="#">Chapter 29B</a>
Asphalt plants	200.00 per year	<a href="#">Chapter 13</a>
Auctioneers	10.00 per day	<a href="#">Chapter 20</a>
	25.00 per year	
Automobile service station	100.00 per year	<a href="#">Chapter 8</a>
Bakeries and bakery vehicles:		
Itinerant vendor of bakery products Each delivery vehicle (see Wholesale food vendor)	50.00 per year	<a href="#">Chapter 25</a>
Retail bakery (see Retail food establishment)	125.00 per year	<a href="#">Chapter 25</a>
Wholesale bakery (see Wholesale food establishment)	100.00 per year	<a href="#">Chapter 25</a>
Banking institutions	50.00 per year	
Barbershops	See "All other special commercial establishments not specified"	<a href="#">Chapter 23</a>
Billiard and pool halls	\$300.00 per year plus \$25.00 per table per year (if in conjunction with liquor license, \$25.00 per table per year)	<a href="#">Chapter 4</a>
Bodywork approach establishment	\$200.00 per year	<a href="#">Chapter 29B</a>
Bodywork approach practitioner	50.00 per year	<a href="#">Chapter 29B</a>
Bowling alleys	\$20.00 per alley per year	<a href="#">Chapter 4</a>
Brokers (other than real estate and insurance)	See "All other special commercial establishments not specified"	
Bus service companies	See "All other special commercial establishments not specified"	<a href="#">Chapter 12</a>
Catering services and establishment:		
Service location or establishment	\$100.00 per year	<a href="#">Chapter 25</a>
Central station	50.00 for the first year 25.00 per year thereafter	<a href="#">Chapter 24</a>
Community antenna television system	5 percent of the annual gross revenues during the franchise term	
Confectionery stores	See Food establishment (By Illinois Food Code)	<a href="#">Chapter 25</a>
Contractors:		
General contractor	100.00 per year	
Subcontractors	50.00 per year	
Day nursery/nursery school	See "All other special commercial establishments not specified"	
Dealer - precious metals:		
Precious metal dealer	250.00 per year	<a href="#">Chapter 17</a>
Delicatessens (see Retail food establishment)	140.00 per year	
Dogs	No charge	<a href="#">Title 5, chapter 2</a>
Dry cleaning establishment (self-service coin operated):	See "All other special commercial establishments not specified"	
Dry cleaning plant:	See "All other special commercial establishments not specified"	<a href="#">Chapter 5</a>
Dry cleaning retail outlet	See "All other special commercial establishments not specified"	<a href="#">Chapter 5</a>
Factories:		
	See "All other special commercial establishments not specified"	<a href="#">Chapter 14</a>
Fish markets (see Retail food establishment)	See Food establishment (By Illinois Food Code)	<a href="#">Chapter 25</a>
Florists	See "All other special commercial establishments not specified"	

Food delivery vehicles and food dispensers	See Food establishment (By Illinois Food Code)	<a href="#">Chapter 25</a>
Food establishment (By Illinois Food Code)		
Risk 1	\$200.00 per year	
Risk 2	\$150.00 per year	
Risk 3	\$125.00 per year	
Fruit and vegetable stands (see Retail food establishment):		<a href="#">Chapter 25</a>
Seasonal	75.00 per year	
Game rooms:		
Class A	50.00 per year	<a href="#">Chapter 4</a>
Class B	100.00 per year	<a href="#">Chapter 4</a>
Class C	150.00 per year	<a href="#">Chapter 4</a>
Class D	200.00 per year	<a href="#">Chapter 4</a>
Garage, yard or rummage sale	No charge	<a href="#">Chapter 21</a>
Garages (public):		<a href="#">Chapter 10</a>
Enclosed within a building	\$50.00 per year	
Not enclosed within a building (see Parking lot)	50.00 per year	<a href="#">Chapter 10</a>
Gasoline service stations	See Automobile service station	<a href="#">Chapter 8</a>
Gravel pits	\$200.00 per year	<a href="#">Chapter 16</a>
Grocery stores (see Retail food establishment)	See "All other special commercial establishments not specified"	<a href="#">Chapter 25</a>
Hardware stores and implement dealers	See "All other special commercial establishments not specified"	
Hotels and motels:		
Per room for each sleeping room used for guests	\$150.00 per year plus \$5.00 per unit	<a href="#">Chapter 6</a>
Ice cream stores or parlors (retail) (see Retail food establishment)	See Food establishment (By Illinois Food Code)	<a href="#">Chapter 25</a>
Ice cream vendors	See Food establishment (By Illinois Food Code)	<a href="#">Chapter 30</a>
Itinerant merchants and transient vendors	See Solicitors	<a href="#">Chapter 18</a>
Junk peddlers	See Solicitors	<a href="#">Chapter 18</a>
Laundry (self-service coin operated):		<a href="#">Chapter 5</a>
Not exceeding 10 washing machines	\$ 50.00 per year	
Each additional unit	5.00 per year	
Liquefied petroleum gas:		
Equipment installation	15.00 per permit	<a href="#">Section 8-5-7</a>
Plant	50.00 per year	<a href="#">Subsection 8-5-3A</a>
Storage facility	50.00 per year	<a href="#">Subsection 8-5-3B</a>
Liquor sales:		<a href="#">Chapter 3</a>
Class A	\$1,250.00 per year	
Class A extended	1,600.00 per year	
Class B	900.00 per year	
Class C	950.00 per year	
Class C extended	850.00 per year	
Class D	5.00 per year	
Class F	1,000.00 per year	
Class G	250.00 per year	
Class H	850.00 per year	
Class I	1,250.00 per year	
Class J	\$100.00 per 2 day special event and \$75.00 per 1 day special event	
Class K	\$200.00 per year	
Class L	900.00 per year	
Class M	\$200.00 per year plus \$25.00 per amendment to add catered event(s) not included in the initial application	
Class N	\$2,000.00 per year	
Class O	\$100.00 per year plus \$25.00 per additional special use permit per catered event not included in the initial application	
Class P	\$250.00 per year	
Machine shops:	See "All other special commercial establishments not specified"	<a href="#">Chapter 14</a>
Massage establishment	100.00 per year	<a href="#">Chapter 29A</a>
Meat dealers and meat markets (see Retail food establishment)	See Food establishment (By Illinois Food Code)	<a href="#">Chapter 25</a>
Mining operations	200.00 per year	<a href="#">Chapter 16</a>
Mobile home park	50.00 per year	<a href="#">Chapter 27</a>

Modified central station	See "All other special commercial establishments not specified"	<a href="#">Chapter 24</a>
Motor vehicle repair establishments:	See "All other special commercial establishments not specified"	
Pawnbroker	See "All other special commercial establishments not specified"	
Peddlers	See Solicitors	<a href="#">Chapter 18</a>
Public garages	See Garages (public)	<a href="#">Chapter 10</a>
Quarry, gravel pits, mining operations	\$200.00 per year	<a href="#">Chapter 16</a>
Raffles	5.00 per year	<a href="#">Chapter 19</a>
Redi mix plants	200.00 per year	<a href="#">Chapter 15</a>
Restaurant:	See Food establishment (By Illinois Food Code)	
Scavengers	250.00 per year per vehicle	<a href="#">Chapter 26</a>
Secondhand dealers (antique, etc.)	See "All other special commercial establishments not specified"	<a href="#">Chapter 17</a>
Solicitors:		<a href="#">Chapter 18</a>
Commercial	\$7.50 per day per person \$37.50 per week per person \$75.00 per month per person \$150.00 per year per person	
Registration:		
Charitable	\$ 10.00 per person	
Commercial	10.00 per person	
Newspaper	10.00 per person	
Stables	300.00 per year	<a href="#">Chapter 7</a>
Tobacco dealers:		
Retail - over the counter	\$50.00 per year	
Trailer coach park	\$50.00 per year	<a href="#">Chapter 27</a>
Vending machines:	\$10.00 per machine per year	
Video gaming terminal	\$250.00 per video gaming terminal per year charged to the Licensed Establishment	<a href="#">Chapter 31</a>
	\$750.00 per video gaming terminal per year charged to the Terminal Operator	
Wholesale food establishment:	See Food establishment (By Illinois Food Code)	
Food vendor (each vehicle)	See Food establishment (By Illinois Food Code)	
All other special commercial establishments not specified:		<a href="#">Chapter 28</a>
0 - 1,000 square feet	50.00 per year	
1,001 - 5,000 square feet	100.00 per year	
5,001 - 10,000 square feet	150.00 per year	
10,001 - 20,000 square feet	200.00 per year	
20,001 - 30,000 square feet	300.00 per year	
30,001 square feet and over	400.00 per year	
50,001 - 100,000 square feet	\$500 Per Year	
100,001 square feet and over	\$600 Per Year	

I Business, Trade Or Occupation	II License Fee	III Special Regulations In This Title
<b>Amusements:</b>		
Amusement devices	\$200.00 per machine per year	<a href="#">Chapter 4</a>
<b>Public places of amusement:</b>		
Athletic contests and exhibitions	\$20.00 per day	<a href="#">Chapter 4</a>
Automobile show	25.00 per day	
Balloon contest	10.00 per day	
Carnival, circus or sideshow	50.00 per day	<a href="#">Chapter 4</a>
Concert, minstrel or musical entertainment given under canvas	5.00 per performance	<a href="#">Chapter 4</a>
Horse or dog show	25.00 per day	
Jukeboxes	\$50.00 per machine per year	
Public dance	\$15.00 per dance	
Public skating rink	25.00 per year	
Rodeo	25.00 per day	
Stock or poultry show	25.00 per day	
Theater (motion picture or dramatic) and cabaret (for each seat contained in the theater)	\$25.00 per year plus \$5.00 per seat	<a href="#">Chapter 4</a>
Answering service	\$ 50.00 for the first year 25.00 per year thereafter	<a href="#">Chapter 24</a>
Asian bodywork approach practitioner	75.00 per year	<a href="#">Chapter 29B</a>
Asphalt plants	200.00 per year	<a href="#">Chapter 13</a>
Auctioneers	10.00 per day 25.00 per year	<a href="#">Chapter 20</a>
Automobile service station	100.00 per year	<a href="#">Chapter 8</a>
<b>Bakeries and bakery vehicles:</b>		
Itinerant vendor of bakery products Each delivery vehicle (see Wholesale food vendor)	50.00 per year	<a href="#">Chapter 25</a>
Retail bakery (see Retail food establishment)	125.00 per year	<a href="#">Chapter 25</a>
Wholesale bakery (see Wholesale food establishment)	100.00 per year	<a href="#">Chapter 25</a>
Banking institutions	50.00 per year	
Barbershops	\$50.00 per year plus \$10.00 per year for each chair in excess of 1	<a href="#">Chapter 23</a>
Billiard and pool halls	\$300.00 per year plus \$25.00 per table per year (if in conjunction with liquor license, \$25.00 per table per year)	<a href="#">Chapter 4</a>
Bodywork approach establishment	\$200.00 per year	<a href="#">Chapter 29B</a>
Bodywork approach practitioner	50.00 per year	<a href="#">Chapter 29B</a>
Bowling alleys	\$20.00 per alley per year	<a href="#">Chapter 4</a>
Brokers (other than real estate and insurance)	\$50.00 per year	
Bus service companies	\$100.00 per year plus \$50.00 per bus per year	<a href="#">Chapter 12</a>
<b>Catering services and establishment:</b>		
Service location or establishment	\$100.00 per year	<a href="#">Chapter 25</a>
Central station	50.00 for the first year 25.00 per year thereafter	<a href="#">Chapter 24</a>
Community antenna television system	5 percent of the annual gross revenues during the franchise term	
Confectionery stores	\$125.00 per year	<a href="#">Chapter 25</a>
<b>Contractors:</b>		
General contractor	100.00 per year	
Subcontractors	50.00 per year	
Day nursery/nursery school	50.00 per year	
<b>Dealer - precious metals:</b>		
Itinerant dealer	50.00 per week	<a href="#">Chapter 17</a>
Precious metal dealer	250.00 per year	
Delicatessens (see Retail food establishment)	140.00 per year	
Dogs	No charge	<a href="#">Title 5, chapter 2</a>
<b>Dry cleaning establishment (self-service coin operated):</b>		
For each dry cleaning machine up to and including the first 10 machines		
For each machine in excess of 10 maintained on the premises		
<b>Dry cleaning plant:</b>		
Not over 10 employees	50.00 per year	<a href="#">Chapter 5</a>
11 - 15 employees	60.00 per year	
16 - 35 employees	70.00 per year	
36 - 60 employees	80.00 per year	
Each additional employee over 60	1.00	
Dry cleaning retail outlet	25.00 per year	<a href="#">Chapter 5</a>

Factories:		<a href="#">Chapter 14</a>
1 - 9 employees	100.00 per year	
10 - 25 employees	200.00 per year	
26 or more employees	300.00 per year	
Fish markets (see Retail food establishment)	125.00 per year	<a href="#">Chapter 25</a>
Florists	75.00 per year	
Food delivery vehicles and food dispensers	150.00 per year	<a href="#">Chapter 25</a>
Food vending machines, coin operated:		<a href="#">Chapter 25</a>
\$0.01 machine	2.00 per year	
\$0.05 machine	5.00 per year	
\$0.10 - \$1.00 machines	10.00 per year	
Fruit and vegetable stands (see Retail food establishment):		<a href="#">Chapter 25</a>
Permanent	100.00 per year	
Seasonal	75.00 per year	
Game rooms:		
Class A	50.00 per year	<a href="#">Chapter 4</a>
Class B	100.00 per year	<a href="#">Chapter 4</a>
Class C	150.00 per year	<a href="#">Chapter 4</a>
Class D	200.00 per year	<a href="#">Chapter 4</a>
Garage, yard or rummage sale	No charge	<a href="#">Chapter 21</a>
Garages (public):		<a href="#">Chapter 10</a>
Enclosed within a building	\$50.00 per year	
Not enclosed within a building (see Parking lot)	50.00 per year	<a href="#">Chapter 10</a>
Gasoline service stations	See Automobile service station	<a href="#">Chapter 8</a>
Gravel pits	\$200.00 per year	<a href="#">Chapter 16</a>
Grocery stores (see Retail food establishment)	175.00 per year	<a href="#">Chapter 25</a>
Hardware stores and implement dealers	75.00 per year	
Hotels and motels:		
Per room for each sleeping room used for guests	\$150.00 per year plus \$5.00 per unit	<a href="#">Chapter 6</a>
Ice cream stores or parlors (retail) (see Retail food establishment)	\$125.00 per year	<a href="#">Chapter 25</a>
Ice cream vendors	150.00 for the first year 100.00 per year thereafter	<a href="#">Chapter 30</a>
Itinerant merchants and transient vendors	See Solicitors	<a href="#">Chapter 18</a>
Junk peddlers	See Solicitors	<a href="#">Chapter 18</a>
Laundry (self-service coin operated):		<a href="#">Chapter 5</a>
Not exceeding 10 washing machines	\$ 50.00 per year	
Each additional unit	5.00 per year	
Liquefied petroleum gas:		
Equipment installation	15.00 per permit	<a href="#">Section 8-5-7</a>
Plant	50.00 per year	<a href="#">Subsection 8-5-3A</a>
Storage facility	50.00 per year	<a href="#">Subsection 8-5-3B</a>
Liquor sales:		<a href="#">Chapter 3</a>
Class A	\$1,250.00 per year	
Class A extended	1,600.00 per year	
Class B	900.00 per year	
Class C	950.00 per year	
Class C extended	850.00 per year	
Class D	5.00 per year	
Class F	1,000.00 per year	
Class G	250.00 per year	
Class H	850.00 per year	
Class I	1,250.00 per year	
Class J	\$100.00 per 2 day special event and \$75.00 per 1 day special event	
Class K	\$200.00 per year	
Class L	900.00 per year	
Class M	\$200.00 per year plus \$25.00 per amendment to add catered event(s) not included in the initial application	
Class N	\$2,000.00 per year	
Class O	\$100.00 per year plus \$25.00 per additional special use permit per catered event not included in the initial application	
Class P	\$250.00 per year	
Lumberyards and lumber storehouses	\$ 50.00 per year	
Machine shops:		<a href="#">Chapter 14</a>
1 - 10 employees	150.00 per year	
More than 10 employees	300.00 per year	
Massage establishment	100.00 per year	<a href="#">Chapter 29A</a>
Meat dealers and meat markets (see Retail food establishment)	125.00 per year	<a href="#">Chapter 25</a>



Milk products and milk:			<a href="#">Chapter 25</a>
<input type="checkbox"/>	Dealer (see Retail food establishment)	100.00 per year	
<input type="checkbox"/>	For each vehicle used in delivery or sale (see Peddlers or Wholesale)	50.00 per vehicle	
<input type="checkbox"/>	Processing or bottling plant	200.00 per year	
Mining operations		200.00 per year	<a href="#">Chapter 16</a>
Mobile home park		50.00 per year	<a href="#">Chapter 27</a>
Modified central station		50.00 for the first year 25.00 per year thereafter	<a href="#">Chapter 24</a>
Motor vehicle repair establishments:			
<input type="checkbox"/>	1 employee	20.00 per year	
<input type="checkbox"/>	2 employees	25.00 per year	
<input type="checkbox"/>	3 employees	30.00 per year	
<input type="checkbox"/>	4 employees	35.00 per year	
<input type="checkbox"/>	5 employees	45.00 per year	
<input type="checkbox"/>	6 or more employees	60.00 per year	
Parking lot		50.00 per year	<a href="#">Chapter 9</a>
Pawnbroker		50.00 per year	
Peddlers		See Solicitors	<a href="#">Chapter 18</a>
Public garages		See Garages (public)	<a href="#">Chapter 10</a>
Quarry, gravel pits, mining operations		\$200.00 per year	<a href="#">Chapter 16</a>
Radio and TV sales and service		50.00 per year	
Raffles		5.00 per year	<a href="#">Chapter 19</a>
Redi mix plants		200.00 per year	<a href="#">Chapter 15</a>
Restaurant:			
<input type="checkbox"/>	Itinerant food establishment	25.00 per application	
<input type="checkbox"/>	Service accommodation for 100 or fewer seating capacity	150.00 per year	
<input type="checkbox"/>	Service accommodation for 100 or more seating capacity	200.00 per year	
Retail food establishment:			
<input type="checkbox"/>	Delicatessen	140.00 per year	<a href="#">Chapter 25</a>
<input type="checkbox"/>	Food sales, retail	150.00 per year	<a href="#">Chapter 25</a>
<input type="checkbox"/>	Grocery	175.00 per year	<a href="#">Chapter 25</a>
<input type="checkbox"/>	Ice cream store (including all ice cream products)	125.00 per year	<a href="#">Chapter 25</a>
Scavengers		250.00 per year per vehicle	<a href="#">Chapter 26</a>
Secondhand dealers (antique, etc.)		50.00 per year	<a href="#">Chapter 17</a>
Solicitors:			
<input type="checkbox"/>	Commercial	\$7.50 per day per person \$37.50 per week per person \$75.00 per month per person \$150.00 per year per person	
Registration:			
<input type="checkbox"/>	Charitable	\$ 10.00 per person	
<input type="checkbox"/>	Commercial	10.00 per person	
<input type="checkbox"/>	Newspaper	10.00 per person	
Stables		300.00 per year	<a href="#">Chapter 7</a>
Taxicabs		\$50.00 per year plus \$25.00 per operator per year	<a href="#">Chapter 11</a>
Tobacco dealers:			
<input type="checkbox"/>	Cigarettes, vending machines	\$25.00 per machine per year	
<input type="checkbox"/>	Retail - over the counter	\$50.00 per year	
<input type="checkbox"/>	Wholesale tobacco dealers	\$250.00 per year plus \$25.00 for each vehicle used in Bartlett	
Trailer coach park		\$50.00 per year	<a href="#">Chapter 27</a>
Vending machines:			
<input type="checkbox"/>	Beverage	\$10.00 per machine per year	
<input type="checkbox"/>	Food - candy, nut, gum	\$10.00 per machine per year	<a href="#">Chapter 25</a>
Video gaming terminal		\$250.00 per video gaming terminal per year charged to the Licensed Establishment \$750.00 per video gaming terminal per year charged to the Terminal Operator	<a href="#">Chapter 31</a>
Wholesale food establishment:			
<input type="checkbox"/>	Baker	\$100.00 per year	
<input type="checkbox"/>	Food vendor (each vehicle)	50.00 per year	
All other special commercial establishments not specified:			
<input type="checkbox"/>	0 - 1,000 square feet	50.00 per year	
<input type="checkbox"/>	1,001 - 5,000 square feet	100.00 per year	
<input type="checkbox"/>	5,001 - 10,000 square feet	150.00 per year	
<input type="checkbox"/>	10,001 - 20,000 square feet	200.00 per year	
<input type="checkbox"/>	20,001 - 30,000 square feet	300.00 per year	
<input type="checkbox"/>	30,001 square feet and over	400.00 per year	