



# DU PAGE COUNTY

## Development Committee

### Regular Meeting Agenda

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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Tuesday, October 3, 2023

10:30 AM

ROOM 3500B

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1. CALL TO ORDER

2. ROLL CALL

3. CHAIRMAN'S REMARKS- CHAIR TORNATORE

4. PUBLIC COMMENT

5. MINUTES APPROVAL

5.A. [23-3116](#)

Development Committee - Regular Meeting - September 19, 2023

6. REGULATORY SERVICES

6.A. [DC-P-0017-23](#)

Recommendation for the approval of a contract to Accela, Inc., for annual subscription service for Velosimo software integration between Accela on-line permitting software and Bluebeam plan review software, for the period of December 1, 2023 through November 30, 2024, for a contract total amount not to exceed \$30,618 (Building & Zoning - \$7,654.50, Division of Transportation - \$7,654.50, Public Works - \$7,654.50, Stormwater - \$7,654.50). Per 55 ILCS 5/5-1022 (d) IT/Telecom purchases under \$35,000.

7. ACTION ITEM

7.A. [AH-R-002-23](#)

Resolution AH-R-002-23 - A Resolution to enter into a Memorandum of Understanding with the Chicago Metropolitan Agency for Planning (CMAP) and our partner Collar Counties to participate in a competitive grant application to the department of Housing and Urban Development (HUD) for their "pro housing" Notice Of Funding Opportunity (NOFO) seeking a portion of the \$85 million federal grant for the identification and removal of barriers to affordable housing production and preservation. (Documents to be distributed at the Development committee meeting.)

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT



# Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 23-3116

**Agenda Date:** 10/3/2023

**Agenda #:** 5.A.

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# DU PAGE COUNTY

## Development Committee

### Final Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

Tuesday, September 19, 2023

10:30 AM

ROOM 3500B

1. **CALL TO ORDER**

2. **ROLL CALL**

<b>PRESENT</b>	Chaplin, Gustin, Rutledge, and Tornatore
<b>ABSENT</b>	Krajewski, and Ozog

3. **CHAIRMAN'S REMARKS- CHAIR TORNATORE**

Chair Tornatore was pleased to announce that the County will receive \$299,000 from the Illinois Housing Development Authority. The additional funding will go towards the Neighborhood Revitalization Program and possibly land banking for affordable housing.

4. **PUBLIC COMMENT**

Ron Niemer spoke on behalf of his Petition 23-000053. The Zoning Hearing Officer recommended to deny this request. He explained the drainage issues and flooding on his property. The pavers prevent flooding to his home and he would like to be able to keep the patio the way it is.

Mel Moneka spoke about a short term rental operating next door to him at 5530 Virginia Avenue, Clarendon Hills. He inquired about the rules concerning this and what is being done to stop it.

5. **MINUTES APPROVAL**

5.A. [23-3063](#)

Development Committee - Regular Meeting - Tuesday, September 5, 2023

**Attachments:** [Summary12-Sep-2023-12-32-03.pdf](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Liz Chaplin
<b>SECONDER:</b>	Patty Gustin
<b>AYES:</b>	Chaplin, Gustin, Rutledge, and Tornatore
<b>ABSENT:</b>	Krajewski, and Ozog

6. **REGULATORY SERVICES**

6.A. [23-3062](#)

ZSE-23-000008 Montini Octoberfest Fall Fundraiser: To approve ZSE-23-000008 Montini Octoberfest Fall Fundraiser for a fundraiser held at Montini Catholic High

School on Saturday, October 21, 2023, between the hours of 7:00 P.M. and 10:30 P.M. (York/ District 2) (Generally located northwest of Meyers Road and 16th Street, on the north side of 16th Street)

**Attachments:** [ZSE-23-000008 Montini Octoberfest Fall Fundraiser \(09-19-2023\).pdf](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Liz Chaplin
<b>SECONDER:</b>	Patty Gustin
<b>AYES:</b>	Chaplin, Gustin, Rutledge, and Tornatore
<b>ABSENT:</b>	Krajewski, and Ozog

6.B. [DC-O-0045-23](#)

ZONING-23-000045 – Biegun: To approve the following zoning relief: Variation to allow a 6’/100% closed (privacy) fence within the 30’ front yard setback. (Downers Grove/ District 3)  
ZHO Recommendation to Approve  
Development Committee VOTE (to Approve): 4 Ayes, 0 Nays, 2 Absent

**Attachments:** [Z-23-000045 Biegun Cty. Bd. \(09-26-2023\) Redacted.pdf](#)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Liz Chaplin
<b>AYES:</b>	Chaplin, Gustin, Rutledge, and Tornatore
<b>ABSENT:</b>	Krajewski, and Ozog

6.C. [DC-O-0046-23](#)

ZONING-23-000048 - Ongkiko: To approve the following zoning relief: Variation to reduce front yard setback from 30' to approximately 10' for an addition. (York/District 2)  
ZHO Recommendation to Approve  
Development Committee VOTE (to Approve): 4 Ayes, 0 Nays, 2 Absent

**Attachments:** [Z-23-000048 Ongkiko CTY BD \(09-26-2023\).pdf](#)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Patty Gustin
<b>SECONDER:</b>	Liz Chaplin
<b>AYES:</b>	Chaplin, Gustin, Rutledge, and Tornatore

**ABSENT:** Krajewski, and Ozog

6.D. [DC-O-0047-23](#)

ZONING-23-000050 – Juraga: To approve the following zoning relief:  
Variation to increase the height of a fence in the interior side yard from permitted 6'6" to approximately 9'1", as existing. (Downers Grove/ District 2)  
ZHO Recommendation to Approve  
Development Committee VOTE (to Approve): 4 Ayes, 0 Nays, 2 Absent

**Attachments:** [Z-23-000050 Juraga Cty. Bd. \(09-26-2023\)\\_Redacted.pdf](#)

**RESULT:** APPROVED AT COMMITTEE  
**MOVER:** Patty Gustin  
**SECONDER:** Sheila Rutledge  
**AYES:** Chaplin, Gustin, Rutledge, and Tornatore  
**ABSENT:** Krajewski, and Ozog

6.E. [DC-O-0048-23](#)

ZONING-23-000052 – McHale: To approve the following zoning relief:  
Variation to reduce the interior side setback from 3' to approximately 2', for an existing detached garage addition to match existing detached garage structure. (Lisle/ District 5)  
ZHO Recommendation to Approve  
Development Committee VOTE (to Approve): 4 Ayes, 0 Nays, 2 Absent

**Attachments:** [Z-23-000052 McHale Cty. Bd. \(09-26-2023\).pdf](#)

**RESULT:** APPROVED AT COMMITTEE  
**MOVER:** Patty Gustin  
**SECONDER:** Sheila Rutledge  
**AYES:** Chaplin, Gustin, Rutledge, and Tornatore  
**ABSENT:** Krajewski, and Ozog

6.F. [DC-O-0049-23](#)

ZONING-23-000053 - Niemer: To approve the following zoning relief:  
Variation to reduce the interior side setback for a paver patio from required 3' to approximately 0', as existing. (Downers Grove/ District 2) (If the County Board seeks to approve the zoning relief it will require a ¾ majority vote {14 votes} to approve based on the recommendation to deny by the Zoning Hearing Officer)  
ZHO Recommendation to Deny  
Development Committee VOTE (Motion to Approve Failed): 1 Ayes, 3 Nays, 2 Absent

**Attachments:** [Z-23-000053 Niemer Dev. Com. \(09-19-2023\) Redacted.pdf](#)

Paul Hoss explained, the Zoning Hearing Officer recommended to deny, due to the petitioner not presenting a hardship or practical difficulty required for a variation. An adjacent neighbor had an engineer present information on how the paver patio does create drainage issues on off site properties. There is an opportunity to remove some of the bricks to have the 3 foot setback and drainage easement, which would bring the patio into compliance.

<b>RESULT:</b>	WITHDRAWN
<b>MOVER:</b>	Liz Chaplin
<b>SECONDER:</b>	Sheila Rutledge
<b>AYES:</b>	Gustin
<b>NAY:</b>	Chaplin, Rutledge, and Tornatore
<b>ABSENT:</b>	Krajewski, and Ozog

6.G. [DC-O-0050-23](#)

ZONING-23-000055 – Matthews: To approve the following bifurcated zoning relief:

1. Variation to allow a 6'/100% closed (privacy) fence within the 10' corner side yard setback

2. Variation to allow a 6'/100% closed (privacy) fence within the 30' front yard setback.

ZHO Recommendation to Approve

Development Committee VOTE (to Approve): 4 Ayes, 0 Nays, 2 Absent

3. Variation to increase the height of a fence within the required 25' line of sight/ vision clearance on a corner from 3' to approximately 6'. (Winfield/ District 6) (If the County Board seeks to approve the zoning relief it will require a ¾ majority vote {14 votes} to approve based on the recommendation to deny by the Zoning Hearing Officer)

ZHO Recommendation to Deny

Development Committee VOTE (Motion to Approve Failed): 0 Ayes, 4 Nays, 2 Absent

**Attachments:** [Z-23-000055 Matthews Cty. Bd. \(09-26-2023\) Redacted.pdf](#)

The Zoning Hearing Officer recommended to bifurcate the relief for this petition. He recommended to approve 1 and 2 and deny 3.

Paul Hoss offered that the Township Road Commissioner, who has jurisdiction over Purnell Road, did not object to the height of the fence, but had an objection to the line of sight easement.

Member Rutledge moved and Member Chaplin seconded 1.Variation to allow a 6'/100% closed (privacy) fence within the 10' corner side yard setback 2.Variation to allow a 6'/100% closed (privacy) fence within the 30' front yard setback.All ayes, motion carried.

Member Gustin moved and Member Chaplin seconded 3.Variation to increase the height of a fence within the required 25' line of sight/ vision clearance on a corner from 3' to approximately 6'. All nays, motion failed.

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Liz Chaplin
<b>AYES:</b>	Chaplin, Gustin, Rutledge, and Tornatore
<b>ABSENT:</b>	Krajewski, and Ozog

**7. OLD BUSINESS**

No old business was discussed.

**8. NEW BUSINESS**

No new business was discussed.

**9. ADJOURNMENT**

With no further business, the meeting was adjourned at 10:54 a.m.



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**File #:** DC-P-0017-23

**Agenda Date:** 10/3/2023

**Agenda #:** 6.A.

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AWARDING RESOLUTION TO  
ACCELA, INC.  
FOR THE RENEWAL OF ANNUAL SUBSCRIPTION FOR SOFTWARE INTEGRATION  
BETWEEN ACCELA ON-LINE PERMITTING SOFTWARE  
AND BLUEBEAM PLAN REVIEW SOFTWARE  
FOR BUILDING AND ZONING, STORMWATER MANAGEMENT,  
DIVISION OF TRANSPORTATION AND PUBLIC WORKS  
(CONTRACT AMOUNT: \$30,618.00)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS the Development, Stormwater, Transportation and Public Works Committees recommend County Board approval for the issuance of a contract purchase order to Accela, Inc., for the renewal of annual subscription service for Velisomo software integration between Accela on-line permitting software and Bluebeam plan review software, for the Building & Zoning, the Stormwater Management, the Division of Transportation and the Public Works Departments.

NOW, THEREFORE, BE IT RESOLVED, that County contract covering said, for the renewal of the annual subscription for the software integration, for the period December 1, 2023 through November 30, 2024, for the Building & Zoning, the Stormwater Management, the Division of Transportation and the Public Works Departments, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Department to Accela, Inc., 2633 Camino Ramon, Suite 500, San Ramon, CA 94583, for a contract total amount not to exceed \$30,618.00. (Building and Zoning \$7,654.50; Stormwater Management \$7,654.50; Division of Transportation \$7,654.50; Public Works \$7,654.50.)

Enacted and approved this 10<sup>th</sup> of October, 2023 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

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Procurement Review Comprehensive Checklist  
 Procurement Services Division  
 This form must accompany all Purchase Order Requisitions

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-3098	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$30,618.00
COMMITTEE: DEVELOPMENT	TARGET COMMITTEE DATE: 10/03/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$30,618.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Accela Inc	VENDOR #: 23818	DEPT: Building & Zoning	DEPT CONTACT NAME: Marla Flynn
VENDOR CONTACT: Caitlin Carter	VENDOR CONTACT PHONE: 925-350-3411	DEPT CONTACT PHONE #: X6789	DEPT CONTACT EMAIL: Marla.Flynn@dupageco.org
VENDOR CONTACT EMAIL: ccarter@accela.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). One (1) year subscription service for Velosimo software integration between Accela on-line permitting software and Bluebeam plan review software.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Use of Velosimo software will provide the necessary bridge to allow plans to be submitted, reviewed and approved by applicants and County Staff, including concurrent reviews by multiple departments.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<b>SECTION 3: DECISION MEMO</b>	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

### SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
<b>MARKET TESTING</b>	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
<b>AVAILABILITY</b>	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

### SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Accela Inc	Vendor#: 23818	Dept: Building & Zoning	Division:
Attn: Caitlin Carter	Email: ccarter@accela.com	Attn: Marla Flynn	Email: Marla.Flynn@dupageco.org
Address: 2633 Camino Ramon, Suite 500	City: San Ramon	Address: 421 N County Farm Rd	City: Wheaton
State: TX	Zip: 75320-8298	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Accela Inc	Vendor#: 23818-R02	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 208298	City: Dallas	Address:	City:
State: TX	Zip: 75320-8298	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25):			

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Velosimo Enterprise Adapter Software Sub Svc - B&Z	FY24	1100	2810	53806		7,654.50	7,654.50
2	1	EA		Velosimo Enterprise Adapter Software Sub Svc - SWM	FY24	1600	3000	53806		7,654.50	7,654.50
3	1	EA		Velosimo Enterprise Adapter Software Sub Svc - DOT	FY24	1500	3500	53806		7,654.50	7,654.50
4	1	EA		Velosimo Enterprise Adapter Software Sub Svc - PW	FY24	2000	2665	53806		7,654.50	7,654.50
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 30,618.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. One (1) year subscription service for software integration between Accela on-line permitting software and Bluebeam plan review software.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. SW, PW, Transportation & Dev 10/3/23
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached:     W-9             Vendor Ethics Disclosure Statement



2633 Camino Ramon, Suite 500  
 San Ramon, CA, 94583

Proposed by: Caitlin Carter  
 Contact Phone: (925) 359 - 3411  
 Contact Email: ccarter@accela.com  
 Quote ID: Q-30786  
 Valid Through: 10/1/2023  
 Currency: USD

## Renewal Order Form

### Address Information

**Bill To:**

DuPage County  
 421 N. County Farm Road  
 Wheaton, Illinois 60187  
 United States

**Ship To:**

DuPage County  
 421 N. County Farm Road  
 Wheaton, Illinois 60187  
 United States

Billing Name: Jim Stran  
 Billing Phone: 6304076700  
 Billing Email: jim.stran@dupageco.org

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Velosimo Connect Enterprise for Bluebeam	Year 1	12/1/2023	11/30/2024	12	\$30,618.00	1	\$30,618.00
<b>TOTAL:</b>							<b>\$30,618.00</b>

**Pricing Summary**

Period	Net Total
Year 1	\$ 30,618.00
<b>Total</b>	<b>\$ 30,618.00</b>

**Renewal Terms/Information:**

General Information	
Governing Agreement(s)	<p>1) Use of Velosimo products is subject to the applicable terms and conditions provided at <a href="https://velosimo.com/msa-1">https://velosimo.com/msa-1</a>.</p> <p>2) The necessary access URL and credentials will be provided to allow the Customer and its Authorized Users access to the subscription service.</p>

Order Terms	
Order Start Date	<p>Unless otherwise specified in the Special Order Terms:</p> <ul style="list-style-type: none"> <li>• Software Licenses &amp; Subscriptions start on the date of delivery by Accela;</li> <li>• Hosting and Support start on Accela's delivery of the software hosted and/or supported;</li> </ul>
Order Duration	<p>Unless otherwise specified in the Special Order Terms:</p> <ul style="list-style-type: none"> <li>• Subscriptions continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). Thereafter Subscriptions automatically renew annually as calculated from Order Start Date of Customer's first Subscription purchase.</li> <li>• Any Software Licenses or Hardware are one-time, non-refundable purchases.</li> <li>• Hosting and Support continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months).</li> <li>• Professional Services continue for the duration as outlined in the applicable Statement of Work, Exhibit or the Governing Agreement, as applicable.</li> </ul>
Special Order Terms	<p>This Order Form replaces all previous order forms for the terms listed above and will govern the Software, Maintenance, and/or Services items listed on this Order Form.</p> <ul style="list-style-type: none"> <li>• In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.</li> <li>• For Software Licenses, Accela may terminate this Order Form in the event the Software is phased out across Accela's customer base. In such event, Accela will provide Customer sufficient advance notice and the parties will mutually agree to a migration plan for converting Customer to another Accela generally-available offering with comparable functionality.</li> </ul>

Payment Terms	
Currency	USD
Invoice Date	Unless otherwise stated in the Special Payment Terms, Invoice for the Grand Total above will be issued on the Order Start Date.
Payment Due Date	Unless otherwise stated in the Special Payment Terms or the Governing Agreement(s), all payments are due on the Invoice Date and payable <b>net 30 days</b> .
Service Charge	Pricing is based upon payment by ACH or check. Payment by credit card (including Purchase Cards) for product and services in this Order Form will be subject to a service charge of 3%. There is no service charge for ACH or check payment.

Special Payment Terms	None unless otherwise specified in this location.
Purchase Order	If Customer requires PO number on invoices, it <b>must</b> be provided below and Customer <b>must</b> provide a copy of the PO prior to invoice issuance. If no PO number provided prior to invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.
	PO#

Signatures	
Accela, Inc.	Customer
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

An updated Vendor Ethics Disclosure form has been requested.



# Ad-Hoc Committee for Housing Solutions Resolution

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** AH-R-002-23

**Agenda Date:** 10/3/2023

**Agenda #:** 7.A.

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