

**PROPERTY ENHANCEMENT COMMITTEE
MEETING MINUTES
June 27, 2018**

Present: Chair Bill Schmidt, Sandy Gresik, Jim Hilborn, Paul Gasiacki,

Also Present: *Staff liaison:* Tom Bialas, Trustee Chester Pojack. (Steve Kalish - Excused)

Absent: Mohammed Siddiqi, Syed Razvi, Don Williams

Chair Bill Schmidt called the meeting to order at 6:33 PM.

Minutes

The May 23, 2018 minutes were approved.

Discussion Items: Citizens Code Academy

- Special Events: Assistant to the Director Bialas discussed the inspection services for such events.
 - Power Point presented on the Village's ordinances regarding carnivals and amusement rides. Discussion included the Village's authority to require permits for such events and the need for inspections at the state and local level. Additionally, the authority of the local fire protection districts to permit and inspect tents associated with carnivals and other special events was discussed.

Topic of Discussion – Miscellaneous Discussion by Committee

- Committee Member Gresik reported a possible rental unit in the 100 block of Lake Ridge Dr. The information to be passed on to Code Enforcement for investigation.
- Committee Member Gresik commented that the area behind Hill Top Center at Army Trail and Gladstone continues to have issues with the dumpsters out of corrals and property maintenance issues. The information to be passed on to Code Enforcement for on-going follow-up.
- Trustee Pojack inquired about the appearance of the fence at the corner of Gladstone and Bloomingdale Road. The fence has two kinds of fences, wood and vinyl, visible from the street. The fence repair of the wood section and new vinyl fence area at the location had a permit. The two types of fences are allowed per ordinance; however, the work at the location was still subject to having its final inspection and the fence will be examined at that time.

Next Meeting:

- The next Landlord/Managers Meeting is scheduled for August 22, 2018 at 6:30 PM in the Council Chamber at Village Hall.

Adjourn: The meeting was adjourned by Chairman Schmidt at 7:10 PM.

Property Enhancement Committee Partnership with Community Development

The Property Enhancement Committee members assist the Department of Community Development with monitoring businesses and residences for maintenance violations or needed improvements on properties within the Village of Glendale Heights.

- Property Enhancement Committee Partnership

- Chaired by Trustee Bill Schmidt

- Members appointed by the Village President Linda Jackson

- Current Membership

- James Hilborn

- Sandy Gresak

- Paul Gasiecki

- Syed Razvi

- Mohammed Siddiqi

- Don Williams

Community Development Liaisons

Lead Code Enforcement

Officer Steve Kalish

Assistant to the Director

Tom Bialas

- Committee Responsibilities

- Attendance at Committee meetings on the 4th Wednesday of the month as scheduled by the Village.
 - Dates are provided on the Village website and on the Village calendar.
 - Committee review and discussion of ongoing Code Enforcement efforts.
 - Committee input, review, consultation and recommendation of various programs and possible ordinance changes related to Code Enforcement ordinances and the Property Maintenance Code as adopted and amended by the Village as may be needed.
 - Recent examples include the Adopt a Street Program, Well Kept Property Resident Recognition Program and the Rental Program ordinance update.
 - Provide a forum for public discussion on property maintenance issues at businesses and residences within the Village.
 - Facilitate education programs on Code Enforcement issues, including:
 - The Citizen's Code Academy
 - The Landlord/Manager's Meetings

2018 Village of Glendale Heights Citizens Code Academy Meeting



- June 25, 2018 – Topic:
 - Special Events
 - Festivals and Carnivals
 - Community Development and Fire Department Involvement

Authority to permit and inspect.



- State and local laws require the inspection of festivals and carnival rides.
- Glendale Heights Community Development and Glenside and Bloomingdale Fire Protections Districts are charged with permitting and inspecting these special events.


Community Development Authority Chapter 6 CARNIVALS AND AMUSEMENT RIDES

- 4-6-1: DEFINITIONS:
- 4-6-2: ADMINISTRATION AND ENFORCEMENT OFFICIAL:
- 4-6-3: PERMIT REQUIREMENTS:
- 4-6-4: INSURANCE OR BOND REQUIRED:
- 4-6-5: INSPECTIONS:
- 4-6-6: AUTHORITY TO DENY ENTRY:
- 4-6-7: FREQUENCY OF CARNIVALS:
- 4-6-8: VIOLATIONS; PENALTIES:



4-6-3: PERMIT REQUIREMENTS:

- A. Permit Required: It shall be unlawful to operate any amusement ride or amusement attraction at a carnival or fair in the village without the owner or operator of such equipment first having **obtained from the director of community development** a permit for the operation of such equipment. (1978 Code § 3-14-3)

- B. Application For Permit; **Proof Of State Inspection**: No permit for the operation of an amusement ride or an amusement attraction shall issue from the director of community development until such time as any person required to obtain a permit shall apply to the director of community development for a permit on a form issued by said director, which form shall contain such information as the director may require.

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 ■ **No permit shall issue from the director of community development until** such time as the **owners or operators** of any amusement ride or amusement attraction **provide to the director satisfactory proof that said amusement ride or amusement attraction has been currently inspected by the director of the department of labor or his designee pursuant to 430 Illinois Compiled Statutes 85/2-1 et seq.,** and that pursuant to said inspection, the **amusement ride or amusement attraction has been determined to be in safe operating condition, and the amusement ride or amusement attraction will provide protection to the public using such equipment.**

4-6-5: INSPECTIONS:

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 ■ A. Order To Cease Operation For Failure To Obtain Inspections; Appeal:
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 ■ 1. **The director** of community development, his designee, **or inspector** hired by the director of community development **may order**, in writing, **a temporary and immediate cessation of amusement ride or amusement attraction if** it has been determined after inspection that said amusement ride or amusement attraction has **not been inspected** pursuant to 430 Illinois Compiled Statutes 85/2-1 et seq., except as hereinafter provided. Operation of the amusement ride or attraction shall not resume until the ride or attraction has been inspected pursuant to 430 Illinois Compiled Statutes 85/2-1 et seq., and a permit for the ride or attraction obtained pursuant to this chapter. (1978 Code § 3-14-4; amd. 2011 Code)

State of Illinois Requirements

- As indicated in ordinance 4-6-5 VoGH requires compliance with State regulations in order to comply with Village requirements.

430 Illinois Compiled Statutes 85/2-1

PUBLIC SAFETY (430 ILCS 85/) Amusement Ride and Attraction Safety Act.

(430 ILCS 85/2-1) (from Ch. 111 1/2, par. 4051)
Sec. 2-1. This Article shall be known and may be cited as the "Amusement Ride and Attraction Safety Act".
(Source: P.A. 82-769, eff. 1-1-18.)

(430 ILCS 85/2-2) (from Ch. 111 1/2, par. 4052)
Sec. 2-2. Definitions. As used in this Act, unless the context otherwise requires:

- "Director" means the Director of Labor or his or her designee.
- "Department" means Department of Labor.
- "Amusement attraction" means an enclosed building or structure, including electrical equipment which is an integral part of the building or structure, through which people walk without the aid of any moving device, that provides amusement, thrills or excitement at a fair, carnival, or an amusement enterprise, except any such enclosed building or structure which is subject to the jurisdiction of a local building code.
- "Amusement ride" means:
 - any mechanized device or combination of devices, including electrical equipment which is an integral part of the device or devices, which carries passengers along, around, or over a fixed or restricted course for the primary purpose of giving its passengers amusement, pleasure, thrills, or excitement;
 - any ski lift, rope tow, or other device used to transport snow skiers;
 - (blank);
 - any dry slide, alpine slide, or toboggan slide;
 - any train, open car, or combination of open cars or wagons pulled by a tractor or other motorized device which is not licensed by the Secretary of State, which way, but does not necessarily follow a fixed or restricted course, and is used primarily for the purpose of giving its passengers amusement, pleasure, thrills or excitement, and for which an individual fee is charged or a donation accepted with the exception of hayrack rides;
 - any bungee cord or similar elastic device; or
 - any inflatable attraction.
- "Carnival" or "amusement enterprise" means an enterprise which offers amusement or entertainment to the public by means of one or more amusement attractions or amusement rides.
- "Fair" means an enterprise principally devoted to the exhibition of products of agriculture or industry in connection with which amusement rides or amusement attractions are operated.
- "Operator" means a person, or the agent of a person, who owns or controls or has the duty to control the operation of an amusement ride or an amusement attraction at a carnival, amusement enterprise, or fair. "Operator" includes an agency of the State or any of its political subdivisions.

- (430 ILCS 85/2-10) (from Ch. 111 1/2, par. 4060)
- Sec. 2-10. No amusement ride or amusement attraction shall be operated at a carnival, amusement enterprise, or fair in this State without a permit having been issued by the Director to an operator of such equipment. At least 30 days prior to the first day of operation or the expiration of the permit, any person required to obtain a permit by this Act shall apply to the Director for a permit on a form furnished by the Director which form shall contain such information as the Director may require.

Fire Department Protection District Inspection Authority

- The local fire official is charged with permitting and inspecting tents which are a typical site at festivals and carnivals.
- Chapter 24 of the International Fire Code as adopted and amended by the Village places that responsibility on the fire officials vs. other inspectors.

CHAPTER 24 TENTS, CANOPIES AND OTHER MEMBRANE STRUCTURES

<p>SECTION 2401 GENERAL</p> <p>2401.1 <i>Scope.</i> Tents, canopies and membrane structures shall comply with this chapter. The provisions of Section 2403 are applicable only to temporary membrane structures. The provisions of Section 2404 are applicable to temporary and permanent membrane structures.</p> <p>SECTION 2402 DEFINITIONS</p> <p>2402.1 <i>Definitions.</i> The following words and terms shall, for the purposes of this chapter and as used elsewhere in this code, have the meanings shown herein.</p> <p>AIR-SUPPORTED STRUCTURE. A structure wherein the shape of the structure is sustained by air pressure, and occupants of the structure are within the elevated pressure area.</p> <p>CANOPY. A structure, enclosure or shelter constructed of fabric or plastic materials supported by any member, except by air or the contents it protects, and is open without side walls or doors on 75 percent or more of the perimeter.</p> <p>MEMBRANE STRUCTURE. An air-inflated, air-supported, cable or frame-covered structure as defined by the International Building Code and not otherwise defined as a tent or canopy. See Chapter 31 of the International Building Code.</p> <p>TENT. A structure, enclosure or shelter constructed of fabric or plastic material supported by any member except by air or the contents that it protects.</p>	<p>more of 12 feet (3658 mm) not exceeding 700 square feet (65 m²) tent.</p> <p>2.3.3 <i>Minimum clearance of 12 feet (3658 mm) to all structures and other tents.</i></p> <p>2403.3 <i>Place of assembly.</i> For the purposes of this chapter, a place of assembly shall include a circus, carnival, tent show, theatre, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose.</p> <p>2403.4 <i>Permits.</i> Permits shall be required as set forth in Sections 105.6 and 105.7.</p> <p>2403.5 <i>Use period.</i> Temporary tents, air-supported, air-inflated or tensioned membrane structures and canopies shall not be erected for a period of more than 180 days within a 12-month period on a single premises.</p> <p>2403.6 <i>Construction documents.</i> A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.</p> <p>2403.7 <i>Inspections.</i> The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two times per permit use period, by the permittee, owner or agent to determine that the installation is maintained in accordance with this chapter.</p> <p><i>Exception:</i> Permit use periods of less than 30 days.</p> <p>2403.7.1 <i>Inspection reports.</i> When required by the fire code official, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections.</p> <p>2403.8 <i>Access, location and parking.</i> Access location and parking for temporary tents, canopies and membrane structures shall be in accordance with this section.</p> <p>2403.8.1 <i>Access.</i> Fire apparatus access roads shall be provided in accordance with Section 503.</p> <p>2403.8.2 <i>Location.</i> Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of hot fires, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.</p> <p><i>Exception:</i></p> <p>1. Separation distance between membrane structures, tents and canopies set used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet (1394 m²).</p>
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2008 INTERNATIONAL FIRE CODE®

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Fire Code Authority Sections:

SECTION 2403 TEMPORARY TENTS, CANOPIES AND MEMBRANE STRUCTURES


2403.1 General. All temporary tents, canopies and membrane structures shall comply with this section.


2403.2 Approval required. Tents and membrane structures having an area in excess of 200 square feet (19 m²) and canopies in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

2403.7 Inspections. The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two times per permit use period, by the permittee, owner or agent to determine that the installation is maintained in accordance with this chapter.

Exception: Permit use periods of less than 30 days.

2403.7.1 Inspection report. When required by the fire code official, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections.

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- **Special events, especially carnivals and festivals, are fun for patrons.**
 - **Prior to opening, there are many factors that are involved in order for such events to operate safely.**
 - **Through the efforts of State and Local authorities, such as the inspection services provided by our local Community Development and Fire Protections Districts, Village events can be a safe and enjoyable.**

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- Next Property Enhancement Committee Meeting will be August 22, 2018 at 6:30 pm with the Landlord Managers Meeting in the Council Chamber.
 - For more information about the rental program and meetings check the Community Development webpage at the Village website:
www.glendaleheights.org.

Chapter 6

CARNIVALS AND AMUSEMENT RIDES

4-6-1: DEFINITIONS:

4-6-2: ADMINISTRATION AND ENFORCEMENT OFFICIAL:

4-6-3: PERMIT REQUIREMENTS:

4-6-4: INSURANCE OR BOND REQUIRED:

4-6-5: INSPECTIONS:

4-6-6: AUTHORITY TO DENY ENTRY:

4-6-7: FREQUENCY OF CARNIVALS:

4-6-8: VIOLATIONS; PENALTIES:

4-6-1: DEFINITIONS:

For the purpose of this chapter, the following words and phrases shall have the meanings respectively ascribed to them in this section:

AMUSEMENT ATTRACTION: An enclosed building or structure, including electrical equipment which is an integral part of the building or structure, through which people walk without the aid of any moving device, that provides amusement, thrills or excitement at a fair or carnival, except any such enclosed building or structure which is subject to the jurisdiction of the local building code.

AMUSEMENT RIDE: Any mechanized device or combination of devices, including electrical equipment which is an integral part of the device or devices, which carries passengers along, around, or over a fixed or restricted course for the primary purpose of giving its passengers amusement, pleasure, thrills, or excitement.

CARNIVAL: An enterprise, the principal business of which is offering amusement or entertainment to the public by means of amusement attractions or amusement rides.

DEPARTMENT: Department of labor of the state of Illinois.

DIRECTOR OF COMMUNITY DEVELOPMENT: The director of community development of the village of Glendale Heights, Illinois, or his designee.

DIRECTOR OF DEPARTMENT OF LABOR: The director of the department of labor of the state of Illinois, or his designee.

FAIR: An enterprise principally devoted to the exhibition of products of agriculture or industry in connection with which amusement rides or amusement attractions are operated.

OPERATOR: A person, or the agent of a person, who owns or controls or has the duty to control the operation of an amusement ride or an amusement attraction at a carnival or fair. "Operator" shall include an agency of the state or any of its political subdivisions. (1978 Code § 3-14-1)

4-6-2: ADMINISTRATION AND ENFORCEMENT OFFICIAL:

The director of community development shall administer and enforce all provisions of this chapter and all codes, rules and regulations promulgated by the village board of trustees relating to amusement rides and amusement attractions. (1978 Code § 3-14-2)

4-6-3: PERMIT REQUIREMENTS:

A. Permit Required: It shall be unlawful to operate any amusement ride or amusement attraction at a carnival or fair in the village without the owner or operator of such equipment first having obtained from the director of community development a permit for the operation of such equipment. (1978 Code § 3-14-3)

B. Application For Permit; Proof Of State Inspection: No permit for the operation of an amusement ride or an amusement attraction shall issue from the director of community development until such time as any person required to obtain a permit shall apply to the director of community development for a permit on a form issued by said director, which form shall contain such information as the director may require. No permit shall issue from the director of community development until such time as the owners or operators of any amusement ride or amusement attraction provide to the director satisfactory proof that said amusement ride or amusement attraction has been currently inspected by the director of the department of labor or his designee pursuant to 430 Illinois Compiled Statutes 85/2-1 et seq., and that pursuant to said inspection, the amusement ride or amusement attraction has been determined to be in safe operating condition, and the amusement ride or amusement attraction will provide protection to the public using such equipment.

C. Permit Fee: The permit fee for the operation of any amusement ride or amusement attraction in the village shall be twenty five dollars (\$25.00) per ride or attraction per carnival or fair. (1978 Code § 3-14-3; amd. 2011 Code)

4-6-4: INSURANCE OR BOND REQUIRED:

No person shall be issued a permit under this chapter unless, at the time of application, there is in force: a) a liability insurance policy or policies in an aggregate amount of not less than one million dollars (\$1,000,000.00) for bodily injury to or death of one person in any one accident and subject to the limit for one person; in an amount of not less than two million dollars (\$2,000,000.00) for bodily injury to or death of two (2) or more persons in any one accident; and in an amount of not less than five hundred thousand dollars (\$500,000.00) for injury to or destruction of property of others in any one accident, insuring the operator against liability for injury or death suffered by a person attending a fair or carnival; or b) a bond in like amount, the aggregate liability of the surety of which shall not exceed the face amount thereof. (1978 Code § 3-14-5; amd. 2011 Code)

4-6-5: INSPECTIONS:

A. Order To Cease Operation For Failure To Obtain Inspections; Appeal:

1. The director of community development, his designee, or inspector hired by the director of community development may order, in writing, a temporary and immediate cessation of amusement ride or amusement attraction if it has been determined after inspection that said amusement ride or amusement attraction has not been inspected pursuant to 430 Illinois Compiled Statutes 85/2-1 et seq.,

except as hereinafter provided. Operation of the amusement ride or attraction shall not resume until the ride or attraction has been inspected pursuant to 430 Illinois Compiled Statutes 85/2-1 et seq., and a permit for the ride or attraction obtained pursuant to this chapter. (1978 Code § 3-14-4; amd. 2011 Code)

2. Appeal of action of the director of community development under this subsection may be brought to the village board of trustees by filing with the village clerk, within ten (10) days after the action sought to be reviewed, a written statement under oath setting forth the grounds for the appeal. The village board of trustees shall thereupon set the time and place for a hearing on such appeal. The decision of the village board of trustees shall be final. (1978 Code § 3-14-4)

B. Waiver Of Inspection: The director of community development may waive the requirement that an amusement ride or amusement attraction or any part thereof be inspected before being operated pursuant to 430 Illinois Compiled Statutes 85/2-1 et seq., if an operator or owner gives satisfactory proof to the director of community development that the amusement ride or amusement attraction or any part thereof has passed an inspection conducted by a public or private agency whose inspection standards and requirements are at least equal to those requirements or standards established by the carnival-amusement safety board of the state of Illinois. The annual permit fees shall be paid before the director of community development may waive this requirement. (1978 Code § 3-14-7; amd. 2011 Code)

4-6-6: AUTHORITY TO DENY ENTRY:

The owner or operator of an amusement ride or amusement attraction may deny entry to a person to the amusement ride or amusement attraction if, in the owner's or operator's opinion, the entry may jeopardize the safety of such person or the safety of any other person. Nothing in this section will permit an owner or operator to deny the director of community development or his designee access to an amusement ride or amusement attraction when such director of community development or designee is acting within the scope of his duties under this chapter. (1978 Code § 3-14-8)

4-6-7: FREQUENCY OF CARNIVALS:

No license shall be issued for a carnival that is to be held forty five (45) or fewer days prior to a carnival previously permitted under the provisions of this chapter. (1978 Code § 3-1-23)

4-6-8: VIOLATIONS; PENALTIES:

A. Any person who operates an amusement ride or an amusement attraction at a carnival or fair without having first obtained a permit from the director of community development or who violates any order issued by the director of community development under this chapter is guilty of a class A misdemeanor. Each day shall constitute a separate and distinct offense.

B. Any person who interferes with, impedes, or obstructs in any manner the director of community development or his designee in the performance of their duties under this chapter is guilty of a class A misdemeanor. (1978 Code § 3-14-6)

PUBLIC SAFETY

(430 ILCS 85/) Amusement Ride and Attraction Safety Act.

(430 ILCS 85/2-10)

Sec. 2-10. No amusement ride or amusement attraction shall be operated at a carnival, amusement enterprise, or fair in this State without a permit having been issued by the Director to an operator of such equipment. At least 30 days prior to the first day of operation or the expiration of the permit, any person required to obtain a permit by this Act shall apply to the Director for a permit on a form furnished by the Director which form shall contain such information as the Director may require. The Director may waive the requirement that an application for a permit must be filed at least 30 days prior to the first day of operation or the expiration of the permit if the applicant gives satisfactory proof to the Director that he could not reasonably comply with the date requirement and if the applicant immediately applies for a permit after the need for a permit is first determined. For the purpose of determining if an amusement ride or amusement attraction is in safe operating condition and will provide protection to the public using such amusement ride or amusement attraction, each amusement ride or amusement attraction shall be inspected by the Director before it is initially placed in operation in this State, and shall thereafter be inspected at least once each year.

If, after inspection, an amusement ride or amusement attraction is found to comply with the rules adopted under this Act, the Director shall issue a permit for the operation of the amusement ride or amusement attraction. The permit shall be issued conditioned upon the payment of the permit fee and any applicable inspection fee at the time the application for permit to operate is filed with the Department and may be suspended as provided in the Department's rules.

If, after inspection, additions or alterations are contemplated which change a structure, mechanism, classification or capacity, the operator shall notify the Director of his intentions in writing and provide any plans or diagrams requested by the Director.

(Source: P.A. 98-769, eff. 1-1-15.)

CHAPTER 24

TENTS, CANOPIES AND OTHER MEMBRANE STRUCTURES

SECTION 2401 GENERAL

2401.1 Scope. Tents, canopies and membrane structures shall comply with this chapter. The provisions of Section 2403 are applicable only to temporary membrane structures. The provisions of Section 2404 are applicable to temporary and permanent membrane structures.

SECTION 2402 DEFINITIONS

2402.1 Definitions. The following words and terms shall, for the purposes of this chapter and as used elsewhere in this code, have the meanings shown herein.

AIR-SUPPORTED STRUCTURE. A structure wherein the shape of the structure is attained by air pressure, and occupants of the structure are within the elevated pressure area.

CANOPY. A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

MEMBRANE STRUCTURE. An air-inflated, air-supported, cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent or canopy. See Chapter 31 of the *International Building Code*.

TENT. A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

SECTION 2403 TEMPORARY TENTS, CANOPIES AND MEMBRANE STRUCTURES

2403.1 General. All temporary tents, canopies and membrane structures shall comply with this section.

2403.2 Approval required. Tents and membrane structures having an area in excess of 200 square feet (19 m²) and canopies in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies open on all sides which comply with all of the following:
 - 2.1. Individual canopies having a maximum size of 700 square feet (65 m²).
 - 2.2. The aggregate area of multiple canopies placed side by side without a fire break clear-

ance of 12 feet (3658 mm), not exceeding 700 square feet (65 m²) total.

- 2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

2403.3 Place of assembly. For the purposes of this chapter, a place of assembly shall include a circus, carnival, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose.

2403.4 Permits. Permits shall be required as set forth in Sections 105.6 and 105.7.

2403.5 Use period. Temporary tents, air-supported, air-inflated or tensioned membrane structures and canopies shall not be erected for a period of more than 180 days within a 12-month period on a single premises.

2403.6 Construction documents. A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.

2403.7 Inspections. The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two times per permit use period, by the permittee, owner or agent to determine that the installation is maintained in accordance with this chapter.

Exception: Permit use periods of less than 30 days.

2403.7.1 Inspection report. When required by the fire code official, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections.

2403.8 Access, location and parking. Access location and parking for temporary tents, canopies and membrane structures shall be in accordance with this section.

2403.8.1 Access. Fire apparatus access roads shall be provided in accordance with Section 503.

2403.8.2 Location. Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

Exceptions:

1. Separation distance between membrane structures, tents and canopies not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet (1394 m²).

TENTS, CANOPIES AND OTHER MEMBRANE STRUCTURES

2. Membrane structures, tents or canopies need not be separated from buildings when all of the following conditions are met:

- 2.1. The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet (929 m²).
- 2.2. The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the *International Building Code*.
- 2.3. Required means of egress provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances.
- 2.4. Fire apparatus access roads are provided in accordance with Section 503.

2403.8.3 Location of structures in excess of 15,000 square feet in area. Membrane structures having an area of 15,000 square feet (1394 m²) or more shall be located not less than 50 feet (15 240 mm) from any other tent or structure as measured from the sidewall of the tent or membrane structure unless joined together by a corridor.

2403.8.4 Connecting corridors. Tents or membrane structures are allowed to be joined together by means of corridors. Exit doors shall be provided at each end of such corridor. On each side of such corridor and approximately opposite each other, there shall be provided openings not less than 12 feet (3658 mm) wide.

2403.8.5 Fire break. An unobstructed fire break passageway or fire road not less than 12 feet (3658 mm) wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents, canopies and membrane structures unless otherwise approved by the fire code official.

2403.9 Anchorage required. Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

2403.10 Temporary air-supported and air-inflated membrane structures. Temporary air-supported and air-inflated membrane structures shall be in accordance with Sections 2403.10.1 through 2403.10.4.

2403.10.1 Door operation. During high winds exceeding 50 miles per hour (22 m/s) or in snow conditions, the use of doors in air-supported structures shall be controlled to avoid excessive air loss. Doors shall not be left open.

2403.10.2 Fabric envelope design and construction. Air-supported and air-inflated structures shall have the design and construction of the fabric envelope and the method of anchoring in accordance with Architectural Fabric Structures Institute ASI 77.

2403.10.3 Blowers. An air-supported structure used as a place of assembly shall be furnished with not less than two blowers, each of which has adequate capacity to maintain full inflation pressure with normal leakage. The design of

the blower shall be so as to provide integral limiting pressure at the design pressure specified by the manufacturer.

2403.10.4 Auxiliary power. Places of public assembly for more than 200 persons shall be furnished with either a fully automatic auxiliary engine-generator set capable of powering one blower continuously for 4 hours, or a supplementary blower powered by an internal combustion engine which shall be automatic in operation.

2403.11 Seating arrangements. Seating in tents, canopies or membrane structures shall be in accordance with Chapter 10.

2403.12 Means of egress. Means of egress for temporary tents, canopies and membrane structures shall be in accordance with Sections 2403.12.1 through 2403.12.8.

2403.12.1 Distribution. Exits shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structure, and shall be located such that all points are 100 feet (30 480 mm) or less from an exit.

2403.12.2 Number. Tents, canopies or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required by Table 2403.12.2. The total width of means of egress in inches (mm) shall not be less than the total occupant load served by a means of egress multiplied by 0.2 inches (5 mm) per person.

TABLE 2403.12.2
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF EGRESS WIDTHS FROM TEMPORARY MEMBRANE STRUCTURES, TENTS AND CANOPIES

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)
		Tent or Canopy	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96

For SI: 1 inch = 25.4 mm.

a. When the occupant load exceeds 3,000, the total width of means of egress (in inches) shall not be less than the total occupant load multiplied by 0.2 inches per person.

2403.12.3 Exit openings from tents. Exit openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:

1. Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches (2032 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit.
2. Curtains shall be of a color, or colors, that contrasts with the color of the tent.

2403.12.4 Doors. Exit doors shall swing in the direction of exit travel. To avoid hazardous air and pressure loss in air-supported membrane structures, such doors shall be automatic closing against operating pressures. Opening force at the door edge shall not exceed 15 pounds (66 N).

2403.12.5 Aisle. The width of aisles without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum aisle width shall be 24 inches (610 mm) but not less than the width required by the number of employees served.
2. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of aisle width for each 50 persons served by such aisle at that point.

2403.12.5.1 Arrangement and maintenance. The arrangement of aisles shall be subject to approval by the fire code official and shall be maintained clear at all times during occupancy.

2403.12.6 Exit signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

2403.12.6.1 Exit sign illumination. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or
2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with the ICC *Electrical Code*.

2403.12.7 Means of egress illumination. Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle (11 lux) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.

2403.12.8 Maintenance of means of egress. The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8 feet (2438 mm). The surface of means of egress shall be maintained in an approved manner.

SECTION 2404 TEMPORARY AND PERMANENT TENTS, CANOPIES AND MEMBRANE STRUCTURES

2404.1 General. All tents, canopies and membrane structures, both temporary and permanent, shall be in accordance with this section. Permanent tents, canopies and membrane structures shall also comply with the *International Building Code*.

2404.2 Flame propagation performance treatment. Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory certifying that the tents, canopies and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit.

2404.3 Label. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

2404.4 Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and address of the owners of the tent, canopy or air-supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

2404.5 Combustible materials. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent or air-supported structure shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within 20 feet (6096 mm) of the structure. Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

2404.6 Smoking. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310.

2404.7 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other

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unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

2404.8 Fireworks. Fireworks shall not be used within 100 feet (30 480 mm) of tents, canopies or membrane structures.

2404.9 Spot lighting. Spot or effect lighting shall only be by electricity, and all combustible construction located within 6 feet (1829 mm) of such equipment shall be protected with approved noncombustible insulation not less than 9.25 inches (235 mm) thick.

2404.10 Safety film. Motion pictures shall not be displayed in tents, canopies or membrane structures unless the motion picture film is safety film.

2404.11 Clearance. There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside the tent or membrane structure.

2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.

2404.13 Fire protection equipment. Fire hose lines, water supplies and other auxiliary fire equipment shall be maintained at the site in such numbers and sizes as required by the fire code official.

2404.14 Occupant load factors. The occupant load allowed in an assembly structure, or portion thereof, shall be determined in accordance with Chapter 10.

2404.15 Heating and cooking equipment. Heating and cooking equipment shall be in accordance with Sections 2404.15.1 through 2404.15.7.

2404.15.1 Installation. Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be approved by the fire code official.

2404.15.2 Venting. Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the *International Fuel Gas Code* and the *International Mechanical Code*. Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent, canopy or membrane structure shall be not less than 12 inches (305 mm) from the flue or vent.

2404.15.3 Location. Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.

2404.15.4 Operations. Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.

2404.15.5 Cooking tents. Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet (6096 mm).

2404.15.6 Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed

within 20 feet (6096 mm) of a tent, canopy or membrane structure.

2404.15.7 Electrical heating and cooking equipment. Electrical cooking and heating equipment shall comply with the *ICC Electrical Code*.

2404.16 LP-gas. The storage, handling and use of LP-gas and LP-gas equipment shall be in accordance with Sections 2406.16.1 through 2404.16.3.

2404.16.1 General. LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with Chapter 38 and with the *International Fuel Gas Code*.

2404.16.2 Location of containers. LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, canopy or membrane structure.

2404.16.2.1 Containers 500 gallons or less. Portable LP-gas containers with a capacity of 500 gallons (1893 L) or less shall have a minimum separation between the container and structure not less than 10 feet (3048 mm).

2404.16.2.2 Containers more than 500 gallons. Portable LP-gas containers with a capacity of more than 500 gallons (1893 L) shall have a minimum separation between the container and structures not less than 25 feet (7620 mm).

2404.16.3 Protection and security. Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, canopy or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

2404.17 Flammable and combustible liquids. The storage of flammable and combustible liquids and the use of flammable-liquid-fueled equipment shall be in accordance with Sections 2404.17.1 through 2404.17.3.

2404.17.1 Use. Flammable-liquid-fueled equipment shall not be used in tents, canopies or membrane structures.

2404.17.2 Flammable and combustible liquid storage. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15 240 mm) from tents, canopies or membrane structures. Storage shall be in accordance with Chapter 34.

2404.17.3 Refueling. Refueling shall be performed in an approved location not less than 20 feet (6096 mm) from tents, canopies or membrane structures.

2404.18 Display of motor vehicles. Liquid- and gas-fueled vehicles and equipment used for display within tents, canopies or membrane structures shall be in accordance with Sections 2404.18.1 through 2404.18.5.3.

2404.18.1 Batteries. Batteries shall be disconnected in an appropriate manner.

2404.18.2 Fuel systems. Vehicles or equipment shall not be fueled or defueled within the tent, canopy or membrane structure.

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2404.18.2.1 Quantity limit. Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or 5 gallons (19 L), whichever is less.

2404.18.2.2 Inspection. Fuel systems shall be inspected for leaks.

2404.18.2.3 Closure. Fuel tank openings shall be locked and sealed to prevent the escape of vapors.

2404.18.3 Location. The location of vehicles or equipment shall not obstruct means of egress.

2404.18.4 Places of assembly. When a compressed natural gas (CNG) or liquefied petroleum gas (LP-gas) powered vehicle is parked inside a place of assembly, all the following conditions shall be met:

1. The quarter-turn shutoff valve or other shutoff valve on the outlet of the CNG or LP-gas container shall be closed and the engine shall be operated until it stops. Valves shall remain closed while the vehicle is indoors.
2. The hot lead of the battery shall be disconnected.
3. Dual-fuel vehicles equipped to operate on gasoline and CNG or LP-gas shall comply with this section and Sections 2404.18.1 through 2404.18.5.3 for gasoline-powered vehicles.

2404.18.5 Competitions and demonstrations. Liquid- and gas-fueled vehicles and equipment used for competition or demonstration within a tent, canopy or membrane structure shall comply with Sections 2404.18.5.1 through 2404.18.5.3.

2404.18.5.1 Fuel storage. Fuel for vehicles or equipment shall be stored in approved containers in an approved location outside of the structure in accordance with Section 2404.17.2.

2404.18.5.2 Fueling. Refueling shall be performed outside of the structure in accordance with Section 2404.17.3.

2404.18.5.3 Spills. Fuel spills shall be cleaned up immediately.

2404.19 Separation of generators. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.

2404.20 Standby personnel. When, in the opinion of the fire code official, it is essential for public safety in a tent, canopy or membrane structure used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall employ one or more qualified persons, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

Before each performance or the start of such activity, standby personnel shall keep diligent watch for fires during the time such place is open to the public or such activity is being conducted and take prompt measures for extinguishment of

fires that occur and assist in the evacuation of the public from the structure.

There shall be trained crowd managers or crowd manager supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved.

2404.21 Vegetation removal. Combustible vegetation shall be removed from the area occupied by a tent, canopy or membrane structure, and from areas within 30 feet (9144 mm) of such structures.

2404.22 Waste material. The floor surface inside tents, canopies or membrane structures and the grounds outside and within a 30-foot (9144 mm) perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.

PROPERTY ENHANCEMENT COMMITTEE
MEETING MINUTES
May 23, 2018

Present: Chair Bill Schmidt, Sandy Gresak, Jim Hilborn, Paul Gasiecki, Mohammed Siddiqi

Also Present: *Staff liaison:* Steve Kalish, Tom Bialas, Trustee Chester Pojack,

Absent: Syed Razvi, Don Williams, Bill Burger

Chair Bill Schmidt called the meeting to order at 6:32 PM.

Minutes

The April 25, 2018 minutes were approved.

Discussion Items: Citizens Code Academy

- Code Enforcement Officers: A day in the Life presentation by Lead Code Enforcement Officer Kalish and Assistant to the Director Bialas.
 - Power Point presented regarding the typical day of a Village Code Enforcement Officer. Discussion included the typical daily routine for Code Enforcement Officers (CEO) including preparing for assignments, performance of inspections and following up on investigations. The duties of a CEO were reviewed. The types of cases encountered by CEO's since the start of the year were also discussed.

Topic of Discussion – Miscellaneous Discussion by Committee

- Committee Member Siddiqi commented about the use of horns by busses at the bus depot in the unincorporated area off Poss Road in the morning. Chairman Schmidt suggested that the reason was the vehicle safety inspection required of drivers before they pick up children for the day. Committee Member Hilborn indicated the safety tests were likely a requirement of regulations related to busses. This bus depot has been in that location from many years. CEO Steve Kalish suggested the disturbing use of horns in the morning might be a matter for the Sheriff's Department who have jurisdiction in that area.
- Committee Member Gresak commented about the on-going problem with debris from the garbage and recycling bins at the apartments on Century Point Lane. CEO Kalish advised of the on-going efforts to deal with the owners and tenants of the apartments. Enforcement has been taken in the past. Owners have also increase garbage pickup to three times a week. Efforts to deal with the issue continue.

Next Meeting:

- The next Property Enhancement Meeting will be June 27, 2018 at 6:30 PM in the Floyd Brown room at Village Hall.
- The next Landlord/Managers Meeting is scheduled for August 22, 2018 at 6:30 PM in the Council Chamber at Village Hall.

Adjourn: The meeting was adjourned by Chairman Schmidt at 7:35 PM.