

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**


\_\_\_\_\_ Resolution or Ordinance (Blue) \_\_\_\_\_ Waiver of First Requested  
  X   Recommendations of Boards, Commissions & Committees (Green)  
\_\_\_\_\_ Other Business (Pink)

**TO:** PRESIDENT AND BOARD OF TRUSTEES

**FROM:** Scott Niehaus, Village Manager

**DATE:** September 11, 2024 (BOT) Date: September 19, 2024

**SUBJECT:** Village Board Policy 7.C. – Debris Management Policy

**SUBMITTED BY:** Carl S. Goldsmith, Director of Public Works 

**BACKGROUND/POLICY IMPLICATIONS:**

The Public Works and Environmental Concerns Committee and Public Works staff recommend amendments to the Village Board Policy for Debris Management.

**Fiscal Impact/Funding Source:**

Review (as necessary):  
Finance Director \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the agenda distribution.



September 11, 2024

TO: Village President and Board of Trustees

FROM: Carl S. Goldsmith, Director of Public Works *g*

SUBJECT: Village Board Policy Memorandum – Storm Debris Management

### **Background**

In response to the storm event of July 15, 2024, staff has been directed to review the Village Board of Trustees Policy on Debris Management. The Public Works Committee last reviewed the Policy in 2020 and made recommendations to the Village Board, which were adopted in August 2020. Below is a summary of the current **Village Board Policy 7.C. - Storm Debris Management Policy**.

The policy classifies events in two (2) ways; based upon the severity of the event and estimated number of impacted properties. The first classification is “PRIVATE RESPONSE” which impacts more than 50 properties, but less than 200 properties. The response to these events is that the Village collects and disposes of debris from Village trees within the public right-of-way at impacted properties. For storm debris that is from trees on private property, the debris must be disposed of through the Village’s regular refuse service provider or by private contractors.

The second classification is the “VILLAGE RESPONSE”, whereby a minimum of 200 properties are impacted by the storm. Under this classification, the Village mobilizes crews to collect tree limbs and landscape material, as well as provides stickers for flood damage due to rain events. The specifics for each type of occurrence can be found below:

#### **Private Response**

- When wind speed at ground level exceeds 50 miles per hour as measured at Glenbard East High School and more than 50, but less than 200 homes have debris consisting of broken tree limbs, downed trees or bushes, the property owners must dispose of material in accordance with the Village of Lombard Refuse Contract. The Contract provides that bundled brush must not exceed six (6) feet in length and fifty (50) pounds in weight. Each branch shall not exceed six (6) inches in diameter, with the total diameter of the bundle not to exceed 18 inches.

Public Works Department staff will not enter upon private property to remove the debris.

#### **Village Response**

The Village shall expand the assistance offered to residents/property owners if the following conditions exist.

- When a storm occurs wherein damage to trees and bushes is realized by more than 200 homes, the pickup policy will be initiated for residents.
- When wind speed at ground level exceeds 50 miles per hour as measured at Glenbard East High School and more than 200 homes have debris consisting of broken tree limbs, downed trees or bushes, pick up policy will be initiated for residents.
- When rainfall in excess of a 50-year storm (6.46" over 24 hours, 5.95" over 18 hours, 5.62" over 12 hours) is received in Lombard, as measured on the Public Works Department rain gauge or more than 100 homes have debris consisting of building material, personal property, and landscape debris, the pickup policy will be initiated for residents.

When a **Village Response** is initiated, the following collection process will be utilized:

- Tree limbs and downed bushes may be placed onto the parkway by residents. Material will be collected and disposed of by Village of Lombard crews, or by contractors hired by the Village.
- Material collection will begin within 72 hours from the end of the storm event. Material placed out after 72 hours must be disposed of in accordance with the Village of Lombard Refuse Contract.
- When rain events met the threshold stated above, residents will have two weeks from the date of the event in which to contact the Public Works Department to provide name and address and a brief description of the debris they desire to place at the curb for pick up. The Village will provide ten (10) **STORM CLEANUP** stickers to each impacted property. Additional stickers may be requested through the Director of Public Works. The Village of Lombard may provide expanded hours office hours to accommodate the distribution of **STORM CLEANUP** stickers, based upon a determination by the Village Manager.

Per the Village Board Policy, under no circumstance will the Public Works Department enter upon private property to remove the debris.

The EF0 tornado that hit Lombard on July 15, 2024 resulted in under 200 properties being impacted; however, much of the damage was in a very small area of the community generally defined by Madison Street to Morningside, Lincoln to Grace Street. As a result of the damage assessments that were conducted by staff, it was determined that the event did not rise to the level of a **Village Response**. The Village has collected material that was from damaged parkway trees or trees on property maintained by the Village. Debris from private trees was not collected. As a result of the Village's response per policy, there were 148 properties with debris from private trees out in the parkway as of July 26, 2024.

The Code Enforcement Department hand delivered notices (attached) to the 148 properties advising the property owner/tenant of the responsibility to dispose of the material. As of July 29, 2024, 80 properties had complied with the removal with 60 properties in non-compliance. The Village has received a number of calls and emails regarding the policy with many individuals not understanding how and why the Village delineates between public and private tree debris.

In order to determine if the Village of Lombard’s Debris Management Policy was consistent with neighboring communities, a survey was sent to communities in DuPage County. The Village has received responses to the survey from fourteen (14) communities. The Village received responses from the following communities:

<b>Community</b>	<b>Formal Debris Management Policy</b>
Bensenville	No
Bolingbrook	No
Darien	No
Downers Grove	Yes
Elmhurst	No
Hanover Park	No
Itasca	No
Schaumburg	No
Warrenville	No
West Chicago	No
Western Springs	Yes
Wheaton	No
Wood Dale	No
Woodridge	No

The results of the survey can be found on the last page of this report.

The only communities besides Lombard that have a formal policy for storm debris are Downers Grove and Western Springs. Copies of these policies have been attached for the Committee’s review and consideration. There are several communities that have scheduled collections that permit residents to dispose of storm debris at the time of the regularly scheduled collection times, but do not afford special collections. In communities with a formal policy, the determination on whether to conduct a clean-up and what is collected, is left to the discretion of the Public Works Director or Village Manager.

A summary of the Downers Grove Policy can be found below:

- The Policy establishes seven (7) Storm Sectors.
- Within 48 hours of a wind, rain, or ice storm in which tree damage is experienced, the Village Manager, Director of Public Works and the Village Forester, or their designees, will assess damage using the following procedure:
  - Surveys are conducted of the seven storm sectors to determine if 15 % of the parkway trees within that section have experienced storm damage to limbs equal to or greater than three (3) inches in diameter.
  - If it is determined that such damage has occurred in two of the seven storm sectors, the Village Manager is authorized to arrange for either contractual or Village-provided curbside cleanup of all weather-damaged tree material for the entire Village. Cleanup will begin subject to contractor availability.
- If the damage poses a threat to public safety, communications, or transportation, or in circumstances of Village-wide damage other than that indicated by the guidelines, the

Village Manager has the option to secure Village or contractual services for the removal of weather-damaged tree debris.

- Public Notification: Within two days after damage determination is made and cleanup services decided upon, the Public Information Office will notify the public of the process.

The policy does not address debris from rain events that result in flooding.

A summary of the Western Springs Policy can be found below:

- The Village only picks up branches following a severe storm.
- Fallen branches should be moved to the curb no later than 48 hours following a storm.
- If branches have not been picked up residents should submit a Service Request (by clicking on the "Service Request" icon from the main page of the Village website). no later than one week following a storm event.
- All regular tree trimmings must be disposed of through the yard waste program. Learn more by referencing LRS guide [here](#).

The policy does not address debris from rain events that result in flooding

As one of the only communities with a formalized plan to address debris from storm events, we take great pride in the level of service consistently offered to the residents. At question is whether the thresholds for the Localized Response and Village Response are appropriate. Staff has reviewed and discussed the policy to determine what if any changes should be made at this time. While staff believes that in the context of the services provided by our neighboring communities, the Village of Lombard policy offers a higher level of service with greater consistency; there are improvements that can be made to the policy to better serve the residents of Lombard.

**Staff is recommending the following changes to the policy:**

- Establish six (6) zones to be used for evaluation of storm impact. These six zones will correspond to the Village's Tree Inventory Zones.
- Provide for the assessment to be completed 48 hours following the storm so that a greater understanding of the impact can be made.
- Use the standard of the seventy-five (75) parkway trees within a specific zone or a total of one hundred and fifty (150) parkway trees in abutting zones must sustain damage to limbs equal to or greater than three (3) inches in diameter in order to activate a Village Response for that zone.
- If a Village Response is activated for a zone, material must be placed in the parkway for collection within seven (7) days of the storm event. Material placed out after the seven (7) days will not be collected by the Village and must be disposed of through a private contractor or the Waste Management collection process. The seven day timeframe may be extended at the discretion of the Village based upon the magnitude and impact of the storm.
- If the National Weather Service (NWS) confirms that a tornado touched down in Lombard during a storm event, the properties located within the path of the tornado will be provided with collection of limbs from private property trees in accordance with the

Village Pick-Up Policy. Property owners will be required to place material out in the parkway within seven (7) days of the confirmation of the tornado.

- No changes to the response related to flood events is proposed under this review.

A redlined copy and a clean copy of the policy have been provided for the Board's review and consideration. This policy was reviewed by the Public Works and Environmental Concerns Committee at their September 10, 2024. The Committee unanimously recommended approval of the policy to the Village Board of Trustees.

It is difficult to quantify the cost for the Village Response related to tree debris collection; however, staff estimates that the collection of all material from the July 15, 2024 storm would exceed \$30,000 including labor, material and vehicle/tool costs.

**Recommendation**

The Public Works and Environmental Concerns Committee and the Department of Public Works respectfully recommend adoption of the amendment to the Village Board Policy on Debris Management to the Village President and Board of Trustees.

**Village of Lombard  
Storm Debris Policy Survey  
July 2024**



## VILLAGE OF LOMBARD

### VILLAGE BOARD POLICY MEMORANDUM

**Subject: Storm Debris Management**

**Section: 7.C.**

**Dept.: PW**

**Date: November 4, 2010**

**Updated: August 20, 2020**

#### I. Purpose

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster, to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, and expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

#### II. Procedures/Guidelines

The Village of Lombard's Department of Public Works is responsible for the debris removal function. All aspects of the Debris Management Policy shall be under the direction and guidance of the Director of Public Works who shall make determinations of response based upon an assessment of damages received in Lombard. The Department of Public Works (DPW) will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal ~~needs~~ following a disaster. DPW will be responsible for removing debris from the public right-of-way. DPW will further stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve flexibility in the decision-making process and allow for the clearing crews to begin work immediately after the disaster.

The quantity and type of debris generated from any particular disaster is a function of the location and type of event ~~experienced~~, as well as its magnitude, duration and intensity. The quantity and type of debris generated, its location and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred and the speed with which the problem can be addressed.

The Village of Lombard's Board of Trustees desires the Public Works Department, when major storm events occur and cause widespread damage throughout the community, to collect and dispose of debris. In order to better define widespread damage and establish such parameters to initiate collection for such an event, the Village has developed two levels of response. The first level is classified as **Localized-Private Response**. The second level is classified as **Village Response**. The procedure(s) for the policy are provided below:



The Village of Lombard has established six (6) zones to be used for the debris management policy. The zones are based upon the Village's Tree Inventory Map and is attached as Exhibit "A" to the Policy.

### **Localized Private Response**

- When wind speed at ground level exceeds 50 miles per hour as measured at Glenbard East High School and either (a) more than 50, but less than 200 seventy-five (75) parkway trees within a single zone or (b) if less than one hundred and fifty (150) parkway trees in adjacent zones homes have debris consisting of sustained damage of broken tree limbs exceeding three (3") inches in diameter plus; downed tree trunks or bushes, then the property owners must dispose of material in accordance with the Village of Lombard's Solid Waste Refuse Contract.
- The Contract provides that bundled brush must not exceed six (6) feet in length and fifty (50) pounds in weight. Each branch shall not exceed six (6) inches in diameter, with the total diameter of the bundle not to exceed 18 inches. Limbs must be cut, bundled, and stickered for collection per the Solid Waste Contract's requirements.
- The Village will only collect debris limbs from parkway trees and other trees on Village owned/maintained property.

Public Works Department staff will not enter upon private property to remove the debris.

### **Village Response**

The Village shall expand the assistance offered to residents/property owners if the following conditions exist.

- ~~When a storm occurs wherein damage to trees and bushes is realized by more than 200 homes, the pickup policy will be initiated for residents.~~
- When wind speed at ground level exceeds 50 miles per hour as measured at Glenbard East High School and either more than 200 homes have seventy-five (75) parkway trees within a single zone or (b) if more than one hundred and fifty (150) parkway trees in adjacent zones have sustained damage debris consisting of broken tree limbs exceeding three (3") inches in diameter plus and; downed tree trunks or bushes, then the Village Pick-Up Policy will pick up policy will be initiated for residentssingle family residential dwelling units within the zones that the above criteria has been met.
- If the National Weather Service (NWS) confirms that a tornado touched down in Lombard during a storm event, the properties located within the path of the tornado will be provided with collection of debris limbs from private property trees in accordance with the Village Pick-Up Policy.
- In the event that the confirmation from NWS comes outside of seven (7) days from the date of the storm, property owners will be required to place material out in the parkway within seven (7) days of the confirmation of the tornado. The Village, at its sole discretion may extend the seven (7) day timeframe based upon the magnitude and impact of the storm. limbs
- When rainfall in excess of a 50-year rain storm (6.46" over 24 hours, 5.95" over 18 hours, 5.62" over 12 hours as measured on the Public Works Department's rain gauge) is received occurs in Lombard, as measured on the Public Works

~~Department rain-gauge~~ or more than 100 homes have debris placed curbside within 24 hours of the storm consisting of building material and, personal property, ~~and landscape debris~~, the Pickup Policy will be initiated for residents.

The Village Pick-Up Policy shall consist of the following:

- Tree limbs and downed tree trunks and downed bushes may be placed onto the parkway ~~by at single family residential dwelling units residents~~. Material Tree limbs and downed tree trunks will be collected and disposed of by Village of Lombard crews, or by contractors hired by the Village.
- Material collection will begin within 72 hours from the end of the storm event.
- Material placed out after ~~72~~ seven (7) days of the storm event will not be collected by the Village and hours must rather be disposed of in accordance with the Village of Lombard Refuse Contract. The Village, at its sole discretion may extend the seven (7) day timeframe based upon the magnitude and impact of the storm.
- When rain events meet the threshold stated above, residents will have two weeks from the date of the event in which to contact the Public Works Department to provide name and address and a brief description of the debris they desire to place at the curb for pick up. The Village will provide ten (10) **STORM CLEANUP** stickers to each impacted property. Additional stickers may be requested through the Director of Public Works. The Village of Lombard may provide expanded hours office hours to accommodate the distribution of **STORM CLEANUP** stickers, based upon a determination by the Village Manager Director of Public Works.

If the Public Works Department has not been notified within said two-week time period, ~~then those~~ residents must then dispose of debris themselves in accordance with the terms or collection ~~through Waste Management~~per the Village's Solid Waste Contract.

Public Works Department staff will not ~~enter upon~~enter private property to remove the debris.

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major or catastrophic event. To achieve this objective, the first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area. Priority roadways in Village of Lombard are ~~identified~~ as follows:

#### **NORTH OF ROOSEVELT ROAD**

- Main - Roosevelt to North Ave.
- St Charles - West of Route 53 to Addison
- Westmore - Roosevelt to Division (North of St. Charles)
- Park - Maple to Parkside, St. Charles to Greenfield
- Madison - Finley to Addison
- Finley - Roosevelt to Crescent
- Wilson - Finley to Westmore
- Maple - Finley to Addison
- Grace - Central to Sidney (North of North Ave.)
- Parkside - Elizabeth to Grace
- Crescent - St Charles to Forest Preserve
- Sunset - West Road to Westwood
- Washington - Main to Addison

#### **SOUTH OF ROOSEVELT ROAD**

- Highland - North of Roosevelt to Butterfield Rd
- Main - Roosevelt to Janata
- Finley - Roosevelt to Village Limits (South of Eisenhower Lane)
- 22nd Street - Finley to Meyers
- Eisenhower - Finley Loop Back to Finley
- Grace - South of 22nd (Entrance to Yorktown)
- Janata - Main to Highland
- Technology Drive
- Butterfield Frontage

The Village of Lombard has established Mutual Aid Agreements with the following entities to provide assistance with debris removal in the event of a disaster resulting in copious

amounts of debris:

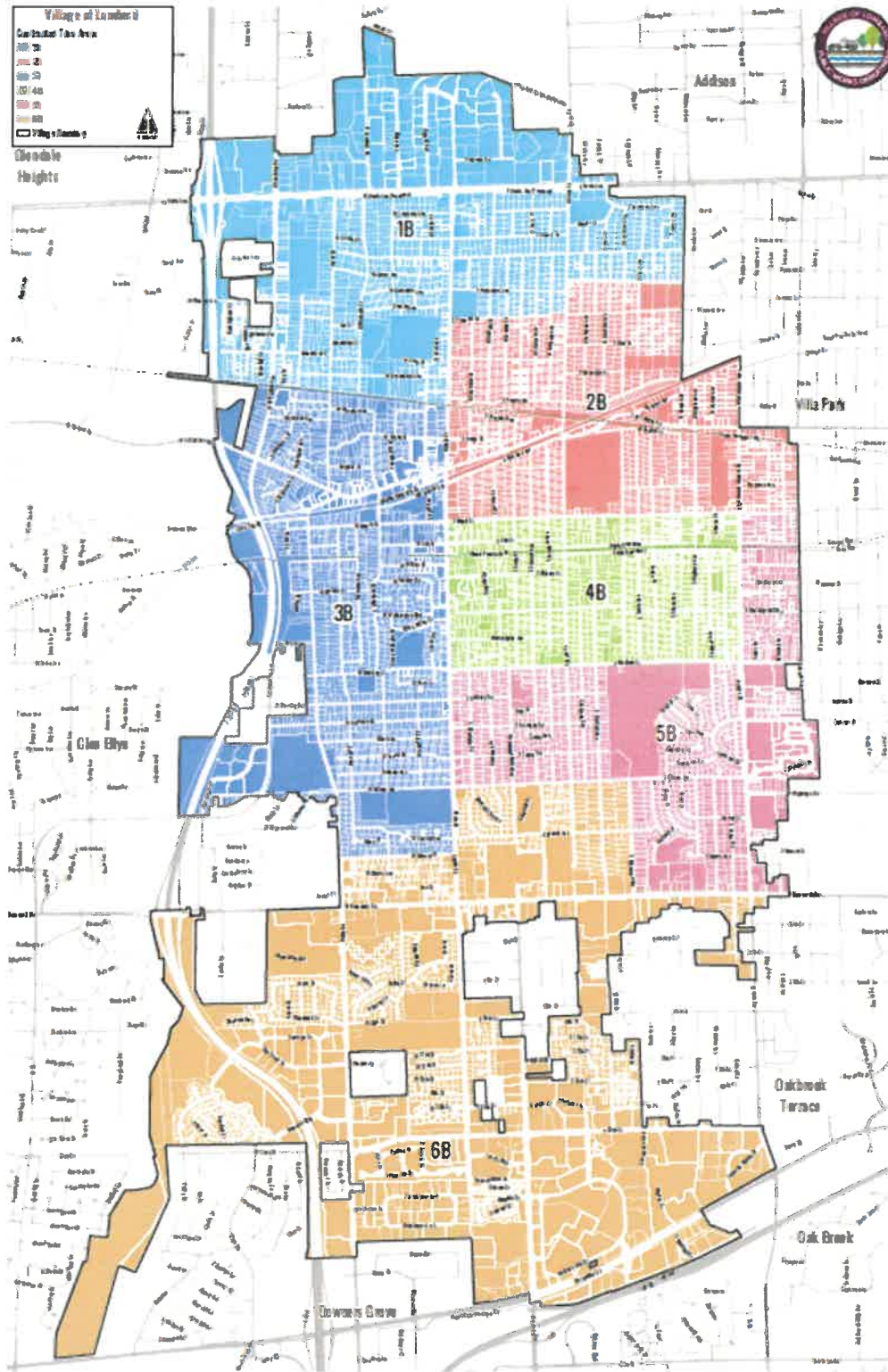
1. DuPage County Public Works Mutual Aid
2. Illinois Public Works Mutual Aid Network (IPWMAN)
3. Illinois Water/Wastewater Agency Response Network (ILWARN)

These agreements include utilization of personnel, equipment, temporary land sites, emergency services, and law enforcement.

**III. Legislation/Documentation**

- A. Minutes of Public Works Committee September 14, 2010
- B. Minutes of Public Works Committee October 12, 2010
- C. Village Board of Trustees November 4, 2010
- D. Minutes of the Public Works and Environmental Concerns Committee July 14, 2020
- E. Village Board of Trustees August 20, 2020
- E.F. Minutes of the Public Works and Environmental Concerns Committee September 10, 2024

# Exhibit A Village's Tree Inventory Map







## VILLAGE OF LOMBARD

### VILLAGE BOARD POLICY MEMORANDUM

**Subject: Storm Debris Management**

**Section: 7.C.**

**Dept.: PW**

**Date: November 4, 2010**

**Updated: August 20, 2020**

#### I. Purpose

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The quantity and type of debris generated from any particular disaster is a function of the location and type of event, as well as its magnitude, duration and intensity. The quantity and type of debris generated, its location and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred and the speed with which the problem can be addressed.

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The Village of Lombard has established six (6) zones to be used for the debris management policy. The zones are based upon the Village's Tree Inventory Map and is attached as Exhibit "A" to the Policy.

### **Private Response**

- When wind speed at ground level exceeds 50 miles per hour as measured at Glenbard East High School and either (a) less than seventy-five (75) parkway trees within a single zone or (b) if less than one hundred and fifty (150) parkway trees in adjacent zones have sustained damage of broken tree limbs exceeding three (3") inches in diameter plus downed tree trunks, then the property owners must dispose of material in accordance with the Village of Lombard's Solid Waste Contract.
- Limbs must be cut, bundled, and stickered for collection per the Solid Waste Contract's requirements.
- The Village will only collect limbs from parkway trees other trees on Village owned/maintained property.

Public Works Department staff will not enter upon private property to remove the debris.

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- If the National Weather Service (NWS) confirms that a tornado touched down in Lombard during a storm event, the properties located within the path of the tornado will be provided with collection of limbs from private property trees in accordance with the Village Pick-Up Policy.
- In the event that the confirmation from NWS comes outside of seven (7) days from the date of the storm, property owners will be required to place material out in the parkway within seven (7) days of the confirmation of the tornado. The Village, at its sole discretion may extend the seven (7) day timeframe based upon the magnitude and impact of the storm.
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The Village Pick-Up Policy shall consist of the following:

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- disposed of by Village of Lombard crews, or by contractors hired by the Village.
- Material collection will begin within 72 hours from the end of the storm event.
  - Material placed out after seven (7) days of the storm event will not be collected by the Village and must rather be disposed of in accordance with the Village of Lombard Refuse Contract. The Village, at its sole discretion may extend the seven (7) day timeframe based upon the magnitude and impact of the storm.
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These agreements include utilization of personnel, equipment, temporary land sites, emergency services, and law enforcement.

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- F. Minutes of the Public Works and Environmental Concerns Committee September 10, 2024

# Exhibit A Village's Tree Inventory Map

