

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us



Meeting Minutes

Monday, December 16, 2013

6:00 PM

Village Hall

Development Services, Planning and Engineering Committee

*Chairman Kathleen M. Fenton
Trustees Patricia A. Gira and Daniel T. Calandriello
Village Clerk John C. Mehalek*

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:21 PM

Present: 3 - Chairman Fenton; Trustee Gira and Trustee Calandriello

APPROVAL OF MINUTES

ITEMS FOR SEPARATE ACTION

2013-0731 Planning Resources, Inc. Contract

Director of Development Services Karie Friling reported that Planning Resources provides professional and landscape architectural and planning services that include:

Landscape reviews and inspections of new developments.
Environmental reviews of detention pond landscape designs.
Wetland and Erosion Inspections and other planning services.

Over the past ten years, Planning Resources' hundreds of diligent reviews have resulted in landscape plans that meet or exceed Orland Park Codes and high standards. The numerous inspections performed ensure full compliance with Board approved plans before the Village grants full occupancy or releases a letter of credit. Generally, Planning Resources completes about 100 reviews and inspections a year.

Planning Resources bills the Village monthly for time and materials based on their current schedule of hourly rates. The services provided by Planning Resources can be split into two categories, services billed at the 'Village Rate' and services billed at the 'Developer Rate.' Services like landscape reviews and inspections that are related to a specific project are billed at the developer rate, which is higher than the village rate. The Village recoups the cost of these services by charging a flat landscape review and inspection fee that is due upon the petition of any new project. The Village reserves the right to charge additional fees to a developer if the project requires more than two inspections. Planning Resources charges the village rate for Village requested projects like code review, wetland consultation or landscape design.

In 2009 the Village Board approved a contract with Planning Resources, Inc. for an amount not to exceed \$50,929 per year. The contract auto-renewed every year but included options for termination of the contract. The Finance Department is drafting a new contract that would continue their services, but not increase the annual budgeted amount. The proposed contract will also automatically renew yearly for four years with the Village's option to terminate.

The 2009-2013 contract is attached for review but a new contract, with similar terms, is being drafted by Finance. Planning Resources has provided updated hourly rates, which are attached for review. This is now before the Development Services, Planning & Engineering Committee for consideration.

I move to recommend to the Village Board approval of a contract for Planning Resources, Inc. for an amount not to exceed \$50,929 per year.

A motion was made by Trustee Gira, seconded by Trustee Calandriello, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Fenton, Trustee Gira, and Trustee Calandriello

Nay: 0

2013-0740 Final Relocation Payment for Orland Bakery

Director Friling reported that as part of the acquisition of the Orland Plaza, the Village of Orland Park is required to pay for relocation costs for affected businesses. The Village follows regulations in accordance with the Uniform Relocation and Real Property Acquisition Policies Act of 1970. The Village has finally received the required paperwork for the relocation of the Orland Park Bakery, now located at 14850 LaGrange Road.

Based upon documented paperwork received from Annette Favia, the Village's relocation consultant, the Bakery is eligible for a total relocation payment of \$447,483.10. The Village already made a partial payment of \$98,260 to the owner in 2011. The remaining balance of \$349,223.10 is now ready to be paid, as all outstanding documentation has been received.

I move to recommend to the Village Board of Trustees approval of the final relocation payment in the amount of \$349,223.10 for the Orland Park Bakery.

RECOMMENDED FOR APPROVAL to the Board of Trustees

Aye: 3 - Chairman Fenton, Trustee Gira, and Trustee Calandriello

Nay: 0

2013-0742 Professional Engineering Services with Christopher B. Burke - Approval

Transportation and Engineering Manager Kurt Corrigan reported that the Village of Orland Park's current contract with Christopher B. Burke (CBBEL) to provide professional engineering services expires December 31, 2013. Previous contracts for general engineering to be provided by CBBEL included a monthly retainer of \$8,500. CBBEL is proposing to maintain this amount for FY 2014. Throughout the 2013 fiscal year CBBEL has provided a variety of services not only with Development Services but with Public Works, Administration and Parks. The scope includes attending Village meetings, investigation of engineering matters,

review of drainage complaints, and follow-up with developers and residents. CBBEL also serves as the Village's professional engineer (PE) for the review and approval of private development projects within the Village of Orland Park. These fees are passed through to the developer for payment but are billed at CBBEL's 2007 rates, which is a significant savings to our local developers

CBBEL's proposal for their services are attached to the Committee Packet.

Chairmen Fenton asked if other departments get charged when they use the services.

Transportation and Engineering Manager Corrigan stated that it is currently three separate accounts.

I move to recommend approval of the Professional Engineering Services Contract with Christopher B. Burke in the amount of \$102,000 or \$8,500 per month as outlined in their proposal.

A motion was made by Trustee Gira, seconded by Trustee Calandriello, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Fenton, Trustee Gira, and Trustee Calandriello

Nay: 0

2013-0678 Consulting and Exclusive Commercial Real Estate Listing Agreement with HSA - Revised and Amended

Director Friling reported that in April of 2012, the Village Board approved a consulting and exclusive commercial real estate listing agreement with HSA Commercial Real Estate for the Main Street Development Project. Throughout the last year, staff has worked closely with Tim Blum of HSA on potential development projects, including identification of potential developers and tenants. The Village Board has been apprised of these confidential opportunities and staff anticipates bringing forward many of these opportunities in the very near future. HSA has worked very closely with Village staff and has served as a useful extension of Village resources throughout the past year, with no Village funds being expended to-date. HSA is only paid upon completion of actual deals. This agreement has now expired and will need to be renewed.

Throughout the past year, staff has discussed different deal structures that could possibly result in HSA stepping into the role of a developer on certain projects within the overall area. The revised agreement attached to the Committee Packet adds language that contemplates this possible scenario. Additionally, the agreement adds language that outlines the due diligence and rules that would be required in the event that such an arrangement would be deemed in the best interest of the Village of Orland Park (see Section 11 of agreement).

Trustee Gira asked if it was Tim Blum's idea to change the language of the agreement.

Director Friling stated that it was a mutual agreement.

I move to recommend to the Village Board approval of the revised and amended consulting and exclusive commercial real estate listing agreement with HSA.

A motion was made by Trustee Calandriello, seconded by Trustee Gira, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Fenton, Trustee Gira, and Trustee Calandriello

Nay: 0

2013-0686 2014 Traffic Data Collection

Transportation and Engineering Manager Corrigan reported that over the last 12 months the Village with assistance from Gewalt Hamilton Associates, Inc. (GHA) has developed a comprehensive 2040 Transportation Plan. The Transportation Plan was recently adopted by the Village Board as an appendix to the Village's Comprehensive Plan. The Transportation Plan recommends the Village adopt a bi-annual program that collects and compiles traffic count data within the community in order to identify changes in travel patterns, trends in growth as well as supplement IDOT and County traffic count information. Having this information will also start to establish a database of traffic information that can be used for outside funding applications.

Having completed the Village's Transportation Plan, GHA understands what areas or intersections need to be studied. These are identified in the recommended improvements section of the Plan. As with any project the first step is to identify what the existing traffic volumes are and the movements that may be causing a problem.

GHA has put together a scope of services and cost to provide traffic data collection services. 24-hour intersection counts (Tuesday through Thursday) will be provided. GHA will provide electronic files consistent with IDOT procedures and formatting which will include turning movement volumes, vehicle classification, bike and pedestrian data at one hour intervals. GHA is IDOT pre-qualified to perform this work therefore the information can be used for future projects and funding applications. It is typical for funding applications and federally funded projects that the traffic information be no more than two years old. It is the intent to rotate locations every year so the traffic information is up to date.

As part of the Development Services operating budget, \$10,000 has been recommended on an annual basis for traffic data collection services. Staff

recommends that GHA provide data collection services for 2014 in the amount not to exceed \$10,000.

The project will be invoiced monthly for the hours worked.

Trustee Calandriello asked if towns around the area do the same thing.

Trustee Gira asked if the spots that will be monitored have been identified.

Transportation and Engineering Manager Corrigan stated that the locations are in the proposed attachment that is found in the Committee Packet. He also stated that other towns collect data the same way.

I move to recommend to the Village Board to enter into a contract with Gewalt Hamilton Associates, Inc. of Vernon Hills, Illinois in the amount not to exceed \$10,000.00 (\$9,300 plus \$700 contingency) for the traffic data collection services.

A motion was made by Trustee Gira, seconded by Trustee Calandriello, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Fenton, Trustee Gira, and Trustee Calandriello

Nay: 0

2013-0741 LaGrange Road Enhancements - Construction Management Proposal

Transportation and Engineering Manager Corrigan reported that the Village of Orland Park is currently finalizing its aesthetic enhancements of the LaGrange Road corridor from 179th to 131st Streets. The project includes brick paver sidewalks, irrigation, monuments, columns, decorative fencing, various plantings and decorative median walls. The Village continues to coordinate the design and approval of this work with IDOT. The enhancements were not included in IDOT's contract and will be contracted independently through the Village. This in itself is a major project challenge given the risk of having another contractor performing work within IDOT's work zone. There is standard language in the project specifications that IDOT's contractor needs to coordinate and cooperate with Village contractors. As we know, IDOT's main goal is to complete LaGrange Road and, if for some reason the Village's contractor is not in a position to perform work when IDOT allows, there is potential for delays and claims.

The Village Board approved a contract with V3 Companies in July of 2013, to administer the Village's aesthetic enhancements contract. This includes coordinating with IDOT, inspecting the contractors' work, answering requests for information, and recommending payment for the contractor. As part of V3's company structure, they do provide alternate construction delivery methods. The At-Risk Construction Management (CM) delivery system combines construction management with general contracting. The CM acts as the owner's agent during

all pre-construction activities including program development, cost estimating, scheduling, and bid solicitation. Depending on the contract payment structure (Lump Sum, GMP, Cost-Plus Fee), the CM's fiduciary responsibility may shift at the start of construction. However, if the construction contract is defined as a cost of construction plus a CM fee, the CM remains as an agent for the owner while simultaneously being responsible for directing the work on site.

The LaGrange Road corridor project is a high profile local and regional project. The Village has invested significant resources to deliver a project that is above and beyond the typical IDOT bricks and mortar project. The ability to coordinate and construct the enhancements within the same time frame as IDOT's project schedule with the quality the Village expects is critical to the success of this project. The cost-plus-fee delivery method has the ability to deliver this project with these expectations and is the recommended delivery method.

As part of the Village's FY 2014 budget, \$3,500,000 has been budgeted for portions of the LaGrange Road aesthetic enhancements. Attached is the scope of work and budget summary for the construction management and construction of the enhancements. V3 will assemble specific trade bid packages which will be publicly bid and opened. The Village will approve the bid packages which will be billed against the not-to-exceed Construction Management Contract with V3 for \$3,500,000. The enhancement work anticipated for this year is along the east side of LaGrange Road. This work is based on the construction phasing of IDOT's LaGrange Road project.

As part of the Village's annual capital budget, funds have been allocated for the next three years for the enhancements. V3 and Village staff will continue to monitor the progress of the LaGrange Road reconstruction and develop a detailed scope based on the anticipated enhancement work to be done. This scope and fee will be brought to the Committee and Village Board for approval.

Chairmen Fenton asked if IDOT is on target in regards to their timeline.

Transportation and Engineering Manager Corrigan stated that a request was sent to IDOT asking for them to respond to that exact request.

I move to recommend to the Village Board to enter into a contract with V3 Companies of Woodridge, Illinois in the amount not to exceed \$3,500,000 for the construction and construction management of the LaGrange Road Enhancements by utilizing the Construction Manager At-Risk delivery method.

A motion was made by Trustee Calandriello, seconded by Trustee Gira, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Fenton, Trustee Gira, and Trustee Calandriello

Nay: 0

2013-0647 2013 Land Development Code Amendments II

Director Friling reported that the second round of 2013 Land Development Code amendments include both clarification and substantive amendments. Below is a summary list of the amendments. A more detailed discussion of each amendment can be found in the attached Plan Commission report.

Substantive Amendments (in order of magnitude)

- Creating a consistency within the Code for the appropriate application of sidewalks and multi-use paths per the Comprehensive Plan's recommendations to improve the walkability and multi-use of the Village's non-motorized (i.e. ped/bike) pathway networks. Also providing troubleshooting techniques for instances when network continuity is in question. (Section 6-406)
- Establishing multi-family/ attached dwellings in COR and VCD as special uses to ensure appropriate design oversight within the downtown and protect against residential encroachment. (Sections 6-210 and 6-212)
- Enabling equipment and motor vehicle rental in the MFG district for self-storage moving truck rentals and construction equipment rental as a special use. (Section 6-208)
- Correcting height regulations for wireless communication co-locations on buildings and water towers (15 feet max height for buildings and 50 feet max height for water towers); additional controls added for new freestanding wireless facilities within the 1 and ½ mile extra territorial jurisdiction of the Village (comply with Village Land Development Code); Retention of authority for the Village to correct abandoned or non-compliant towers within the municipality (legal recourse). (Section 6-311)
- Creating conformity for multi-family and single family attached buildings that share private driveways and limiting the number of single family detached dwellings on a shared private driveway to three lots (this is in addition to the definition of a Residential Driveway, which allows up to three dwelling units per shared driveway). (Section 6-406)
- Eliminating a provision on when private roads are appropriate as this is better handled by the Village Code; also removes the encouragement of gated communities, but does not discourage it either. (Section 6-405)
- Eliminating text in R-1, R-2, and R-2A that made subdivisions of 6 to 10 lots permitted uses in these zones. The text is inconsistent with current practice since subdivisions require public hearings related to density changes. (Sections 6-202,

6-203 and 6-203.5)

- Adjusting the minimum required setback in VCD to enable architectural features to project within the setback area up to 5 feet from the right-of-way. (Section 6-212)
- Creating consistency between office uses and medical offices uses pertaining to their respective parking requirements (making them the same). (Section 6-306)
- Adding Adult Day Care Center to the list of permitted uses in BIZ and COR next to Child Day Care. This is not added to any of the sections that reference Child Day Care because Adult Day Care is more intensive as a use than Child Day Care. (Sections 6-207 and 6-210)
- Adding Adult Day Care definition to the Definitions section to clarify what is meant by that use in the above referenced zoning districts. (Section 2-102)
- Creating feasibility strategy/ requirement for commercial property owners to limb or prune parkway trees that are thought to be hiding the shopping center's tenants or units. Limbing and pruning are first priority before cutting any trees. (Section 6-305)
- Adding Vending Machines to the list of accessory uses and structures for commercial properties and identifying the appropriate locations on site for such machines. (Section 6-302)

Clarification Amendments

- Updating the definition of Day Care Center to reflect the appropriate state licensing and registration requirements with DCFS. (Section 2-102)
- Updating the definition of Convenience Store to remove references to beer and wine. This does not impact the ability of issuing a liquor license to a convenience store. (Section 2-102)
- Clarifying dimensional requirements currently found on permits for non-residential tents and canopies and when they are required. (Section 6-304)
- Clarifying the number of times residential properties can have dumpsters on their property (1 month per 1 year). (Section 6-304)
- Updating terms in the Sign code and replacing the word "development(s)" with "building(s)". Also removing an erroneous provision limiting window signs on monument signs. Monument signs do not have windows. (Section 6-307)

- Clarifying when barriers are required for aquatic facilities (i.e. spas, hot tubs etc.) per current permit requirements and that they must remain for abandoned properties. (Section 6-310)
- Updating terms, definitions and processes of reviewing wireless communication facilities with more user friendly language and expounding on what is meant and expected with stealth technologies, landscape screening etc. (Section 6-311)
- Clarifying that lots within the 1 and ½ mile extra-territorial jurisdiction of the Village shall not be less than 10,000 square feet. Lots within the Village are often less than 10,000 square feet (e.g. R-4 and OOH) and so that intent is adjusted and removed. (Section 6-402)

Trustee Gira referenced page two of the text where it refers to input for areas outside the village and asked if anyone complies with that.

Director Friling stated that staff is trying to do the best they can with the limits that they have.

Trustee Gira asked for the clarifications for the number of times residential properties can have dumpsters on their properties.

Director Friling stated that currently in the code residents are allowed to have them but it does not limit how many times a resident can have them.

I move to recommend to the Village Board of Trustees to approve the Land Development Code Amendments as recommended at the December 10, 2013 Plan Commission meeting and as indicated in the below fully referenced motion.

THIS SECTION FOR REFERENCE ONLY (NOT NECESSARY TO BE READ)

I move to recommend to the Village Board of Trustees to approve the Land Development Code Amendments as shown in the attachment titled "Part Three: Attachments", prepared by the Development Services Department and dated December 11, 2013, for Sections 2-102, 6-202, 6-203, 6-203.5, 6-207, 6-208, 6-210, 6-212, 6-302, 6-304, 6-305, 6-306, 6-307, 6-310, 6-311, 6-402, 6-405 and 6-406.

A motion was made by Trustee Calandriello, seconded by Trustee Gira, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Fenton, Trustee Gira, and Trustee Calandriello

Nay: 0

2013-0738 Joon Lee Tae Kwon Do Studio - Appearance Improvement Grant

Director Friling reported that an Appearance Review was administratively approved for this project on December 12, 2013. The Appearance Review report and its exhibits are included with this report for further reference.

The petitioner is applying to the Appearance Improvement Grant for \$20,000, the maximum participation, to renovate and rehabilitate the exterior appearance of the former Crest Lighting building. The former Crest Lighting building very visible from La Grange Road and is the type of building this grant program is intended to assist. It has an aged appearance complete with mansard roof, old dormers and heavy design features. A new appearance will re-energize this site within the Downtown and the La Grange Road corridor and reflect the continued renewal of the Downtown district.

PROJECT DESCRIPTION & CONTEXT

Per the requirements of the Appearance Improvement Grant the proposed improvements fit under the Commercial Remodel category for "Façade Expansion & Exteriors", "New Doors & Windows", "New Signage", "Storefront Architectural Features", and "Removal of Inappropriate Materials". In addition, the proposed improvements meet the guidelines for eligible projects.

Additionally, the petitioner has provided two bids as required by the grant program. The two bids are from Krane Builders and Development (\$219,000) and Lee Construction (\$266,400). Each bid is described below.

Krane Builders and Development (\$219,000)

Krane is proposing to do the following in summary:

- Demolition
- Façade work (STOCOAT, masonry, openings etc.)
- Installation of new windows, canopy, doors etc.
- Cross-access installation and other site work (striping etc.)

For more detail on these activities, the Krane bid is attached.

Lee Construction (\$266,400)

Lee Construction is proposing to do the following in summary:

- Demolition
- Façade work (STOCOAT, masonry, openings etc.)
- Rough and Finished carpentry
- Fire protection and electrical
- Installation of new windows, canopy, doors etc.
- Cross-access installation and other site work (striping etc.)

For more detail on these activities, the Lee bid is attached to the Committee

Packet.

Bid Selection

The architect has indicated that these bids are only for the exterior appearance project for the building. However, as noted above in the Lee bid, some internal activities are also included in both bids. Interior activities are not eligible for funding assistance. Excluding these, however, do not lower the \$20,000 grant sought by the petitioner as the exterior portion of this project is substantial and beyond \$40,000 in cost.

The Appearance Improvement Grant notes that the best or lowest bid is selected to fund the project. In this case, the Krane Builders and Development bid is the lower bid and the bid that references only exterior work.

The Appearance Improvement Grant funds projects over \$1,000 to cover 50% of the work up to a maximum of \$20,000. In this case, the grant will provide \$20,000 to the petitioner, Joon Lee's Tae Kwon Do Studio, for the renovation of the former Crest Lighting building.

Financial Impact

The financial impact to the Village of Orland Park will be \$20,000 from the following account number:

010-2003-484930

The Appearance Improvement Grant currently has \$47,227.50. After this project, the grant fund will have \$27,227.50 remaining.

To date, two additional projects will apply to the grant program to use that remainder in full. Those reports will reflect this grant application in the total available grant funding.

Prior projects funded so far include:

- Twin Towers Sanctuary for \$2,772.50

Chairmen Fenton commented that she thought it was great that Joon Lee Tae Kwon Do Studio was taking advantage of the facade program.

Trustee Gira commented that she believes it will be a great improvement to the current appearance.

I move to recommend to the Village Board to approve the Appearance Improvement Grant application for \$20,000 to renovate and rehabilitate the exterior appearance of the former Crest Lighting building for Joon Lee's Tae Kwon Do Studio, as indicated in the below fully referenced motion.

THIS SECTION FOR REFERENCE ONLY (NOT NECESSARY TO BE READ)
I move to recommend to the Village Board to approve the Appearance Improvement Grant application for \$20,000 from account 010-2003-484930 for Joon Lee's Tae Kwon Do Studio at 14355 S. La Grange Road;

And

I move to recommend to the Village Board to approve the Krane Builders and Development bid for \$219,000 as the lowest bid for Joon Lee's Tae Kwon Do Studio to use subject to the following conditions:

1. Obtain the necessary building permits for renovating the building;
2. Sign an Appearance Improvement Grant Agreement before beginning any work.
3. Complete the conditions outlined in the attached Appearance Review.

A motion was made by Trustee Patricia Gira, seconded by Trustee Daniel Calandriello, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Fenton, Trustee Gira, and Trustee Calandriello

Nay: 0

ADJOURNMENT: 6:35 PM

A motion was made by Trustee Calandriello, seconded by Trustee Gira, that this matter be ADJOURNED. The motion carried by the following vote:

Aye: 3 - Chairman Fenton, Trustee Gira, and Trustee Calandriello

Nay: 0

/AJ

Respectfully Submitted,

John C. Mehalek, Village Clerk