

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orlandpark.org](http://www.orlandpark.org)



## Meeting Agenda

Tuesday, February 18, 2020

7:00 PM

Village Hall

## Plan Commission

*Nick Parisi, Chairman*

*Edward Shussler, Vice Chairman*

*Commissioners: John J. Paul, Laura Murphy, Patrick Zomparelli, Yousef Zaatar  
and Daniel Sanchez*

*Short Agenda Council Boiler*

**CALLED TO ORDER/ROLL CALL**

**APPROVAL OF MINUTES**

[2020-0135](#) Minutes of December 3, 2019 Plan Commission Meeting

**Attachments:** [12-03-2019 meeting minutes](#)

**PUBLIC HEARINGS**

**OPEN PUBLIC HEARING**

[2020-0042](#) Mastic Pistachia Gelato - Special Use

**Attachments:** [Site Plan](#)  
[Mobility - Aerial](#)  
[Tenant Space - Street View](#)  
[Special Use Standards](#)

**CLOSE PUBLIC HEARING**

**OPEN PUBLIC HEARING**

[2020-0025](#) Hope Covenant Church - 14401 West Ave - Text Amendment and Special Use

**Attachments:** [19-1105 EL to Hope](#)  
[Beds Plus Locations](#)  
[Beds Plus Volunteer Manual](#)  
[Petitioner's Narrative](#)  
[Plat of Survey](#)  
[Settlement Agreement Hope Village 11.27.19](#)  
[Response to Special Use Standards - Hope Covenant Church \(0021752\)](#)

**CLOSE PUBLIC HEARING**

**NON-PUBLIC HEARINGS**

**OTHER BUSINESS**

[2020-0134](#) Memo: New Petitions

**Attachments:** [02-18-2020 Plan Commission Memo](#)

**NON-SCHEDULED CITIZENS & VISITORS**

**ADJOURNMENT**

DATE: February 18, 2020

## **REQUEST FOR ACTION REPORT**

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File Number: **2020-0135**

Orig. Department:

File Name: **Minutes of December 3, 20% Plan Commission Meeting**

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**BACKGROUND:**

**BUDGET IMPACT:**

**REQUESTED ACTION:**

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# VILLAGE OF ORLAND PARK

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Orland Park, IL 60462  
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## Meeting Minutes

Tuesday, December 3, 2019

7:00 PM

Village Hall

## Plan Commission

*Nick Parisi, Chairman*

*Edward Shussler, Vice Chairman*

*Commissioners: John J. Paul, Laura Murphy, Patrick Zomparelli, Yousef Zaatar  
and Daniel Sanchez*

**CALLED TO ORDER/ROLL CALL (AUDIO: 2:37)**

- Present:** 4 - Chairman Parisi; Vice Chairman Schussler; Member Zomparelli, Member Sanchez
- Absent:** 3 - Member Paul; Member Murphy, Member Zaatar

**APPROVAL OF MINUTES (AUDIO: 3:02)**

**2019-0882 Minutes for November 5, 2019 Plan Commission Meeting**

**A motion was made by Vice Chairman Edward Schussler, seconded by Member Patrick Zomparelli, that this matter be APPROVED. The motion carried by the following vote:**

- Aye:** 4 - Chairman Parisi, Vice Chairman Schussler, Member Zomparelli and Member Sanchez
- Nay:** 0
- Absent:** 3 - Member Paul, Member Murphy and Member Zaatar

**PUBLIC HEARINGS**

**OPEN PUBLIC HEARING (AUDIO: 5:15)**

**A motion was made by Member Patrick Zomparelli, seconded by Member Daniel Sanchez, that this matter be APPROVED. The motion carried by the following vote:**

- Aye:** 4 - Chairman Parisi, Vice Chairman Schussler, Member Zomparelli and Member Sanchez
- Nay:** 0
- Absent:** 3 - Member Paul, Member Murphy and Member Zaatar

**2019-0880 2020 Land Development Code Amendments I**

Staff presentation was given by Ed Lelo and Bethany Salmon in accordance with report dated December 3, 2019.

No members of the public were present. Topics of discussion between the Commission and staff included the change replacing the Development Services Planning and Engineering Committee to Committee of the Whole; expedited approval process with unanimous approval at the Plan Commission level; historic district approval process; traffic study (if necessary) being provided to Plan Commission; disclosure of ownership to Plan Commission to assist in determination of possible conflicts of interest; sign code revision pertaining to gas station and drive thru accessory structures and landscaping requirements; prohibiting monument signs for residential areas and sign requirements for Historic District; possible reconsideration of regulation of digital signs; updates and clarification made to screening requirements and landscaping requirements;

and minor changes to environmental technology standards.

A question was raised by Vice Chairman Schussler and responded to by staff regarding sleeping in churches. (AUDIO: 34:20)

Vice Chairman Schussler excused himself at approximately 7:31pm. The meeting was reconvened at approximately 7:35pm.

I move to accept as findings of fact of this Plan Commission the findings of fact set forth in this staff report, dated December 3, 2019.

And

I move to recommend to the Village Board of Trustees to approve the Land Development Code amendments for Section 2-102, Section 3-101, Section 5-101, Section 5-108, Section 5-112, Section 6-202, Section 6-209, Section 6-302, Section 6-304, Section 6-305, Section 6-307, Section 6-308, and Section 6-314, as presented in the attached Amendment Report titled "2020 Land Development Code Amendments I Amendment Report to the Plan Commission" and associated exhibits, prepared by the Development Services Department and dated December 3, 2019.

**A motion was made by Vice Chairman Schussler, seconded by Member Zomparelli, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 4 - Chairman Parisi, Vice Chairman Schussler, Member Zomparelli and Member Sanchez

**Nay:** 0

**Absent:** 3 - Member Paul, Member Murphy and Member Zaatar

### **CLOSE PUBLIC HEARING (41:45)**

**A motion was made by Chairman Nick Parisi, seconded by Member Patrick Zomparelli, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 4 - Chairman Parisi, Vice Chairman Schussler, Member Zomparelli and Member Sanchez

**Nay:** 0

**Absent:** 3 - Member Paul, Member Murphy and Member Zaatar

### **NON-PUBLIC HEARINGS**

### **OTHER BUSINESS**

### **MEMO**

**2019-0883 Memo: New Petitions**

**NON-SCHEDULED CITIZENS & VISITORS**

**ADJOURNMENT**

Meeting adjourned at 7:40 pm.

**A motion was made by Chairman Nick Parisi, seconded by Member Patrick Zomparelli, that this matter be ADJOURNED. The motion carried by the following vote:**

**Aye:** 4 - Chairman Parisi, Vice Chairman Schussler, Member Zomparelli and Member Sanchez

**Nay:** 0

**Absent:** 3 - Member Paul, Member Murphy and Member Zaatar

Respectfully submitted,

Gerianne Flannery  
Recording Secretary



## **REQUEST FOR ACTION REPORT**

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File Number: **2020-0042**  
Orig. Department: **Development Services Department**  
File Name: **Mastic Pistachia Gelato - Special Use**

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### **BACKGROUND:**

#### **QUICKFACTS**

##### **Project**

Mastic Pistachia Gelato - Special Use  
2020-0042

##### **Petitioner**

Maram Baker

##### **Purpose**

The petitioner seeks a special use permit to allow for the operation of an Italian gelato restaurant within three hundred feet of a parcel zoned for single family residential use. The proposed 1,280 square foot tenant space is located at 14404 John Humphrey Drive within the Horton Center.

*Requested Actions:* Special Use Permit

##### **Project Attributes**

*Address:* 14404 John Humphrey Drive, Orland Park, IL

*P.I.N.:* 27-10-100-100-1002

*Size:* 2.89 acres (125,888 sq. ft.)

*Tenant Area:* 1,280 sq. ft.

*Comprehensive Plan Planning District:* Downtown

*Comprehensive Land Designation:* Downtown Mixed Use

*Existing Zoning:* VCD Village Center District

*Existing Land Use:* Downtown Mixed Use

##### *Surrounding Land Use:*

North: VCD Village Center District - Vacant Land

South: VCD Village Center District - Office, Personal Service, Commercial Retail

East: VCD Village Center District - Commercial Retail; Unincorporated Cook County - Single-Family Residential; OS Open Lands District - Open Space

West: VCD Village Center District - Office, Personal Service

#### **PLANNING OVERVIEW AND BACKGROUND**

The petitioner is proposing to operate an Italian gelato restaurant located at 14404 John

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Humphrey Drive. The proposed 1,280 square foot tenant space is located at the northeast portion of an existing shopping center, known as Horton Center.

### **MOBILITY ANALYSIS**

*Pedestrian* - Sidewalks are provided along the tenant frontage and perimeter of the subject property. The petitioner has indicated that the use proposed will not significantly increase pedestrian traffic. The existing pedestrian network is adequate for the use proposed.

*Vehicular* - The subject property abuts a major collector road (John Humphrey Drive) and a local road (144<sup>th</sup> Place). The site has one point of ingress and egress onto and off of each road. The petitioner has indicated that the use proposed will not significantly increase vehicular traffic. The road network provides the site with adequate vehicular access for the use proposed.

*Parking Analysis* - The Land Development Code requires 1 off-street parking space per 100 square feet of building area for restaurants uses. Accordingly, the proposed 1,280 square foot restaurant would require 13 off-street parking spaces. The Horton Center development currently consists of 187 off-street parking spaces within the existing lot which more than satisfies the parking requirements for the uses proposed and existing. The uses which currently occupy space within the Horton Center require 110 spaces per the LDC, leaving an excess of 77 spaces.

#### Parking Requirements for Existing Uses

Medical - 13 parking spaces

Personal Service Establishment - 19 spaces

Financial Institution - 4 spaces

Dry-Cleaning 3 spaces

Commercial Retail - 20 spaces

Restaurants - 51 spaces

Parking Space Utilization - 110 spaces

Excess Spaces - 77 spaces

### **DISCUSSION**

*Special Use Permit* - In the VCD Village Center District, approval of a Special Use Permit is required for restaurants located within three hundred (300) feet of a single family detached residential lot line. The subject property is located to the east of and within three hundred feet of single family parcels in unincorporated Cook County.

*Land Use/Compatibility* - The proposed use is compatible with the existing uses within the shopping center as well as the surrounding land uses and zoning within the vicinity of the shopping center. The proposed restaurant does not directly abut any single family detached residential lots. The proposed restaurant and existing shopping center are separated from the nearby single family homes by John Humphrey Drive.

The restaurant will occupy a 1,280 square foot tenant space and contain a minimal amount of seating (approximately 4 tables). As the use is limited to gelato, the impact to neighboring properties, particularly those within three hundred feet are likely to be minimal. Additionally, restaurant uses currently occupy other tenant spaces within the Horton Center. The petition has indicated that the proposed restaurant will not significantly increase parking or traffic demands and will only serve gelato.

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Overall, the project conforms to the Village's Comprehensive Plan, Land Development Codes and policies for this area.

**SPECIAL USE PERMITS & STANDARDS**

Restaurants located within 300 feet of a single family detached residential lot line require approval of a Special Use Permit in the VCD Village Center District, in accordance with Table 6-212.C.1 of the Land Development Code.

When considering an application for a special use permit, the decision-making body shall consider the eight special use standards listed in the Code. The petitioner has responded to the Special Use Standards; attached for reference.

**BUDGET IMPACT:**

**REQUESTED ACTION:**

I move to accept as findings of fact of this Plan Commission the findings of fact set forth in this staff report, dated February 18th, 2020.

And

I move to recommend to the Village Board of Trustees approval of a **Special Use Permit** for Mastic Pistachia Gelato to allow for the operation of an Italian gelato restaurant within 300 feet of a single family detached residential lot line in the VCD Village Center District, subject to the following conditions:

1. Meet all Building and Land Development Code requirements.
2. Obtain the necessary permits from the Village's Building Division prior to initiating work.
3. Submit a sign permit application to the Development Services Department for separate review. Signs are subject to additional review and approval via the sign permitting process and additional restrictions may apply.
3. Obtain approval of an Appearance Review for any façade changes.

1. The special use will be consistent with the purposes, goals and objectives and standards of the Comprehensive Plan, any adopted overlay plan and these regulations; *(List factors that demonstrate how your proposal meets this standard.)*

**A. Purpose, goals to the surrounding common area**

2. The special use will be consistent with the community character of the immediate vicinity of the parcel for development; *(List factors that demonstrate how your proposal meets this standard.)*

**A. We're serving gelato, which will meet the same community character of other restaurants in the area**

3. The design of the proposed use will minimize adverse effect, including visual impacts on adjacent properties; *(List factors that demonstrate how your proposal meets this standard.)*

**A. This is an existing unit, surrounded by a bakery and a beauty shop and it will be used as is for the purpose mentioned above.**

3. The proposed use will not have an adverse effect on the value of the adjacent property; *(Insert explanation. If necessary, the petitioner should be prepared to offer expert testimony that the proposed project will have no adverse impact on surrounding properties.)*

**A. We're not changing anything with the structure. We're basically selling gelato, not manufacturing.**

4. The applicant has demonstrated that public facilities and services, including but not limited to roadways, park facilities, police and fire protection, hospital and medical services, drainage systems, refuse disposal, water and sewers, and schools will be capable of serving the special use at an adequate level of service; *(Insert explanation))*

**A. Common with the rest of the plaza**

5. The applicant has made adequate legal provision to guarantee the provision and development of any open space and other improvements associated with the proposed development; *(Insert explanation)*

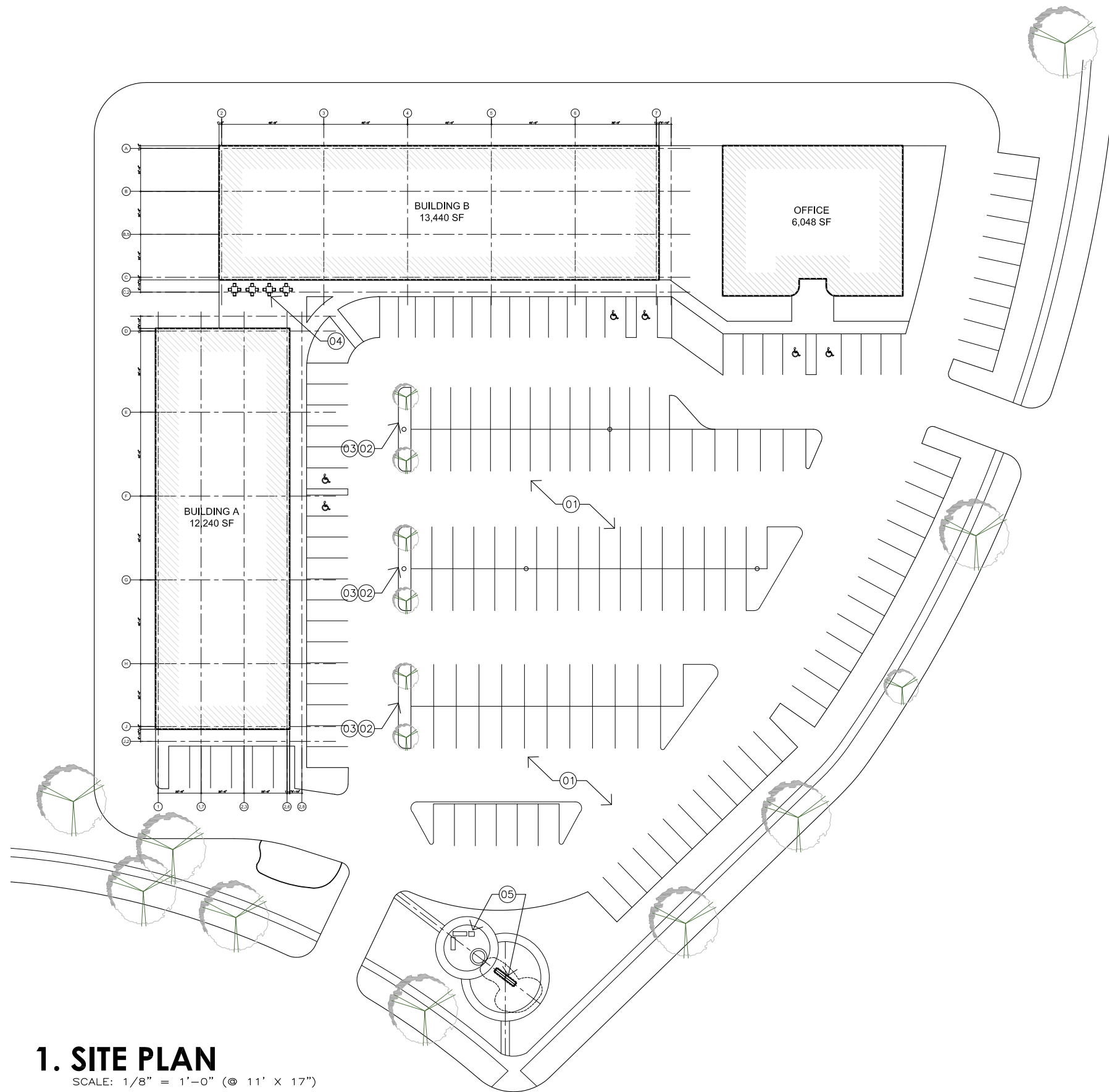
**A. We are complying to the existing rules and legal provision of the plaza and Orland Park city**

7. The development will not adversely affect a known archaeological, historical or cultural resource;

**A. Within the existing of the existing plaza and surrounding. We're not developing any new structure.**

8. The proposed use will comply with all additional standards imposed on it by the particular provision of these regulations authorizing such use and by all other requirements of the ordinances of the Village.

**A. Our proposed use will comply with all additional standards imposed on the particular provision. We're only selling gelato**

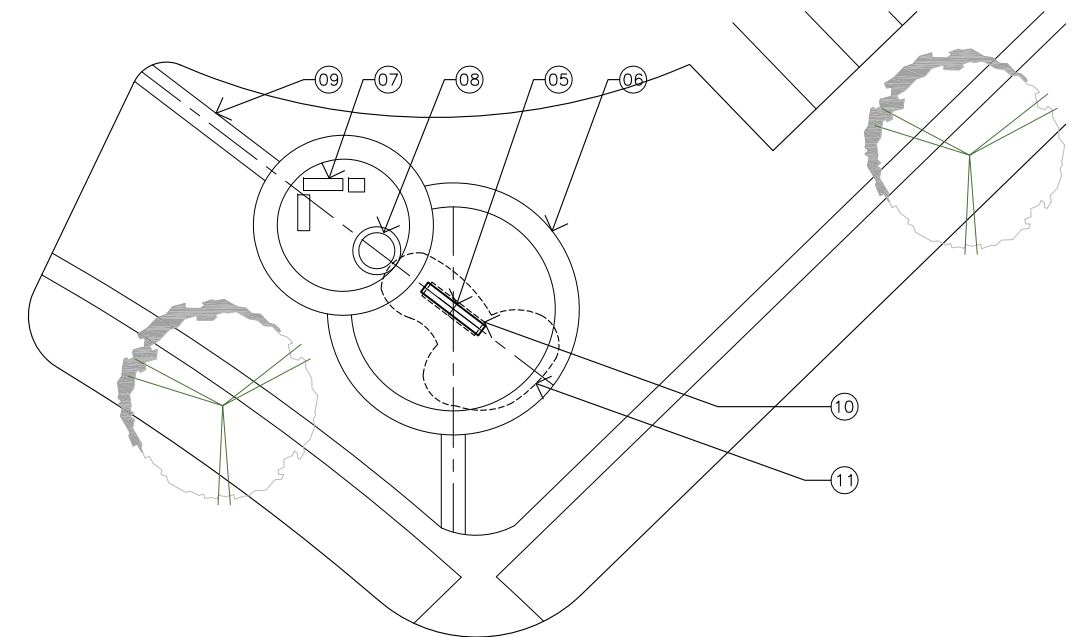


# 1. SITE PLAN

SCALE: 1/8" = 1'-0" (@ 11' X 17")

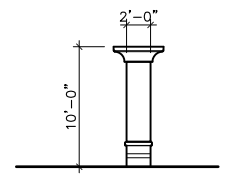
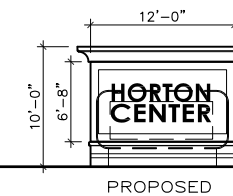
# KEYED NOTES

- 01 RESURFACE AND RESTRIPE EXISTING PARKING AREA
- 02 EXISTING ISLANDS TO REMAIN
- 03 REMOVE EXISTING ROCK IN LANDSCAPE AREAS AND REPLACE WITH MULCH COVER
- 04 NEW OUTDOOR SEATING
- 05 NEW MONUMENT GROUND SIGN
- 06 NEW PAVING AND LANDSCAPING
- 07 NEW BENCHES
- 08 NEW FOUNTAIN
- 09 NEW WALK
- 10 EXISTING GROUND SIGN TO BE REPLACED (SHOWN DASHED)
- 11 EXISTING LANDSCAPING TO BE REVISED (SHOWN DASHED)



# 3. ENLARGED PLAN

SCALE: 1/16" = 1'-0" (@ 11' X 17")



# 2. MONUMENT SIGN ELEVATIONS

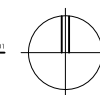
SCALE: 1/8" = 1'-0" (@ 11' X 17")



**Horton Center Facade Renovation**  
 14400 John Humphrey Dr, Orland Park, IL 60462  
 December 16, 2013 - Design Review

SCALE: 1" = 20'-0" (@ 11' X 17")

JOB NO: 1307-01



**SITE PLAN**  
**A1.0**

**Proposed Location:**  
14404 John Humphrey Dr.



**144th Place**

**John Humphrey Drive**

**Private Drive  
(Unincorporated)**

**94th Avenue**

**Dan Nicorata & Gary  
Gunkel Family Dentistry**

**145th Street**

**Proposed Location:**  
14404 John Humphrey Dr.





**REQUEST FOR ACTION REPORT**

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File Number:	<b>2020-0025</b>
Orig. Department:	<b>Development Services Department</b>
File Name:	<b>Hope Covenant Church - 14401 West Ave - Text Amendment and Special Use</b>

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**BACKGROUND:**

**QUICKFACTS**

**Project**

Hope Covenant Church - Text Amendment, Special Use Permit

**Petitioner**

David Sosin, Attorney for the Petitioner

**Purpose**

The petitioner is submitting for a text amendment to Section 6-209.B to add to the table of uses to include the following as a special use: "Overnight sleeping accommodations (shelter), without charge from 6:00 p.m. to 7:00 a.m., limited to one such time period in seven days, for people having no regular home or residences address, as an accessory use to an existing place of worship". In addition, the petitioner will be applying for approval of a special use permit for the above referenced use, for Hope Covenant Church located at 9955 144th Street.

**Requested Actions:** *Text Amendment, Special Use Permit*

**Address:** 9955 144<sup>th</sup> Street

**P.I.N.:** 27-09-205-012-0000; 27-09-205-013-0000

**Parcel Size:**

27-09-205-012-0000: .67 acres / 29,278 square feet

27-09-205-013-0000: 1.05 acres / 68,405 square feet

**Comprehensive Plan Planning District & Designation:**

Downtown Planning District / Community and Institutional

**Existing Zoning:** Old Orland Historic District

**Existing Land Use:** Place of Worship

**Proposed Land Use:** "Overnight sleeping accommodations (shelter), without charge from 6:00 p.m. to 7:00 a.m., limited to one such time period in seven days, for people having no regular home or residences address, as an accessory use to an existing place of worship."

**Surrounding Land Uses & Zoning:**

North: Old Orland Historic District - Single Family Residential

South: R-3 Residential District - Single Family Residential

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East: OOH Old Orland Historic District - Single Family Residential

West: R-3 Residential District - Single Family Residential

## **BACKGROUND**

### **History**

The Village of Orland Park was first notified that Hope Covenant Church was using their facility as an overnight shelter for the homeless in October of 2019. The church had begun to offer a program in conjunction with Beds Plus, an organization that offers various support services to the homeless including overnight shelter, where one night a week (Tuesday) the homeless who are members of Beds Plus and, on occasion walk-ins, are provided dinner in the evening, are allowed to stay overnight, and provided breakfast the next morning. The meals are either catered or donated by one of the Beds Plus volunteers.

Prior to the arrival of the overnight guests, the volunteers set up sleeping areas in the basement rooms of the church. Representatives had indicated that there had been up to 30 members that stayed overnight in the church when the program first began.

After being made aware of the church's operations, the Village contacted representatives of the church to ask that they cease operations of the overnight shelter until the appropriate zoning approvals granted and building permits were issued. After discussion amongst the Village Attorney and an attorney representing the church, Hope Covenant agreed to have the facility inspected by the Village of Orland Park and work with the Village to obtain the appropriate approvals.

The Village of Orland Park Development Services Department staff inspected the church on October 18, 2019. Representatives of Beds Plus and the pastor of Hope Covenant Church were present. During the inspection the representatives of the church explained the operations and cooperated with Village staff.

The Village compiled the results of the inspection in a letter that was sent to the representatives of the church on November 5, 2019. The letter outlined first, that because the church was now allowing people to stay overnight the occupancy classification for the portion of the building where the overnight shelter was occurring had changed from A-3 assembly to an R-1 residential occupancy classification, in accordance with the 2018 International Building Code (IBC). The letter also outlined potential code deficiencies based on the description of the use provided by representatives of the church and Beds Plus and the observations made during the on-site inspection.

The letter addressed the applicable code requirements that would need to be verified, including categories of General and Site, Life/Safety, Accessibility, Mechanical, Electrical, Plumbing, and Health. The letter noted that because these items were called out based on a single site visit, it was imperative that the church cease operations of the overnight shelter until such time that a licensed design professional could submit appropriate plans detailing the current design and construction of the existing facility and Development Services Department could review and advise about the necessary corrections in order to gain compliance to the applicable code requirements.

This is the same process that is followed for any new user that attempts to occupy a building in Orland Park. If that user begins operations before approvals are granted then they must stop until the appropriate plans are evaluated and new occupancy is granted based on applicable

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codes.

Additionally, per Section 6-209.B overnight shelter as an accessory use to a place of worship is not listed as a permitted or special use in the Old Orland Historic District. As such, the letter indicated that the church must apply for a text amendment to allow overnight shelter accessory to a place of worship in the list of special uses in the OOH District and then apply for special use permit to allow for this use. The specific text amendment language has been refined since the original letter and has been agreed upon by the members of the church and the Village of Orland Park.

On November 7, 2019 Hope Covenant Church confirmed that they would not cease shelter operations while the health and safety issues were addressed. On November 7, 2019 the Village filed a temporary restraining order and preliminary injunction for the church to cease operations of the shelter. On November 8, 2019, the Circuit Court of Cook County held an emergency hearing on the motion. At the hearing the court ordered Hope Covenant Church to provide a plan by November 14, 2019 to correct life and safety issues. Hope Covenant Church did provide a response letter but did not provide the specific information requested in the letter sent by the Village.

On November 18, 2019 a hearing was held with the Circuit Court of Cook County where the court ordered Hope Covenant Church to install smoke and carbon monoxide detectors prior to offering the shelter the following Tuesday. On November 25, 2019 the Village reached a tentative agreement with Hope Covenant Church that allowed the continuation of the use while the outstanding safety issues were being addressed. The settlement agreement was unanimously approved by the Village Board of Trustees.

The settlement agreement outlined the responsibilities of Hope Covenant Church from the building and zoning code perspective. Within forty-five (45) days of the date of the agreement the church was required to provide plans prepared by a licensed design professional that demonstrate how Hope Covenant intended to use the subject property for an overnight shelter. This was required to include: the number of occupants, distribution of sleeping rooms, paths of ingress and egress from sleeping area, locations of fire alarms, smoke detectors and carbon monoxide detectors, exterior and emergency lighting, submittal of a request for interpretation from the State of Illinois for Accessibility Code applicability, policies and plans for food handling and service, and plans for either fire rating of corridors and partitions or a fire watch (monitors) in accordance with the applicable codes. The agreement noted that plans would not require structural modifications unless otherwise required by law.

A preliminary floor plan has been received and an initial meeting with the Village staff and architect representing the church has been held. Full building plans will be submitted after the zoning process is complete to ensure that any conditions of approval noted in the public hearing process can be incorporated.

The settlement agreement also required that the church submit for a text amendment and special use permit to allow the overnight shelter use. The application has been submitted and is the subject of this review and report.

### **PROJECT DESCRIPTION**

The proposed project will only cover a text amendment to the Land Development Code and the analysis of a special use permit. No physical changes are being proposed to the site or building as part of this review. The petitioner will be required to submit for building permit review to verify

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compliance with applicable codes based on how the space will be used.

### **Text Amendment**

When the text amendment was discussed, the tentative language was to provide an amendment to Section 6-209.B.4 that would allow overnight shelter accessory to a place of worship as a special use and then provide a definition for overnight shelter. The specific text amendment as published will be the following:

Amend the text of Section 6-209.B to add to #4 of the Table of Uses in said Section, as a Special Use, the following:

#### 4. Civic and Institutional Uses:

“Overnight sleeping accommodations (shelter), without charge from 6:00 p.m. to 7:00 a.m., limited to one (1) such time period in seven (7) day, for people having no regular home or residence address, as an accessory use to an existing place of worship.”

The specific text amendment was compiled based on the Emergency Overnight Shelter Volunteer Manual provided by Beds Plus.

In the following section regarding the proposed special use permit, there will be a brief description of Beds Plus as well as how their standard operations will apply to Hope Covenant Church.

### **Special Use Permit**

Based on the narrative provided by the petitioner, the mission of Beds Plus since 1988, has been to help vulnerable individuals stabilize their lives through housing and supportive services, and offer a range of national best practice-based services, including, homeless prevention services, emergency services, and housing services.

The subject of this special use permit approval is the emergency overnight shelter. Beds Plus' partners with 15 faith-based organizations in ten municipalities throughout Southwestern Suburban Cook County for donated space and volunteers. The programs are being offered in Burbank, Countryside, Chicago Ridge, LaGrange, LaGrange Park, Oak Lawn, Palos Hills, Western Springs, Worth and Orland Park. In 2018 Beds provided 13,563 nights of shelter to 306 clients.

The emergency shelter overnight guests must document their connection to the Beds Plus catchment area (including seven townships in Southwest Suburban Cook County). All clients must have government-issued identification and agree to a full intake with a case manager before they're issued a Beds Plus ID card and shelter access. Registered sex offenders and anyone with an outstanding warrant are not accepted. Past felony convictions are considered before a client is accepted. The case manager creates service plans for the clients and provides additional recommendations for support services. The emergency overnight shelter runs from October 1<sup>st</sup> to April 30<sup>th</sup>.

#### **Overnight Shelter Operations**

According to the operations manual Beds Plus provides a site manager in charge of general operation of the site. They supervise all site volunteers and make sure that everyone involved is following Beds Plus policies and procedures. They monitor staffing levels and provide guidance

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and training to on-site volunteers.

Other volunteers support operations of the shelter and fulfill duties as assigned. Finally, Beds Plus staff are responsible for client care and management. They oversee client registration, conduct intake, and serve on-call throughout the evening for client issues that may arise.

According to a response by the petitioner, the first shift consists of four to twelve volunteers. The case manager is on site until about 10:00 p.m. but is on call all night. According to the petitioner's response the number of guests varies but would be limited to 49. The maximum occupancy will be determined by the applicable building code requirements. This will be verified when full plans are submitted and reviewed. This will also be added as condition of approval.

Generally, overnight guests are bused from one of Beds' daytime support centers to Hope Covenant Church at around 6:45 p.m. on Tuesday nights from October 1<sup>st</sup> to April 30<sup>th</sup>. The guests first take part in the intake process where their standing with Beds is evaluated to make sure they are allowed to stay overnight in the facility. Again nobody is allowed to enter until they are registered with the case manager.

Dinner service begins between 7:00 - 7:30 p.m. The volunteers serve the food. The food is prepared off-site and brought to the facility. The food service must comply with the FDA code in regards to a pot luck style of food service. The food being served to the public is not being prepared at a licensed commercial kitchen. As a result, the provision of the pot luck food service would be similar to that of a private party where each person brought a dish to pass. The people consuming the food need to be made aware and should have no expectation that this food is being prepared at a licensed facility or is being served by certified food handlers.

After dinner service the guests either meet with the case manager or visit, play cards, or enjoy TV with the other guests and volunteers. Lights are turned out at 10:00 p.m. and TV is out by 11:00 p.m. All areas in the shelter are monitored every 15 minutes and doors to sleeping areas remain open. The operations manual advises volunteers on what to do in an emergency whether it is a fire or disaster or issue with one of the guests.

According to the manual clients are to be awake by 5:45 a.m. and will leave the shelter no later than 7:00 a.m. Based on a response from the petitioner the all clients are bused from the facility before 6:00 a.m. to avoid any conflict with the nearby schools. This will be added as a condition of approval.

### **Special Use Standards**

The petitioner has provided responses to special use standards that are attached for review.

### **SITE PLAN**

No changes to the site are proposed. There have been some recent disturbances that the Police Department has received calls about some issues occurring in the Church parking lot. The police have requested that surveillance cameras be installed. Hope Covenant Church has agreed. These should be shown on the building permit plans and the Police would like to comment on the best location for the cameras when they are installed.

### **MOBILITY**

#### **Vehicular/Traffic**

Access to the site is not changing, there are two full access curb-cuts that open on to West Ave.,

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and one that opens on to 144<sup>th</sup> Street, both are local roads.

The majority of overnight shelter guests are bused to the property in the evening and provided transportation from the property in the morning.

### **BUILDING ELEVATIONS**

No changes proposed.

### **LANDSCAPE PLAN**

No changes proposed.

### **DETAILED PLANNING DISCUSSION**

#### **Preliminary Engineering**

Preliminary Engineering approval is not required for this petition.

#### **Comprehensive Plan**

According to the Village's Comprehensive Plan, the subject property is located in the Downtown Planning District and is designated as Community and Institutional. The proposed special use and text amendment seems consistent with the existing use classification if it meets all other code requirements. It should be noted that overnight shelters accessory to a place of worship are allowed by special use approval in other zoning districts.

### **BUDGET IMPACT:**

### **REQUESTED ACTION:**

Regarding Case Number **2020-0025**, also known as **Hope Covenant Church**, I move to accept and make findings of fact as discussed at this Plan Commission meeting and within the staff report dated February 18, 2020.

I move to recommend to the Village Board of Trustees approval of a **Text Amendment**, amending Section 6-209.B to add to #4 of the Table of Uses in said Section, as a Special Use, the following:

#### 4. Civic and Institutional Uses:

“Overnight sleeping accommodations (shelter), without charge from 6:00 p.m. to 7:00 a.m., limited to one (1) such time period in seven (7) day, for people having no regular home or residence address, as an accessory use to an existing place of worship.”

And

I move to recommend to the Village Board of Trustees approval of a **Special Use Permit** for Overnight sleeping accommodations (shelter), without charge from 6:00 p.m. to 7:00 a.m., limited to one (1) such time period in seven (7) day, for people having no regular home or residence address, as an accessory use to an existing place of worship. Subject to the following conditions:

---

- 
1. Meet all building code requirements, including required permits from outside agencies if required.
  2. Petitioner must comply with the terms set forth in the Settlement Agreement executed by the Village of Orland Park on November 27, 2019.
  3. Petitioner must restrict the total amount of overnight guests to the occupancy limits as defined by the Village of Orland Park building code or other applicable codes and ordinances.
  4. Petitioner must submit plans for food service that meets the FDA code requirements for pot luck.
  5. Petitioner must install surveillance cameras in the existing parking lot, the location of which will be determined in conjunction with the Orland Park Police Department.
  6. Petitioner shall submit building permit plans outlining the proposed operations. In instances where the petitioner is seeking relief from a code requirement, they must indicate which specific section they are requesting relief from and provide an alternative to help mitigate the impact of the request.
  7. Petitioner shall institute a fire watch procedure for volunteers during overnight shelter operations subject to the review and approval of the Village of Orland Park.
  8. The overnight shelter operations will only be allowed from October 1<sup>st</sup> until April 30<sup>th</sup>.
  9. Petitioner must submit specific interpretation requests for the Illinois Accessibility Code to the Illinois Capital Development Board. The Village cannot waive or vary any requirement of the Illinois Accessibility Code.
-

**MAYOR**  
Keith Pekau

**VILLAGE CLERK**  
John C. Mehalek

14700 S. Ravinia Avenue  
Orland Park, IL 60462  
708.403.6100  
OrlandPark.org



**TRUSTEES**  
Kathleen M. Fenton  
James V. Dodge  
Daniel T. Calandriello  
William R. Healy  
Cynthia Nelson Katsenes  
Michael R. Milani

November 5, 2019

Southwest Evangelical Covenant Church  
c/o Pastor Jon Fogel, Hope Covenant Church  
14401 West Ave.  
Orland Park, IL, 60462

Dear Pastor Fogel:

The Village of Orland Park inspected the Hope Covenant Church on October 18, 2019. The purpose of the inspection was to determine if the premises are in compliance with the applicable building, health, life safety, plumbing, accessibility, fire, electrical and mechanical code requirements delineated by Title 5, Chapter 1 of the Village of Orland Park Code as a result of the newly proposed use of a portion of the building as an overnight shelter for one night per week.

During the inspection, Development Services Department staff, including Kevin Wagner, Building /Fire Inspector/Plans Reviewer; Jamie Kucala/Plumbing Inspector/Plans Reviewer; Kryz Kociolek, Building /Mechanical Inspector/Plans Reviewer; Rick Pieprzak, Building/Electrical Inspector/Plans Reviewer; Tina Bilecki, Health Inspector; and myself met with representatives from Beds Plus, including Executive Director Tina Rounds, the Shelter Operations Manager Flo Breitbarth, and yourself to understand the operation of the overnight shelter function. Please note, Orland Fire Protection District will have to inspect the facility for a change in use as well.

According to the information provided, the people utilizing the overnight shelter are members of Beds Plus, but the representatives present at the inspection also indicated that walk-ins are welcome as long as they follow the necessary protocols to become registered with Beds Plus. If they do not follow these protocols, they are not permitted to participate.

As described, generally, the members are provided dinner in the evening, they are allowed to stay overnight and then provided breakfast the next morning. The meals are either catered or donated by one of the Beds Plus volunteers. Although there is a kitchen in the church, it was stated by the representatives of Beds Plus and the church that the kitchen is not utilized for cooking the meals, but it may be used to boil water or heat up the meals that are provided.

Prior to the arrival of the members, the volunteers set up sleeping areas in the basement rooms of the church. Based on the information provided, both you and the representatives of Beds Plus indicated that there have been up to 30 members that have stayed overnight each night since the shelter began operations on October 1, 2019, at Hope Covenant Church.



As a result of this change in use, and in accordance with the 2018 International Building Code (IBC), the occupancy classification for this portion of the building has changed from an A-3 assembly to an R-1 residential classification.

Per Village Code, Title 5, Chapter 1 Residential Use Group R-1 includes:

**USE GROUP R-1 Residential occupancies containing sleeping units where the occupants are primarily transient in nature, including: Boarding houses (transient), Hotels (transient), Motels (transient).**

This determination has been made by the Village of Orland Park Building Division staff based on the use description provided by the representatives of Hope Covenant Church and Beds Plus, the inspection of the building, and the applicable codes that have been adopted by the Village of Orland Park. Village staff also contacted the International Code Council (ICC), the authoring agency for the IBC, and they confirmed the occupancy would be classified as R-1 Residential under the code.

According to Section 111.1 of the 2018 IBC, “...occupancy of a building or structure or portion thereof shall not be made, until the building official has issued a certificate of occupancy therefor as provided herein. Additionally, in order to change a portion of the building into a different use, the applicant will have to submit plans prepared by a licensed design professional.” (VC 5-1-13-37 amended Section 502). The referenced plans should therefore be reviewed and approved by the Village of Orland Park prior to the commencement of any construction.

The attached summary outlines the code deficiencies based on the change in use, as identified during on-site inspection. Accordingly, Hope Covenant Church must cease overnight shelter operations immediately until the public health, safety, and general occupant welfare deficiencies are brought into compliance and proper zoning is achieved.

In order to proceed with the change of occupancy, a permit application must be provided to the Development Services Department along with 3 sets of building plans, signed and sealed by a licensed design professional. The plans must demonstrate how the existing structure will be modified to comply with applicable code requirements for the new occupancy classification associated with the overnight shelter use.

The Development Services Department will review the permit application and plans in accordance with Title 5, Chapter 1 of Orland Park Village Code. Following approval of the plans, the Village will issue a permit for the applicant to complete the work necessary to bring the building into compliance. All work shall be inspected by the Development Services Department and the Orland Fire Protection District. After inspection, approval, and a determination by the Development Services Department that applicable code items have been met, a new certificate of occupancy will be issued.

In addition to the above referenced building code items, the Hope Covenant Church is zoned OOH – Old Orland Historic District. The OOH District currently allows places of worship as a special use. However, the OOH district does not allow overnight shelter ancillary to a place of worship. The church must apply for a text amendment to the Village of Orland Park Land Development Code (Section 5-108), which amendment would seek to add, “Place of Worship with Overnight Shelter,” to the list of special uses in the OOH District. Subsequently, the church will need to apply for a special use permit to allow a “Place of Worship with Overnight Shelter.”

Hope Covenant Church also sits on two parcels identified by PIN(s): 27-09-205-012-0000; 27-09-205-013-0000. During the entitlement approvals for a text amendment and special use permit, it is recommended that the parcels be consolidated. The application for zoning entitlement may be permitted to run concurrently with the application for occupancy.

As previously indicated, Hope Covenant Church must cease all operations of an overnight shelter immediately. The Village requires that you respond to Village Manager, George Koczwarra by 12:00 p.m. on Thursday, November 7, 2019 with your intention to cease operation of an overnight shelter and comply with this directive.

Contact:

George Koczwarra  
708-403-6155  
[gkoczwarra@orlandpark.org](mailto:gkoczwarra@orlandpark.org)

If you fail to respond by that time and date, the Village will pursue further legal action seeking to cease overnight shelter operations until the public health, safety, and general welfare of the occupants of the church can be ensured.

If you have questions regarding these matters, please do not hesitate to contact me.

Sincerely,



Edward R. Lelo  
Interim Director of Development Services

Cc: Tina Rounds, Executive Director, Beds Plus  
George Koczwarra, Village Manager, Village of Orland Park  
Greg Summers, Assistant Village Manager, Village of Orland Park  
Dennis Walsh, Village Attorney, Village of Orland Park  
Jonathan Cole, Attorney, Hope Covenant Church

## Summary of Inspection Observations and Code Analysis

Date of Inspection: 10/18/2019

Date of Report: 10/30/2019

Property: Hope Covenant Church  
Overnight Homeless Shelter Use  
14401 West Avenue, Orland Park

Inspectors / Personnel Present: Ed Lelo, *Interim Director Development Services Dept.*  
Kevin Wagner, *Building / Fire Inspector / Plans Reviewer*  
Jamie Kucala, *Plumbing Inspector / Plans Reviewer*  
Kryz Kociolek, *Building / Mechanical Inspector / Plans Reviewer*  
Rick Pieprzak, *Building / Electrical Inspector / Plans Reviewer*  
Tina Bilecki, *Health Inspector*

Hope Covenant Church Staff Present: Pastor Jon Fogel

Beds Plus Staff Present: Tina Rounds, Executive Director  
Flo Breitbarth, Shelter Operations Manager

**Narrative:** Village of Orland Park Development Services Department staff conducted an inspection of the above named premises in order to observe potential ramifications resulting from new use of the portion of the building (mostly basement level spaces) as a homeless shelter for one day/night per week.

### Code Matrix based on \*2018 IBC Code (see "Village Code" amendments)

- |                                         |                                                                                                                                                   |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| - Current Use Classification            | A-3 (assembly – places of religious worship)                                                                                                      |
| - Proposed Use Classification           | R-1 (residential – transient boarding with 10pp+)                                                                                                 |
| - Construction Type                     | 3B (non-combustible exterior walls only)                                                                                                          |
| - Building Area / Horizontal Projection | A-3 use – 9,500 sf + sprinkler bonus<br>R-1 use – 16,000 sf + sprinkler bonus                                                                     |
| - Fire Protection                       | Currently fully sprinklered and alarmed                                                                                                           |
| - Number of stories                     | 1 story above grade with basement                                                                                                                 |
| - Number of exits                       | 4                                                                                                                                                 |
| - Mixed Uses                            | Building or portion of building must be classified as separated or non-separated mixed uses per Section 508 IBC (up to owner/architect to decide) |
| - Occupant Load                         | A-3 assembly with fixed seats<br>R-1 (dormitory) - 50 gross sf / person                                                                           |

### **Applicable Codes (for the proposed use as overnight shelter):**

- Village of Orland Park Codes [www.orland-park.il.us](http://www.orland-park.il.us) Village Code, Title 5 Chapter 1 (Building Code)
- Village Code Amendments (VC) as of latest revision at time of permit submittal.
- 2018 International Building Code with Amendments, Village Code, Title 5, Chapter 1
- 2018 International Residential Code with Amendments, Village Code, Title 5, Chapter 1
- 2017 National Electrical Code with Amendments, Village Code, Title 5, Chapter 3
- 2014 State of Illinois Plumbing Code with Amendments, Village Code, Title 5, Chapter 4
- 2012 International Fire Code with Amendments, Village Code, Title 5, Chapter 5
- 2018 International Mechanical Code with Amendments, Village Code, Title 5, Chapter 6

- i. 2018 International Property Maintenance Code w/ Amendments, Village Code, Title 5, Chapter 7
- j. 2015 Illinois Energy Conservation Code (IECC) with Amendments, Village Code

#### **GENERAL AND SITE:**

1. **Change of Occupancy:** A building or structure shall not be used or occupied, and a change of occupancy of a building or structure or portion thereof shall not be made, until the building official has issued a certificate of occupancy therefor as provided herein. *(Section 111.1 IBC)*
2. **Professional Architectural and Engineering Services – required:** In order to change a portion of the building into a different use, the applicant will have to submit plans prepared by a licensed design professional. *(VC 5-1-13-10 amended Section 107.3.4)*
3. **Address – min. size required:** Address on front of building and all exit doors to be minimum of 6” in contrasting color. *(VC 5-1-13-37 amended Section 502)*
4. **Exterior Lighting / Emergency Lighting:** All required exits shall be provided with exterior illumination and battery backup emergency illumination. *(Section 1008.3.2 IBC, also VC 5-1-13-82)*
5. **General – Distribution of sleeping units in the building:** The suggested plan of having residents occupy 2 main rooms (rooms 106 and 105), as well as having smaller rooms be used by families or having disabled residents staying in the dining room upstairs is probably not feasible. Due to a wide range of additional requirements listed below, having the rooms spread out throughout the building creates a problem of complying with said requirements. These include but are not limited to, fire separation of uses, additional fire/smoke/carbon monoxide alarms, accessibility, ventilation, etc. See specific requirements below.
6. **Room area requirements – sleeping room sizes:** Every bedroom occupied by more than one person shall contain not less than 50 square feet of floor area of each occupant thereof. This will limit the number of cots and people that can sleep in each room. *(Section 404.4.1 IPMC)*

#### **LIFE / SAFETY:**

7. **Exit Stairways – verify common path of egress travel and number of stairways:** Note that one of the 3 stairways in the building does not appear to meet minimum code requirements due to stair being too narrow (less than 36” wide). In addition, one of the other stairways is an open communicating stair and does not satisfy egress requirements. As such there is the potential issue of having only one compliant exit stair from the basement level, with dead end corridor. Stairway enclosures will have to be fire rated / existing construction verified to satisfy fire rating required by code. *(Section 1023 IBC, Section 1007.1.1 IBC)*
8. **Number of exits from sleeping rooms:** Any sleeping room with more than 10 occupants shall have a minimum of 2 separate exits. Exits must be arranged per section 1007 IBC. This would necessitate having 2 exit doors out of each larger sleeping room. *(Table 1006.2.1 IBC, also VC 5-1-13-80)*
9. **Egress encroachment – general:** During inspection we observed few exit corridors having doors which open into the corridor and potentially encroach into the egress clear width. This will have to be verified by the Church’s design professional, with more precise measurements once the exiting plan is designed based on new occupancy of the basement. *(Section 1005.7 IBC)*
10. **Separation of uses – fire partitions required:** Must provide a minimum of 2-hour rated fire separation between R-1 uses (transient boarding) and the remainder of the church which is classified as A-3 (religious worship). This includes walls, doors, and ceilings, as applicable. Refer to section 508 of IBC for mixed-use occupancies. *(VC 5-1-13-43, amended 508.3.3, also Table 508.4 IBC)*
11. **Corridors – fire rating required:** Corridors serving more than 10 occupant load of R-1 occupancy shall have a minimum fire rating of 0.5 hours. *(Table 1020.1 IBC)*

12. **Layout of cots – maintain exit access:** Layout of cots shall allow for 36" wide exit access paths (Section 1018.5 IBC).
13. **Fire Alarms - locations:** Due to limited number of visual alarm devices, there would be a need for additional fire alarms to be installed to make sure that they are visible from all sleeping rooms. (IFC 907.5.2.3.3)
14. **Carbon monoxide / Smoke alarms:** All sleeping rooms and corridors in the immediate vicinity of sleeping rooms must have interconnected smoke and carbon monoxide (CO) alarms installed. (IFC 907.2.11, IFC 907.2.11.1)
15. **Guardrails in stairwells – min. height:** The current guardrails in all stairwells do not meet the minimum 42" high requirement. (Section 1015 IBC)
16. **Handrails in stairwells – graspability/extensions:** Current handrails in stairwells are either missing, do not meet graspability requirements of the code, or do not have required extensions at top and bottom of landings. (Section 1014.3 & 1014.6 IBC, also Illinois Accessibility Code)

#### **ACCESSIBILITY:**

**General Comment – Per Illinois Accessibility Code, generally at least 5% of guestrooms/beds shall be provided with mobility features (Table 224.2). Depending on how the dispersion requirement is interpreted, the basement level may have to be accessible to some degree or have mobility features per section 806.**

17. **Accessible Route – Proposed Entrance – may be required depending on proposed design:** The proposed entrance into the building does not comply with the Illinois Accessibility Code due to changes in level / stairs. It can serve as an additional entrance/exit but not as the main accessible entrance. (IAC 202.4, IAC 206.2.3.5)
18. **Accessible Route – Basement – may be required depending on proposed design:** The basement level would have to be provided with accessible means of access and egress. The currently non-working lift is located in a non-compliant stairwell (too narrow, head height too low). There is no accessible route from the accessible parking space to the non-working lift, and the basement level vestibule for the lift does not meet minimum maneuvering clearances and minimum door widths. (IAC 806)
19. **Restrooms – non compliant / bathing facilities:** The basement restrooms do not comply with the Illinois Accessibility code due to lack of maneuvering clearances, door opening widths being too narrow, plumbing fixtures not meeting accessibility for maneuvering or operation, lack of grab bars, and other related requirements. The upstairs restrooms also do not appear to fully comply. Also, sleeping rooms with mobility features shall be provided with a bathroom having a minimum of one water closet, a lavatory, and a bathtub or shower. (IAC 806.2.4)
20. **Door hardware – lever type handles required:** All doors shall have accessible lever type hardware. (IAC 404.2.7)
21. **Accessible signage – required:** Restrooms and other rooms which serve the R-1 occupancy shall have accessible signage. (Section 1111.1, 1111.2, 1111.3 IBC)

#### **MECHANICAL, ELECTRICAL, PLUMBING:**

22. **Ventilation / fresh air – required:** Each room meant for human occupancy shall be provided with minimum operable window area of 4% of the room floor area. The current windows in rooms 106 and 105/104 do not appear to provide enough ventilation. (Section 1202.5.1 IBC)

23. **Sleeping rooms – location of fuel fired appliances:** The Church suggested location of having potentially disabled residents sleeping in the dining room is likely not feasible due to location of gas cooking appliances in the same room. *(Section 303.3 IFGC)*
24. **Boiler – inspection required:** Must have up-to-date inspection / approval from the State Fire Marshal for the radiant heat boiler. This was missing at time of inspection.
25. **Restroom lavatory – maximum temperature:** At time of inspection the lower level women’s and men’s restroom lavatories were not operating properly with no hot water flow. Tempering valves shall be operational and set for a maximum temperature of 110 degree Fahrenheit. Tempering valves shall comply with ASSE 1070 or ASSE 1017. *(Illinois Plumbing Code Section 890.680-e lavatories)*

**HEALTH (code sections cited from the 2017 FDA Food Code unless otherwise specified):**

26. **Home cooked food made in an unregulated home kitchen is not permitted.**
27. **If all food is catered in, in a ready to eat form, from a permitted/health regulated business-No cooking on the premises:**
  - a. Single service serving utensils would be required.
  - b. All dishes, utensils, and cups need to be single service as well. Leftovers need to be discarded after the meal period or removed from the premises.
28. **If preparing, heating, or handling (other than those foods received from a licensed food service) any unpackaged TCS food (those requiring refrigeration for safety) onsite (like breakfast):**
  - a. The kitchen would have to be updated providing commercial refrigeration bearing a sanitation standard such as NSF or UL EPH (more sanitation standards exist) *(Village Code 6-1-1-4)*.
  - b. The stoves would also need to be updated to commercial grade bearing the same sanitation standard mentioned above *(Village Code 6-1-1-4)*.
  - c. An appropriate hood (Type 1) will be required based on the type of cooking equipment the type of food being prepared onsite and commercial equipment necessary for such cooking.
  - d. The 2 basin sink would need to be designated for handwashing purposes only, signage is required. It would not be allowed to be used for any other purpose. *(5-203.11, 5-205-11(B), 6-301.14)\**
  - e. At least one person who is a Certified Food Protection Manager with the certificate obtained from a nationally accredited ANSI course is required during food service operations *(2-102.12)\**. Anyone else handling the food who is not an unpaid volunteer is required to obtain ANSI approved food handler training *(IL Code 750.570)*.
29. **Please note, that the above code deficiencies were determined based on the description of the proposed use provided by the representatives of the Church and Beds Plus, and in a single site visit by Development Services Department Staff. There may be additional code compliance issues that have not yet been identified. It is the Church’s design professional’s responsibility to identify all code related items for the proposed use of the building. Full code compliance review will be undertaken by the Development Services Department during the building permit process.**



## Shipment Receipt

**Address Information****Ship to:**

c/o Pastor Jon Fogel  
Southwest Evangelical  
Church  
14401 West Avenue

ORLAND PARK, IL  
60462  
US  
7088733640

**Ship from:**

Development Services  
Village of Orland Park  
14700 Ravinia Ave.

Orland Park, IL  
60462  
US  
7084035300

**Shipment Information:**

Tracking no.: 776902813275  
Ship date: 11/05/2019  
Estimated shipping charges: 58.48 USD

**Package Information**

Pricing option: FedEx Standard Rate  
Service type: First Overnight  
Package type: FedEx Envelope  
Number of packages: 1  
Total weight: 0.25 LBS  
Declared Value: 0.00 USD  
Special Services: No signature required  
Pickup/Drop-off: Drop off package at FedEx location

**Billing Information:**

Bill transportation to: vop-886  
Your reference:  
P.O. no.:  
Invoice no.:  
Department no.:

Thank you for shipping online with FedEx ShipManager at [fedex.com](http://fedex.com).

**Please Note**

FedEx will not be responsible for any claim in excess of \$100 per package, whether the result of loss, damage, delay, non-delivery, misdelivery, or misinformation, unless you declare a higher value, pay an additional charge, document your actual loss and file a timely claim. Limitations found in the current FedEx Service Guide apply. Your right to recover from FedEx for any loss, including intrinsic value of the package, loss of sales, income interest, profit, attorney's fees, costs, and other forms of damage whether direct, incidental, consequential, or special is limited to the greater of \$100 or the authorized declared value. Recovery cannot exceed actual documented loss. Maximum for items of extraordinary value is \$1000, e.g., jewelry, precious metals, negotiable instruments and other items listed in our Service Guide. Written claims must be filed within strict time limits; Consult the applicable FedEx Service Guide for details. The estimated shipping charge may be different than the actual charges for your shipment. Differences may occur based on actual weight, dimensions, and other factors. Consult the applicable [FedEx Service Guide](#) or the FedEx Rate Sheets for details on how shipping charges are calculated.



## Shipment Receipt

**Address Information****Ship to:**

Jonathan W. Cole  
Law Office of Jonathan W.  
Cole  
5013 W 95th Street

OAK LAWN, IL  
60453  
US  
7085297794

**Ship from:**

Development Services  
Village of Orland Park  
14700 Ravinia Ave.

Orland Park, IL  
60462  
US  
7084035300

**Shipment Information:**

Tracking no.: 776903035930

Ship date: 11/05/2019

Estimated shipping charges: 58.48 USD

**Package Information**

Pricing option: FedEx Standard Rate

Service type: First Overnight

Package type: FedEx Envelope

Number of packages: 1

Total weight: 0.25 LBS

Declared Value: 0.00 USD

Special Services:

Pickup/Drop-off: Drop off package at FedEx location

**Billing Information:**

Bill transportation to: vop-886

Your reference:

P.O. no.:

Invoice no.:

Department no.:

Thank you for shipping online with FedEx ShipManager at fedex.com.

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P.O. no.:  
Invoice no.:  
Department no.:

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**Please Note**

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**We help vulnerable individuals stabilize their lives through homelessness prevention, shelter and supportive housing.**

Shelter registration at Daytime Support Centers and at 7pm at shelter locations.

## BEDS Daytime Support Centers

are offered at the following locations and times:

**WEST**

**Ogden Avenue  
Supportive Housing**  
9601 Ogden Avenue, La Grange

M – F, 8am – 4pm

**SOUTH**

**St. Mark Evangelical  
Lutheran Church, Heaney Hall**  
11005 South 76th Avenue, Worth

M – F, 8am – 4pm

### Daytime Support Center services include:

Lunch served daily 12 – 1pm

Case managers available to assist with: basic needs; access to medical and behavioral health care; housing services; employment assistance; and, specialized assistance for Veterans and families.

## WEST Emergency Overnight Shelter Locations

Shelter available October 1st – May 15th

Hours: 7pm – 7am (please do not arrive before 6:45pm)

*Overnight shelter includes dinner and breakfast.*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>St. Louise de Marillac Church</b> <i>(Colonnade Room)</i> 1112 Raymond La Grange Park	<b>St. Francis Xavier Church</b> <i>(Joyce Hall)</i> 145 North Waiola La Grange	<b>St. Barbara Church</b> 8900 Windemere Avenue Brookfield	<b>St. Hugh Parish</b> 7939 43rd Street Lyons	<b>First United Methodist Church</b> <i>(Rose Garden Entrance)</i> 100 West Cossitt La Grange	<b>St. Barbara Church</b> <i>(Joyce Hall)</i> 8900 Windemere Avenue Brookfield	<b>First United Methodist Church</b> <i>(43rd Street Entrance)</i> 4300 Howard Western Springs

## SOUTH Emergency Overnight Shelter Locations

Shelter available October 1st – April 30th

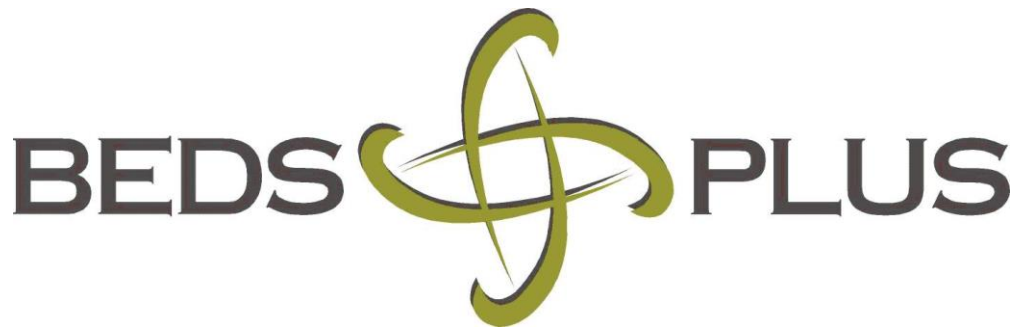
Hours: 7pm – 7am (please do not arrive before 6:45pm)

*Overnight shelter includes dinner and breakfast.*

Sunday	Monday*	Tuesday*	Wednesday	Thursday	Friday	Saturday
<b>Salem UCC</b> 9717 South Kostner Avenue <b>Oak Lawn</b> <i>(Women &amp; Children)</i>	<b>St. Luke the Evangelist Orthodox Church</b> 9300 West 107th Street <b>Palos Hills</b> <i>(Women &amp; Children)</i>	<b>Hope Covenant Church</b> 14401 West Avenue <b>Orland Park</b> <i>(Co-ed)</i>	<b>Our Lady of the Ridge Parish</b> 10810 South Oxford <b>Chicago Ridge</b> <i>(Co-ed)</i>	<b>Pilgrim Faith UCC</b> 9411 South 51st Avenue <b>Oak Lawn</b> <i>(Co-ed)</i>	<b>St. Mark Evangelical Lutheran Church</b> 11005 South 76th Avenue <b>Worth</b> <i>(Co-ed)</i>	<b>Trinity Lutheran Church</b> 9701 South Brandt <b>Oak Lawn</b> <i>(Co-ed)</i>
<b>Our Lady of the Ridge Parish</b> 10810 South Oxford <b>Chicago Ridge</b> <i>(Men)</i>	<b>Southwest Alliance Church</b> 9855 South Kean <b>Palos Hills</b> <i>(Men)</i> November 1 - March 30				<b>Sacred Heart Parish</b> 8245 West 111th Street <b>Palos Hills</b> <i>(Co-ed)</i>	

\*Transportation Available

Call **708-354-0858** or go to **www.beds-plus.org** for more information.



# 2019/2020 Emergency Overnight Shelter Volunteer Manual

*Our mission is to help vulnerable individuals stabilize their lives  
through housing and supportive services.*

**Office Locations:**

<b>Ogden Avenue Supportive Housing</b>	<b>St. Mark's Daytime Support Center</b>
9601 Ogden Avenue	11005 South 76 <sup>th</sup> Avenue
LaGrange, IL 60525	Worth, IL 60482

Open 8am – 4pm, Monday - Friday

708.354.0858

[www.beds-plus.org](http://www.beds-plus.org)



## WELCOME VOLUNTEERS!

Volunteers are vital to achieving the BEDS PLUS mission! Each year more than 45,000 hours are donated by volunteers. Each role you choose in the BEDS PLUS organization is crucial and important. We thank you and appreciate your commitment to the mission.

The guidelines in this volunteer manual have evolved during 31 years of experience operating the program through which we strive to offer safe and consistent services in each shelter. All BEDS Plus volunteers are expected to follow these guidelines.

With your help, BEDS Plus offers free, low-barrier emergency overnight shelter easily accessible to homeless individuals and families. The purpose of the program is to meet an immediate need for safe shelter and serve as an access point for more suitable housing. Each program participant has the right to an acceptable place to sleep and security. Shelter locations must be free of known pollutants. At a minimum, shelters must have: functioning temperature control and water supply; minimum fire safety standards; sufficient illumination; adequate restrooms; and a designated food preparation area.

### Staff Key Volunteer Contacts:

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Tina Rounds, Executive Director  
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## **Section #1: JOB DESCRIPTIONS**

### **Site Manager:**

A Site Manager is responsible for the general operation of a shelter site.

#### **Responsibilities:**

- To work 6:30-11:00 pm, or as needed on site – once a week or in conjunction with a partner volunteer (other site managers or weekly team leaders).
- Oversee shelter to assure adherence to BEDS PLUS policies and procedures.
- Supervisor site volunteers.
- Work with the Volunteer Coordinator or Shelter Operations Manager to develop and maintain a site schedule and ensure adequate staffing on all shifts and provide for cooks and laundry service for each night.
- Report any pertinent client or shelter information to case management staff on duty.
- Attend site manager meetings at least once a year.
- Maintain communication with volunteers about program information throughout sheltering season.
- Be a positive role model for volunteers.
- Relay facility maintenance information to BEDS staff & act as a BEDS liaison with site church staff.
- Provide site-specific training to volunteers as necessary.

### **Emergency Overnight Shelter Volunteer:**

Volunteers are expected to fulfill their shift duties and support the operations of the emergency overnight shelter.

#### **Responsibilities:**

- Commit to a one-time or ongoing shift at the emergency overnight shelter.
- Arrive on-time for scheduled shift.
- Find a reasonable replacement for your shift when you are unable to work your scheduled shift. Inform *Site Manager* of the change.
- Maintain confidentiality of BEDS Plus clients.
- Accept guidance of the Site Coordinators, Case Managers and BEDS Plus staff.
- Participate in periodic educational programs.

### **BEDS Staff:**

The staff person on-duty is the person responsible for client care and management.

#### **Responsibilities:**

- Present on-site from 6:45 – 9pm (at a minimum).
- Oversee client registration process.
- Conduct intake/registration for new clients.
- Troubleshoot client and shelter issues as they arise throughout the night.
- Document outreach and interventions for clients throughout the shelter evening.
- Serve on-call throughout the evening for any client issues, questions or emergencies.
- Submit shelter reports to Manager of Emergency Services before 10:00 AM on the next business day.

## **Section #2 – SHIFT DUTIES**

### **OUTLINE OF SHIFT DUTIES: Site Volunteers**

**SHIFT 1** 6:30 to 11:00 pm 5 - 8 Volunteers

1. Set up sleeping mats, bins and linens for use as shelter. Sleeping mats should be placed in a row with spacing of at least one foot apart with clearance for a walking path to bathrooms and emergency exits.
2. Greet and register clients who must present BEDS current ID or current picture ID.
3. Check all clients against the current Do Not Admit list (DNA). Do not allow anyone on this list to enter the shelter. Direct them to staff-on-duty or site manager. Otherwise, direct them to the support center on the next business day to speak to staff regarding re-entry.
4. Serve dinner between 7:00-8:30 pm.
5. Lock doors at 9:00 pm.
6. Lights out at 10:00 pm.
7. Keep noise level and conversations low after 10pm.

**SHIFT 2** 11:00 pm to 3:00 am 2 - 4 Volunteers

1. Review *Volunteer Sign-in & Communications Log*.
2. Monitor site.
3. Greet approved late arriving clients.
4. Check site and bathrooms every 15 minutes.

**SHIFT 3** 3:00 am to 7:15 am 2- 4 Volunteers

1. Review *Volunteer Sign-in & Communications Log* for any early wake ups and wake clients up at designated time.  
*Start coffee 5:30 am*
2. Check site and bathrooms every 15 minutes.
3. Wake clients at 5:45 am.
4. Prepare and serve breakfast from 5:45 am to 6:30 am.
5. Make sure clients leave the site by 7:00 am.
6. Clean-up site.

**SHIFT 4** 5:30 am to 7:15 am 2-4 Volunteers

1. Review *Volunteer Sign-in & Communications Log*
2. Assist 3<sup>rd</sup>-Shift with wake-up, breakfast, and site clean-up.  
*Start coffee 5:30 am*
3. Supervise placement of used linens and disinfected pads.
4. Place used laundry in laundry bags in specified location.
5. Place completed shelter documents in marked folder near supplies. Marked **BEDS Paperwork**.
6. Lock-up site per site instructions.
8. Return key to designated area (if applicable).

*Number of volunteers needed per shift is determined by the volume of duties on those shifts with a minimum ratio of 1 volunteer per 20 clients with no less than two adult volunteers per shift.*

## **SECTION #3 OUTLINE OF EMERGENCY OVERNIGHT SHELTER SUPPORT ROLES**

### **Meal Teams**

**Meal teams provide dinner for guests on site.** Meal teams may be comprised of a variety of individuals working together to provide up to three meals for emergency overnight shelter guests each day. Each meal team is assigned a regular date and time on the schedule. Each team should designate a leader to coordinate the meal plans and delivery. Meal team leaders correspond with the site manager to coordinate specific details of delivery, amount of food needed and heating instructions. The agency has access to food rescue groups and food donations which can be used by shelter cook teams. If you would like information about this resource, please contact the Shelter Operations Manager.

#### Dinners:

- Meals should include a protein, vegetable and a starch. Salads & desserts are welcomed as well.
- Gallons of milk may be requested and accompanying condiments for the provided meal.
- **If there is extra food, please contact the Site Manager or Staff-on-Duty.**

#### Bag Lunch

- At some sites, lunches are prepared by the second shift volunteers.
- Bag lunch supplies generally include a lunch meat, bread, chips/granola bars and a drink. Site Managers may request brown paper bags and sandwich bags if site supplies are short.
- Alternatively, teams may provide prepared lunches at one of our daytime support center locations. Consult the Volunteer Coordinator/Shelter Operations Manager for available opportunities.

#### Breakfast

- Breakfast can be a separate meal team or served by Shift 3 & 4 volunteers.
- Breakfast suggestion include gallons of milk and/or juice as well as your choice of muffins, cereal, donuts, coffeecake, bread for toast, eggs, breakfast meat or a breakfast casserole. Coffee is provided on-site as part of the shelter supplies.

### **Laundry Teams**

Site laundry is usually done by a team of people. *Laundry* includes linens, towels and washcloths used in the shelter.

- Laundry should be picked up by 7 a.m. and returned to the site by 6:00 pm the following week (or sooner). Consult with the Site Manager for site specific pick-up and delivery details.
- Green laundry bags should be used for soiled laundry. Use caution when handling soiled laundry.
- Extra sheets should be stored at each site in the event of an issue with the weekly laundry.
- Personal clothing items found in the laundry bag should be discarded.
- Some shelters to work with laundry partners such as schools, hospitals or professional laundry services. For sites working with these outside groups, laundry teams simply drop-off soiled linens and pick-up clean linens. Consult the Site Manager for specific details.
- BEDS Plus does not reimburse volunteers for meal or laundry expenses. Check with your tax advisor to determine if your donation is tax deductible. BEDS Plus will provide appropriate documentation upon request.

## **DAY PROGRAM**

Volunteers help make the daytime support centers run smoothly. Volunteers help check-in clients, distribute basic needs and assist with lunch. Daytime support centers are open Monday – Friday from 8 am – 4pm or by appointment. Volunteer duties include:

- Make coffee, set-out paper work.
- Greet, register, and interact with clients. Work at the front desk/check in area.
- Serve lunch from 12:00 noon to 1:00 pm.
- At 1:45 supervise client's clean-up of site and dispose of garbage. (Clean-up list is at site.)

The LaGrange location needs volunteers for three shifts to help staff the front desk of Ogden Avenue Supportive Housing. Three four-hour shifts include 8am – noon, noon – 4pm and 4pm – 8pm each day.

### ***Daytime Support Center Locations:***

Ogden Avenue Supportive Housing, 9601 Ogden Avenue, LaGrange.

St. Mark Evangelical Lutheran Church, 11005 South 76<sup>th</sup> Avenue, Worth. Heaney Hall.

## **CLIENT ADVOCATE**

Under the supervision of a Case Manager, volunteers mentor clients transitioning out of the shelter and into independent housing. Volunteers must agree to:

- Attend regular meetings with Case Manager and report interactions with client.
- Meet with client at least 1x per month over the course of 1 year.
- Work with client to fulfill items on the stabilization checklist.
- Maintain a professional relationship with client and case manager.

## **SECTION #4 GENERAL GUIDELINES FOR VOLUNTEERS AT THE EMERGENCY OVERNIGHT SHELTER**

### **SHIFT SUBSTITUTIONS**

To ensure adequate staffing at all sites, **volunteers are responsible for identifying an appropriate substitute for their shift.**

- If you know in advance that you cannot fulfill an assigned shift, please trade evenings with someone on your schedule. BEDS Plus requires a minimum of 1 male on site for each shift. Please keep this in mind when making a trade.
- Notify your Site Manager of the change as soon as possible.
- If you are unable to find your own substitute, your Site Manager or Team Leader will work with BEDS Plus staff to identify a substitute.

### **PAPERWORK and COMMUNICATION**

Two (2) forms are required for record keeping. The forms must be completed each night and submitted to the BEDS Plus office within one week.

#### **1. *Evening Register* (Blue)**

- Filled out by the volunteers posted at registration table.
- Provide all information requested.
- Bring back to the kitchen after 9pm.

#### **2. *Volunteer Sign-in & Communications Log* (Yellow)**

- Volunteers must sign-in whenever they work. This tracks adequate staffing and documents volunteer hours, which is required by many funding sources.
- If a volunteer is on the schedule but fails to attend a shift please make a notation on this form.



- Please also note laundry & meal team contact information.
- If other donations are provided, please provide contact information and donation description. BEDS will send a thank you note to the donor based on this information.
- Directions for subsequent shifts such as early wake-up, food instructions or building issues.
- Please indicate any supplies needed on this form. Supplies will be delivered to the site before the next shelter night.

### **CHILDREN AT THE SHELTER**

- Volunteers under the age of 18 are welcome and encouraged to participate in the emergency overnight shelter program. However, any volunteer under the age of 18 must have a designated adult chaperone who agrees to take full responsibility for his/her well-being and behavior while at the shelter. The adult chaperon must always accompany the minor.
- Clients under the age of 18 are the full responsibility of their parent(s). Parents are responsible for the well-being and behavior of their children while at the shelter. Clients are not allowed to delegate that responsibility outside of the family to other clients or volunteers while at the emergency overnight shelter.

### **BEFORE UNLOCKING SHELTER DOOR FOR CLIENTS**

- Store all volunteers' personal belongings in the designated area (usually somewhere in the kitchen).
- Set up sleeping areas. Males under 12 years old may sleep with their mothers.
- Set out sleeping mats, bins and clean linens.
- Sleeping mats should be placed in row with spacing of at least one foot apart with clearance for a walking path to bathrooms and emergency exits.
- Prepare disinfectant solution.
- Receive food and prep instructions from the cooks and set up tables and chairs for dinner.
- Set out paperwork for volunteers along with a pen.
- Post signs at the check in desk.

### **GREETING CLIENTS – REGISTRATION & NEW CLIENT INTAKE PROCESS**

*It is important to have at least one volunteer at the registration desk to admit clients until 9pm.*

- No one may be admitted to the shelter without a BEDS card (temporary or permanent) until they are registered with the case manager.
- Record Client's BEDS I.D. number on *Evening Register*.
- NEW clients complete an intake with the Staff on Duty. They must present some form of photo ID to enter or a pink temporary ID. If the ID is not current, the individual must be referred to support center and not admitted.
- Give each new client a copy of the BEDS brochure/shelter listing.
- Introduce the client to the Staff on Duty.
- Record new client's name and I.D. number or temporary ID number on registration form.
- Direct the new client to a pad and a box containing sheets, blanket, and a pillow.
- Orient new clients to site (sleeping mats, restroom location, etc.)

### **EVENING FOOD SERVICE**

- Dinner service begins between 7:00 - 7:30pm. Volunteers serve the food.
- Serve food in generous portions.
- Second helpings if available may not be served until 8pm.

- Persons arriving after 8:30pm will not be served until breakfast. (Serving late arrivals/leftovers is up to the discretion of the Site Manager at each location)
- If available, dessert items may be left out until 10:00 pm.
- All food tables must be cleared and disinfected after food service. If possible, sweep the area under the tables and wipe chairs. Clients are expected to clean up after themselves and assist with general clean up.
- **Food Safety Guidelines:**
  - Always wash hands with warm water and soap for 20 seconds before and after handling food.
  - We expect anyone serving or handling food to wear food service gloves provided by BEDS Plus.
  - When serving food buffet style, keep food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often. Hot food should be held at 140 °F or warmer and cold food should be held at 40 °F or colder.
  - Perishable food should not be left out more than 2 hours at room temperature. Discard any food left out for more than two hours.
  - Cutting boards, utensils, and countertops can be sanitized by using a solution of 1 tablespoon of unscented, liquid chlorine bleach in 1 gallon of water

### **ENTERTAINMENT/BEDTIME PROCEDURES**

- After dinner, volunteers are encouraged to visit, play cards, or enjoy TV with our clients.
- To ensure a good night's rest, lights are turned out in the sleeping area by 10:00 pm.
- TV may remain on low volume until 11 pm. TV out by 11:00 pm
- Cell phones must be placed on silent mode while at the shelter, no calls allowed inside the site. Clients may use their cell phones during smoke breaks. No picture-taking or inappropriate behavior is allowed at the shelter.

### **TRANSPORTATION**

- Bus passes are distributed by the Case Managers based on client need.
- Arrangements are made by staff for clients who need rides to important appointments or to a hard to reach shelter locations.
- Volunteers are not permitted to provide transportation to clients.

### **SITE VISITORS**

- Site visitors are limited to: scheduled volunteers, BEDS Plus staff, and people from approved external agencies.
- Visitors must be noted on the *Volunteer Sign-in and Communications Log*.

### **LATE ARRIVAL LIST**

BEDS Plus Staff on-Duty will provide a *Late Arrival* list to Site Managers.

- Individuals on the late arrival list are expected to arrive after 9:00 pm.
- Consult Staff on-Duty for current, approved list of clients who may enter after shelters close. If a client tries to enter after 9pm without advance permission, they should not be allowed in the shelter for the evening.
- Note all late arrivals on the *Volunteer Sign-in and Communications Log*.

## MONITORING

- All areas in the shelter need to be monitored (sleeping area and bathrooms). Attention to this detail can prevent many problems. Sites should be checked every 15 minutes.
- Sleeping areas are never to be shut-off by closed doors.
- Smoke breaks need to be monitored by a volunteer. **Bathrooms are non-smoking areas.**
- Be as quiet as possible when monitoring the site during sleep hours.
- Report and document any suspicious activity.
- Call the police immediately if you suspect any illegal activities happening or someone may be harmed.

## WAKE-UP and BREAKFAST

- **No TV** before 5:45 am.
- Awake clients by turning on lights at approximately 5:45 am.
- Breakfast is prepared by the 3rd-Shift volunteers. Food provided by cook teams.
- Breakfast is served from 5:45 am to 6:30 am, **after clients** deposit their used linens in the laundry bags and clean their pads with disinfectant solution.
- Clients must leave the site no later than 7 am.
- Check the site (e.g., restrooms, and other rooms) to make sure everyone has left.
- Volunteers do **not** provide transportation for clients.
- Volunteers are expected to clean the kitchen, sleeping area and bathrooms before leaving the site.

## GENERAL CLEAN-UP

All areas used by BEDS Plus including the kitchen and bathrooms, must be kept clean throughout the shelter night and sanitized before exiting the site in the morning.

- Cleaning supplies and rubber gloves are provided at each site.
- Mess kits are available at every site. If there is a need to clean up bodily fluids, follow the instructions on the kits and use protective gloves. Sanitize the infected area after appropriate clean-up.
- All BEDS supplies should be put away in designated storage areas including food and food supplies.
- Clients are not allowed to leave personal items at the site. Any items left behind should be thrown in the garbage.
- **Ensure that clients clean their sleeping mats with the disinfectant solution.**
- Clients fold and return all blankets and pillows.
- Volunteers place all pads and bins in designated storage areas.
- Any clothing items left behind should be thrown away.
- Laundry is placed in laundry bags and put in the designated area for pick-up. Do not place laundry out in unprotected area.
- Sites to be locked-up according to individual site instructions.

## SMOKING REGULATIONS

- **Smoking is never allowed in the shelter sites.**
- *Smoke-breaks* are allowed only in designated areas, for 15 minutes, at the following times: 8:15 pm, 9:15 pm. *Smoke-breaks* must be monitored by a volunteer. A container is provided for cigarette butts. Please make sure the smoking area is cleaned after each break.
- Remind the clients that smoking should occur no closer than 15 feet from the site entrance, especially as they exit the building in the morning.
- A morning smoke break is not part of the BEDS Plus program due to the potential for neighbor

disturbance and delay in closing the shelter. However, the decision to have a morning smoke break is based on the discretion of the Site Manager.

### **DE-ESCALATION**

If there is a conflict at the shelter, please defer to the Site Manager or Staff On-Duty. In general, our approach to client conflict is as follows:

- Separate the client from the conflicting party and/or environment.
- Bring another volunteer with you and take the client outside to discuss their options.
- Listen to their concerns completely and affirm their feelings.
- Discuss options. Options often include developing a reasonable way to avoid further conflict or leave the shelter for the evening.
- If clients choose to leave, decide to obtain their items and do not let them back in the shelter.
- Note the interaction on the Volunteer sign-in sheet & Communications log and contact the Site Manager or Staff On-Duty to debrief. You may be required to also complete an Incident Report.
- Inform the local police department through the non-emergency number.

### **WORKING WITH CLIENTS**

- Each client served at the shelter deserves to be treated with dignity and respect.
- Clients come to the shelter based on a wide variety of circumstances. As a volunteer and agent of BEDS Plus, you are required to respect the client's right to privacy and confidentiality. Details shared or observed about a client should not be communicated to individuals outside the organization. Please work with the staff if you would like to assist a client or have concerns about their well-being.
- Our clients need a safe, fair and predictable environment in order to take advantage of the emergency shelter program and focus on their stabilization plan.
- Keep in mind that about half of the clients are suffering from mental health or substance use disorders. These guidelines as well as the leadership structure are designed to meet the needs of a wide variety of clients.
- Consult the BEDS Plus staff for additional training opportunities.

## **SECTION #5 SAFETY INFORMATION**

### **EMERGENCY NEEDS/MEDICAL CARE**

- Every site has a first aid kit.
- Volunteers are restricted from dispensing medication. However, BEDS provides over the counter pain relievers and cough drops for client use. Clients can self-administer their own prescription medications.
- Sharps containers are available upon request. Needles must be stored and disposed of properly for the safety of all involved in the emergency shelter. If a sharps container is not available, please place needle in an empty, disposable plastic container with a lid, such as a milk jug.
- If emergency medical care is needed, call the local paramedics (911).
- Please note emergency medical information on the *Volunteer Sign-in and Communications Log* and call the Staff on Duty. You may be asked to complete an incident report as well.

### **SHELTER SAFETY**

- A volunteer must always have access to the telephone. Always keep your cell phone with you while at the shelter.

- Volunteers should avoid 1:1 encounter with clients but rather interact with clients in open areas where others can observe and assist.
- If at any time you feel that a situation might be dangerous, call the police. **Always error on the side of caution.**

## **POLICE**

- The local police are aware of BEDS PLUS and will assist when needed. Police emergency number is **911.**
- If a client or potential client is denied entry to the shelter, voluntarily leaves due to a rule violation or is involuntarily dismissed, the Staff-on-Duty or Site Manager must call the non-emergency line of the local police department to provide a report. In the absence of a Site Manager or Staff-on-Duty, if a client is asked to leave the site, please note the incident on the *Volunteer Sign-in and Communications Log* and call the Staff on Duty before the shelter is closed for the morning. Follow-up action will be determined by the BEDS PLUS staff.
- If an officer comes to the shelter to drop off a client, call the Site Manager and Staff on Duty to the door. If neither is available, the **volunteer should handle the situation based on the information given.** However, our procedure:
  - Check to DNA list to make sure the client is permitted to enter to site.
  - Take a photo of the client's driver's license and text it to the Staff on Duty and/or Site Manager.
  - Note the officer's name and badge number on the *Volunteer Sign-in and Communications Log* along with the actions taken. Call the Staff on Duty if there are any additional questions.
  - If a client is brought to the site after midnight, they are not permitted to enter but should be encouraged to come to the daytime support center for registration the next business day or come to the shelter at 7pm the next evening.

## **FIRE/DISASTER PLANNING**

In the event of an emergency or fire, volunteers should call 911 immediately. When evacuating the building the Site Manager must grab the shelter paperwork and oversee the evacuation of all persons on site. After evacuation, all shelter paperwork should be provided to the battalion chief or a police officer present to assist with any rescue efforts.

- Shelter paperwork may help account for anyone present in the event of an evacuation.
- Remember to stay calm and focus on assisting the most vulnerable individuals at the shelter.
- Familiarize yourself with the posted fire exit plan and location of fire extinguishers at the site. If a fire occurs, please follow the instructions on the fire extinguishers. Generally, when using a fire extinguisher remember to: Pull the pin; aim at the base of the fire; squeeze the handle.
- Exercise caution when using kitchen equipment and industrial stoves. Please do not leave flammable materials near the stove.
- Be sure shelter supplies and sleeping mats are properly stored away from light fixtures and electrical wires.
- If carbon monoxide alarms are triggered in the building, call 911 immediately.

In the event of a tornado or natural disaster, all persons on site will be instructed by the Staff-on-Duty or Site Manager to shelter in place in the most appropriate internal room of the building until the threat is cleared. A disaster and evaluation plan should be posted in each site.

Thank you for your partnership in serving the homeless.

## PETITIONER'S NARRATIVE

**BEDS Plus Overview.** The mission of BEDS Plus Care is to help vulnerable individuals stabilize their lives through housing and supportive services. **Our vision is to end homelessness.** We believe that everyone deserves a home.

Founded in 1988, BEDS Plus Care, Inc is a leader in the efforts to reduce and end homelessness in Southwest Suburban Cook County. Its mission is to help vulnerable individuals stabilize their lives through housing and supportive services, and offer a range of national best practice-based services, including:

- **Homelessness Prevention Services:** People who pay too much for housing, live paycheck to paycheck, and have little to no savings face a constant threat of homelessness. A crisis, such as a job loss, accident, or illness, can send them spiraling into eviction, foreclosure, or the streets. BEDS provides direct financial assistance for past due rent and security deposits to individuals and families at risk of losing their housing.
- **Emergency Services:** People experiencing homelessness face immediate risks, including illness, crime, exploitation, and addiction. BEDS facilitates 16 emergency overnight homeless shelters in faith-based organizations throughout Southwest Suburban Cook County. Shelters provide warm meals, safe places to stay, professional case management support, and connections to housing and other resources.
- **Housing Services:** BEDS' housing services fall into two categories: Rapid Rehousing and Permanent Supportive Housing. Rapid Rehousing targets individuals and families homeless for the first time and helps clients secure housing units within 90 days of entry into the program. It provides financial assistance for security deposits, moving costs, and rent for up to three months. Permanent Supportive Housing offers organization-managed residences for clients with a history of chronic homelessness and disability.

In every service area, BEDS' case managers partner with clients to develop individual service plans (ISPs) to achieve an appropriate housing solution and regularly follow up to assess progress and adjust goals, if needed. Case managers refer clients to partner healthcare and social service providers, employment opportunities, government benefits programs, and other resources.

**Emergency Overnight Shelter Operations.** BEDS' shelter network includes 15 faith-based organizations in ten municipalities throughout Southwestern Suburban Cook County for donated space and volunteers. Together, we operate the only emergency shelter program serving Burbank, Countryside, Chicago Ridge, LaGrange, LaGrange Park, Oak Lawn, Orland Park, Palos Hills, Western Springs and Worth. Thanks to our faith community partners, we provided more than 13,563 nights of shelter to 306 clients in fiscal year 2018.

A shelter night begins with a warm dinner. Each guest is provided with sleeping area, mattress, and clean linen. All overnight guests can request clothing, including winter gear, and toiletries. A volunteer site leader and BEDS case manager act as resources for clients during first shift and remain on-call throughout the evening. Overnight staffing consists of trained volunteers who work in teams during three additional

shifts throughout the evening. The volunteers monitor the site every fifteen minutes and assisting guests as required.

Guests are provided breakfast in the morning and are given a sack lunch. At least one shelter per week has shower facilities. Showers also are available daily at the Daytime Support Centers. Clients are provided with bus passes or other transportation as needed.

BEDS Plus enters into an annual agreement with each shelter site. We provide management oversight, liability insurance, volunteer recruitment, on-site case management, client registration, necessary supplies and coordination with all federal, state and county-based resources to deliver services. To ensure effective management, our staff regularly meets with volunteer site leaders and communicates with faith community leaders.

Emergency shelter clients must document their connection to the BEDS Plus catchment area (including seven townships in Southwest Suburban Cook County). All clients must have government-issued identification and agree to a full intake with a case manager before they are issued a BEDS ID card shelter access. BEDS Plus does not accept registered sex offenders or individuals with an outstanding warrant. Past felony convictions are considered before a client is accepted into the program. BEDS Plus maintains current service plans for all clients, conducts various assessments and works to reduce barriers to housing for each person. Clients are prioritized by vulnerability, veteran status and motivation.

To complement our shelters, we maintain two year-round Daytime Support Centers in LaGrange and Worth. They provide clients with opportunities to connect with their case managers and BEDS Health Care Coordinator, receive substance abuse treatment, do volunteer work, and/or just enjoy lunch in a safe environment





**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
CHANCERY DIVISION**

**VILLAGE OF ORLAND PARK,** )  
**a municipal corporation,** )  
 )  
 **Plaintiff,** )  
 **v.** )  
 )  
**SOUTHWEST EVANGELICAL** )  
**COVENANT CHURCH, an Illinois** )  
**Not-for-Profit corporation,** )  
 )  
 **Defendant.** )

No. 2019 CH 12944

**SETTLEMENT AGREEMENT AND MUTUAL RELEASE**

This Settlement Agreement and Mutual Release (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019 (the “Effective Date”), by and between the Village of Orland Park (“Village” or “Plaintiff”) and Southwest Evangelical Covenant Church (“Hope Covenant” or “Defendant”) (Plaintiff and Defendant collectively referred to as the “Parties”).

**PREAMBLE**

**WHEREAS,** the Village is a home-rule municipal corporation, granted authority pursuant to Divisions 13, 31 and 31.1 of the Illinois Municipal Code, 65 ILCS 5/11-13-1 *et seq*, 11-31-1 *et seq* and 11-31.1-1 *et seq*.; and

**WHEREAS,** Hope Covenant is the owner of the properties commonly known as 14401 West Avenue, Orland Park, Illinois and 9955 W. 144th Street, Orland Park, Illinois (P.I.N.s 27-09-205-012-0000 and 27-09-205-013-0000) (collectively the “Subject Property”); and

**WHEREAS,** the Village filed a Verified Complaint for Injunctive Relief and Village Code Violations against Hope Covenant on November 7, 2019, and said case is pending in the Circuit Court of Cook County, Illinois, Chancery Division, as Case No. 2019 CH 12944, relating to alleged building and zoning code violations on the Subject Property (the “Lawsuit”); and

**WHEREAS**, Hope Covenant filed its Answer and Affirmative Defenses to the Lawsuit on November 15, 2019, denying the allegations contained in the Lawsuit and asserting certain affirmative defenses (the “Answer”); and

**WHEREAS**, it is the desire of the Village and Hope Covenant to fully and finally resolve and settle the Lawsuit, their respective claims, causes of action, or actionable matters of any kind which exist between them and any and all other claims or matters which may exist or arguably existed between them as further alleged in the Lawsuit and the Answer, as of the effective date of this Agreement, and enter into a full and final compromise, settlement and mutual release.

**NOW, THEREFORE**, in consideration of the foregoing, and for other good and valuable consideration, the mutual promises and covenants set forth below, the sufficiency of which is hereby acknowledged:

1. Incorporation of the Preamble. Each of the introductory statements contained in the Preamble above are incorporated into Section 1 of this Agreement by reference and are material terms and provisions agreed to by the Village and the Hope Covenant.

2. Compromise and Settlement. This Agreement constitutes the compromise and settlement of disputed claims and causes of action that is made to avoid further costs of litigation. Nothing contained herein, nor any actions taken by the Village or Hope Covenant in connection herewith, shall constitute, be construed as or be deemed to be, an admission of fault, liability or wrongdoing whatsoever on the part of the Village or Hope Covenant. Further, nothing herein shall be an admission by Hope Covenant that its use classification for the shelter use of the Subject Property has changed from A-3 to R-1, nor an admission by the Village that the use classification for the shelter use of the Subject Property has not changed from A-3 to R-1,

and nothing contained herein shall prohibit Hope Covenant from continuing to operate as a place of worship.

3. Settlement of All Claims. The Village and Hope Covenant intend this Agreement to be a complete and total resolution and settlement of any and all claims and causes of action or actionable matters of any kind, as alleged in the Lawsuit and the Answer. Hope Covenant asserts they are entering into this Agreement for the purpose of continuing to operate their overnight shelter ministry.

4. Dismissal of the Lawsuit. Subject to the provisions contained herein, and with the Court to retain jurisdiction for purposes of enforcement of this Agreement, the Village will dismiss the Lawsuit against Hope Covenant, with prejudice.

5. Responsibilities of Hope Covenant – Building Code.

- A. Within forty-five (45) days of the Effective Date of this Agreement, Hope Covenant shall submit to the Village plans prepared by a licensed design professional demonstrating how Hope Covenant intends to use the Subject Property for an overnight shelter, including:
- i. the number of occupants;
  - ii. the distribution and layout of sleeping arrangements, including the specific rooms to be used;
  - iii. the paths of ingress and egress from the basement of the Subject Property;
  - iv. locations of fire alarms, smoke detectors and carbon monoxide detectors;
  - v. exterior lighting/emergency lighting;

vi. submittal of a request for interpretation from the State of Illinois for Accessibility Code applicability given the representation by Hope Covenant that no person unable to walk on their own will be allowed to sleep in the basement at night;

vii. policies or plans for food handling and service (All food for shelter occupants will be prepared offsite);

viii. plans for either fire rating corridors and partitions or a fire watch (monitors) in accordance with applicable codes, which requires a minimum of two (2) individuals to patrol areas of the Subject Property to look for evidence of smoke, fire or any abnormal conditions, and to notify emergency personnel and alert occupants in the event any such conditions are detected.

ix. nothing herein requires the plans to include any structural modifications to the Subject Property, unless otherwise required by law.

B. The Village, upon receipt of the plans referenced above, shall promptly and in accordance with Title 5, Chapter 1 of the Village Code, review said plans, along with any request for accommodation or alternatives, to confirm compliance with building codes, and if acceptable shall issue a building and/or occupancy permit for the Subject Property.

C. Failure by Hope Covenant to submit the plans in accordance with this Paragraph 5 within forty-five (45) days, shall constitute a breach of this Agreement, and shall result in any overnight shelter operations being

suspended until Hope Covenant complies with the terms of this Agreement.

6. Responsibilities of Hope Covenant – Zoning Relief.

- A. Notwithstanding Hope Covenant's position that zoning relief is not required, within forty-five (45) days of the Effective Date of this Agreement, Hope Covenant shall submit to the Village an application for a text amendment to the Village's Land Development Code in accordance with Section 5-108 of the Land Development Code, to create a special use in the Old Orland Historic Zoning District allowing for the operation of a place of worship with temporary/seasonal overnight shelter for one night a week, and for the issuance of a special use permit for the same on the Subject Property in accordance with Section 5-105 of the Land Development Code.
- B. The Village will process the text amendment and special use request in accordance with its ordinary procedures as set forth in Sections 5-105 and 5-108 of the Village Code, with such text amendment and special use permit, with any conditions imposed thereon, to be approved by the Village Board.
- C. The Village shall waive all fees in connection with the application for such text amendment and Special Use permit. Hope Covenant shall be responsible for the costs of notice to the adjoining property owners, publication notices, and the installation of signage of notice to the public.

D. Failure by Hope Covenant to submit the applications in accordance with this Paragraph 6 within forty-five (45) days, shall constitute a breach of this Agreement, and shall result in any overnight shelter operations being suspended until Hope Covenant complies with the terms of this Agreement.

7. Continued Operation Of Shelter. During the time period for submittal, review and approval of plans and zoning relief outlined in Paragraphs 5 and 6, and through April 30, 2020, Hope Covenant shall be permitted to continue operations of an overnight shelter on the Subject Property for one night per week, with no walk-ins accepted except in accordance with Beds Plus policy. Prior to beginning any operations after April 30, 2020, Hope Covenant shall have obtained the requisite occupancy and the Special Use Permit as set forth in Paragraphs 5 and 6 above, provided, however, this time period shall be extended upon a showing that Hope Covenant is diligently pursuing said permits and is in substantial compliance with the Village's building, life and safety codes, or other delay occasioned by the Village in the review of the Hope's submissions..

8. Continued Compliance With Village Codes. Notwithstanding anything in this Agreement to the contrary, Hope Covenant shall continue to comply with all applicable Village Code's for both its operation as a place of worship with an overnight shelter.

9. Mutual Release of Claims/Covenant Not to Sue.

A. Effective as of the date of this Agreement, the Parties hereby each release and discharge, unconditionally, absolutely, and forever, each other, and, as applicable, each other's respective shareholders, directors, officers, employees, representatives, trustees, elected and appointed officials, attorneys, administrators, successors, assigns,

heirs, and personal representatives, of and from any and all claims, dues, sums of money, matters, issues, rights, accounts, contracts, promises, demands, causes of action, suits and liabilities, whether known or unknown, suspected or unsuspected, fixed or contingent, and whether or not concealed or hidden, of every nature and description whatsoever, that are, have been, could have been or in the future might be, asserted by the Parties in any action, suit, or proceeding, or that the Parties, or any of them, severally or jointly with others, ever had, now have, or hereafter can show, may have, or claim to have against each other for, upon, or by reason of, any matter, cause or thing whatsoever from the beginning of time to the Effective Date, including but not limited to all claims, rights or causes of action related to the Lawsuit or the Answer; (collectively, the "Released Claims"); provided, however, that nothing herein shall release or otherwise affect any obligation of any Party under this Agreement.

B. Each of the Parties, covenants and agrees not to file a lawsuit, bring a legal proceeding of any kind, or participate in any action directly or indirectly against any other Party, or against the affiliates, officers, directors, employees, consultants, independent contractors, attorneys, representatives or other agents of any of the Parties, for any claim, action, cause of action, attorney's fees, allegations, demands, rights and liabilities released herein.

C. Notwithstanding the foregoing, each Party retains its right to any claims and damages that may arise after the Effective Date as a result of any breach of this Agreement, or any future alleged violation of Village Code or applicable law, or any claim or cause of action Hope Covenant may have after the Effective Date of this agreement.

10. Default or Breach. In the event of a default or breach of this Agreement, the Parties retain all rights and remedies available under the law, including but not limited to any action for injunctive relief to enforce building or zoning codes.

11. No Attorneys' Fees and Costs. Each Party is to bear its own fees and costs related to the Lawsuit, including the review and execution of this Agreement.

12. Choice of Law; Savings Provision; Venue. This Agreement will be governed by Illinois law and subject to the jurisdiction of the Circuit Court of Cook County. If any provisions of this Agreement shall be invalidated or refused enforcement by any court of competent jurisdiction, the provisions not invalidated or refused enforcement shall remain in full force and effect.

13. Entire Agreement. This Agreement represents the entire agreement between the Village and Hope Covenant with respect to the matters set forth herein and supersedes all prior agreements or understandings, if any, between the Village and Hope Covenant. The Parties acknowledge that except for the explicit provisions of this Agreement, no promises or representations of any kind have been made to them by the other Party or their attorneys, to induce them to enter into this Agreement. No modification of this Agreement can be made except in writing and signed by authorized representatives of the Village and Hope Covenant.

14. Representations & Warranties by the Plaintiff and the Defendants. The Village and Hope Covenant represent and warrant that (a) they have the capacity, full power and authority to enter into this Agreement; (b) the individuals signing on behalf of the Village and Hope Covenant are authorized to do so; (c) they have not assigned, encumbered or in any manner transferred all or any portion of the claims covered by this Agreement; (d) there are no other Claims, charges, complaints, actions for relief, suits, arbitrations or other claims or



proceedings, pending between the Parties in any court, before any agency, or in any forum; and  
(e) no other person or third party has any right, title or interest in any of the Claims covered by this Agreement.

15. Successors & Assigns. This Agreement shall be binding upon and inure to the benefit of the Village and Hope Covenant, and their respective personal representatives, official representatives, agents, insurers, attorneys, executors, administrators, heirs, successors and assigns.


16. Knowing and Voluntary Signing of Binding Contract. The Parties represent and warrant that they have read this Agreement and understand all of its terms and they execute this Agreement voluntarily and without duress or undue influence, and with full knowledge of its significance, intending to be legally bound.

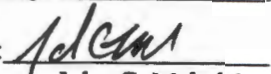
17. Opportunity to Consult Advisors. The Village and Hope Covenant have had reasonable opportunity to consult with attorneys or other advisors of their own choosing before executing this Agreement.

18. Counterparts. This Agreement may be executed in counterparts, each of which may be signed separately and may be enforceable as an original, but all of which together shall constitute but one agreement.

IN WITNESS WHEREOF, the Village and Hope Covenant have executed this Agreement by affixing their signatures and the dates of execution where indicated below.

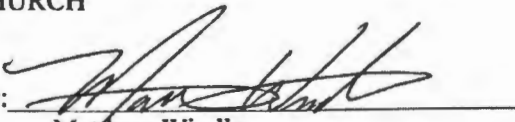
VILLAGE OF ORLAND PARK

By:   
Keith Pekau  
Its: Mayor

Attest:   
John C. Mehalek  
Its: Village Clerk

Dated: 11/27/2019

SOUTHWEST EVANGELICAL COVENANT CHURCH

By:   
Matthew Windle  
Its: Leadership Team Chair

Dated: 11/25/2019

## HOPE COVENANT CHURCH PETITIONER'S RESPONSE TO THE SPECIAL USE STANDARDS

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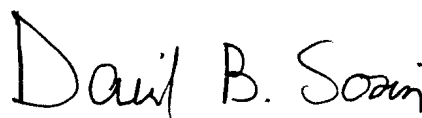
**In support of its request and in response to the Village's special use requirements, the applicant responds as follows:**

1. The special use will be consistent with the purposes, goals and objectives and standards of the Comprehensive Plan, any adopted overlay plan and these regulations; (List factors that demonstrate how your proposal meets this standard.)
  - *Response.* The use of a Church property for temporary shelter for those in need of shelter poses no threat to the community and is, in fact, a well-recognized and accepted function of a house of worship. In reaching an agreement between the Village and Petitioner, the Village Board approved such use, subject only to confirmation that basic life, safety and health issues were reviewed and addressed by the Church. In implementation of the agreement between the parties, the Church retained a licensed architect to review the International Building Code (the "Code") and address the essential requirements of the Code and solutions to make a safe refuge for the clients of Beds Plus ("Beds") even safer.
    - The goals of the Code have been addressed.
    - The goals and concerns of the Village have been addressed.
    - The requirements of the text amendment drafted by the Village staff and attorney are addressed.
2. The special use will be consistent with the community character of the immediate vicinity of the parcel for development; (List factors that demonstrate how your proposal meets this standard.)
  - *Response.* That the Village character will not change by the weekly use of the facility to provide refuge to the otherwise homeless is an established fact. The use of a portion of the Church for this purpose has been ongoing, without incident or complaint by its neighbors and nearby residents of the Village. Nearly one hundred of such residents have voiced support for the Church and Village's participation in the Beds program.
3. The design of the proposed use will minimize adverse effect, including visual impacts on adjacent properties; (List factors that demonstrate how your proposal meets this standard.)
  - *Response.* Petitioner has retained a professional architect, expert in the International Building Code, to review and assess all of the concerns as disclosed from the Village inspection reports. It is duly noted that the Orland Fire Protection District inspection have revealed no substantial concerns of life, safety and health violations. With the implementation of suggestions from the project architect, solutions to the minor issues raised, such as shower installation, overcrowding and egress improvements have been provided for and will be undertaken in an expeditious manner.
4. The proposed use will not have an adverse effect on the value of the adjacent property; (Insert explanation. If necessary, the petitioner should be prepared to offer expert testimony that the proposed project will have no adverse impact on surrounding properties.)

- Response. The Church has served the Orland community for many years in numerous ways. In fact, the addition of a once a week welcoming of overnight guests does nothing to change, but merely enhances, Beds service to the community. In joining the Beds program, Orland seniors, families in crisis and individuals displaced by temporary unfortunate circumstances are benefited not just on that one Tuesday, but every day of the week, month and year. Hopeless circumstances take no holiday.
5. The applicant has demonstrated that public facilities and services, including but not limited to roadways, park facilities, police and fire protection, hospital and medical services, drainage systems, refuse disposal, water and sewers, and schools will be capable of serving the special use at an adequate level of service;
- Response. The Petitioner has submitted copies of the Beds manual that is provided to volunteers which addresses all of the common and less common issues that might occur for an individual overnight client. No schools, parks, roadways are impacted and the existing Church infrastructure can easily accommodate the remaining issues of service to a once a week group of overnight guests who are bused in to the facility
6. The applicant has made adequate legal provision to guarantee the provision and development of any open space and other improvements associated with the proposed development; (Insert explanation)
- Response. This standard is simply not applicable to the request.
7. The development will not adversely affect a known archaeological, historical or cultural resource.
- Response. This standard is simply not applicable to the request.
8. The proposed use will comply with all additional standards imposed on it by the particular provision of these regulations authorizing such use and by all other requirements of the ordinances of the Village.
- Response. The Petitioner has reviewed the Special Use Standards contained in the text amendment as applicable to this overnight shelter and can adhere to such standards.

Dated: December 30, 2019

Respectfully submitted,



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David B. Sosin  
Attorney for Petitioner

DATE: February 18, 2020

## **REQUEST FOR ACTION REPORT**

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File Number: **2020-0134**

Orig. Department:

File Name: **Memo: New Petitions**

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**BACKGROUND:**

**BUDGET IMPACT:**

**REQUESTED ACTION:**

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## Memorandum

**To:** Plan Commission  
**From:** Ed Lelo, Director of Development Services  
**Date:** February 18, 2020  
**Subject:** New Petitions & Appearance Reviews

Below, please find a summary of recently petitioned projects and appearance reviews. Petitioned projects are currently under review by staff and may or may not be on a future Plan Commission agenda. These projects have been petitioned to the Village but may not have obtained all the approvals required to begin work. Projects sometimes are terminated without moving forward for a variety of reasons. Appearance Reviews and Certificates of Appropriateness are reviewed and approved administratively. The below list does not include cell tower or solar panel projects. Please contact me with any questions regarding the below projects.

### **Appearance Review Petitions**

Phillips 66 – Exterior façade reimaging – 9401 159<sup>th</sup> Street  
Coldwater Creek – Exterior façade changes – 9500 143<sup>rd</sup> Street  
Carpet Interior – Garbage enclosure extension – 50 Orland Square Drive  
Szkarlát Apartment – Fence along south side of building -15110 Quail Hollow Drive  
Cooper’s Hawk Winery & Restaurant – Exterior façade changes to accommodate additional coolers – 15690 Harlem Avenue  
Duluth Trading Company – Exterior façade changes including painting, awnings, and combining two entrance doors into 1 – 29 Orland Square Drive  
BP Gas Station – Installing new gas pumps – 14299 LaGrange Road

### **Development Petitions**

Hope Covenant Church – Text Amendment and Special Use – 14401 West Avenue  
Mastic Pistachia Gelato Shop – Special Use – 14404 John Humphrey Drive  
Villas of Cobblestone – 18 attached ranch villas – 8010 143<sup>rd</sup> Street

### **Certificate of Appropriateness Petition**

Dorado Building – Replacing rear stairs – 14316 Beacon Avenue  
Peony Place – Single Family Home – 14414 Third Avenue

### **Board Approved Petitions**

# Home Lifestyle Blog

MENU



## Five Ways to Increase Your Home's Value for Less Than \$100

You may think it takes **hundreds or even thousands of dollars** to make your homes seem like they cost more than they actually do. And though cost may equal value, here are five simple and easy ways to have it feel like a million bucks.

### 1. Stick to a theme

A bit of research is key in trying to find the best design and inspiration ideas that bring out

the best features of your home. While you can always check magazines or hunt the Internet for stylespirations, knowing your property and what you want to do with it will determine the best furniture to bring in. Coordinated pieces make it look like a professional had a hand in the decorating process. When you put a lot of thought into choosing the different style elements that compose the space, you not only end up with comfort but even luxury as well.

## 2. Search for signs of deterioration

Nothing ruins a great wardrobe than holes in your shirt or runs in your stockings. That's the same way with our homes. No matter how well your carpet matches the drapes, termite-infested walls and floors ruin the entire look, and that's just one of the problems that a poorly-maintained area can suffer from. Preventing any of these issues from escalating will not only do wonders in terms of aesthetics but it can save you a bucketload of money in repairs.

## 3. Create a cost-effective environment

Yes, you may be avoiding hefty costs through planning and prevention but if your home generates (and wastes) great amounts of energy in the process, then you're still throwing cash away. Contact your local utility company and schedule a free energy audit to see if you are making wise choices in terms of the appliances you use. Opting for "greener" solutions is never the wrong way to go as it is always an advantage to have in every household.

## 4. Seek advice from a professional



Just because an interior decorator's full services could cost a fortune, there's no reason to shy away from the wealth of knowledge that they have when it comes to maximizing just about any kind of space. Getting your home assessed by the experts will help you see its strengths and weaknesses, and they can even provide you with some great money-saving advice that's tailor fit to your needs. Look for pro decorators whose standard hourly rate is \$100 or less. This worthy investment will save you from having to make any damaging decisions in the future.

## 5. Get a new coating

Sometimes, what can really jazz a place up is a good paint job. Nothing says old and unkempt than the peeling paint coming off your walls. Neutrals are a good way to go to make the area seem bigger and brighter. They're also the easiest color palette to match. And, if you do it yourself, you won't need to pay anyone for the labor.

Whether you're preparing for a new place or you want to breathe new life into an old one, these five tips can help you get started without burning a hole in your pocket. They're quick and easy suggestions that make you think why you haven't tried any of them yet.



29/05/2018Uncategorizedremodel

# Four Mistakes Every Aspiring DIYer Should Avoid

Everyone has the tendency to get inflicted with Pinterest disease. We see something nice, we take up arms to make it ourselves. Not that there's anything wrong with that as inspiration is the first step to creation, but getting all excited about it could lead someone to decide to rashly and all too often make a wrong decision. Don't get caught with one of the most common DIY slipups: getting the wrong materials for the project. Research is 50% the job as the actual physical work and when you don't get it right, it is bound to rob of money, time and enthusiasm.



## 1. Stick to a budget per item

Setting an amount that you're willing to spend on each item will help curb the monster of compulsion. Sure, there are bound to be better-looking products in a higher price range but if you splurge on one, you'll eventually end up compromising on the other things. Nothing's stopping from appreciating the pricier options but, at best, can try to scout around for cheaper alternatives. Don't think of budgets as mere restrictions. Consider them as a way of keeping you on track.

## 2. Sample the goods before raiding the store

Haven't you ever experienced stocking the cart too high with pieces you eventually regret buying and never even use? Impatience does that to people. Take tile shopping for example. It may feel good in your hand and it may seem nice from all angles, but there's no guarantee that they look good on your entire floor or match all the other elements of the space. One particular place this happens all the time: sales. You may think you're getting an item as a steal but unless you're 100% sure that it works with the room, it just may end up stealing from you.

## 3. Get the right tools

If there's one aspect that you should definitely invest on, it's the proper tools. Unless you're a fly-by-night DIYer who's only testing the waters, then disposal items may work for you. If you're ready to commit to this, then cheap brushes and rollers just won't cut it. The products that you use to complete your project will spell the difference between success and failure. You may be busting your ass out just to get everything right but if your tools fail in mid-use, then everything you did up to that point will need some effortful troubleshooting.

## 4. Exercise caution when purchasing online

There's no denying that Internet shopping is so convenient. Not only do you get access to a variety of products that you otherwise won't find in one store, you don't need to step out of the house to do it. But be very vigilant. There are endless tales of disappointment told by

people who got ripped off online. Unless there's a good return and refund option, don't take your chances on that half-priced purchase because you may end up getting just half the quality you were expecting.

This list is pretty straightforward and you may find yourself relating to one or two more than you want to. Oftentimes, these are really nothing more than simple and honest mistakes committed in over enthusiasm. Now that you know better, you can save yourself the time and the trouble and go about your way with your enthusiasm intact.



28/04/2018Uncategorized

## Five Luxurious Home Improvement Options for \$750 and Up

If you have cash to burn, spending it on your home is a wise decision as any. For those of you who are hoping to get some cheap tips in sprucing your place up for less, then you're at the wrong place. Now, if you think a \$1000 investment is a small price to pay for quality and comfort, then read on.

### 1. **Upgrade your old appliances**

While maintaining your 15 year old fridge in good working condition after all these years is laudable, it probably wasn't designed to be energy efficient given that this innovation didn't exist years before. Newer models tend to be crafted with the latest technology and features that old appliances simply can't match up to. It would actually save you more money to patronize products with the Energy Star label that consumes 10-50% less energy than conventional appliances.

## 2. Choose the **tankless** model

If you're looking to buy a new water heater, better go for the tankless version. While old models tend to store around 50 gallons of hot water that is made readily available to you, it demands loads of energy while it's operating. Tankless models aren't like that. They are eco-friendly and cost-effective by way of only heating water when it needs to be used.

## 3. Beautify your entrance

How your gates and front doors look create your home's very first impression. These architectural components should create a certain picture in your guest's mind of what's waiting inside the threshold. On the outside, it says a lot about the kind of style you have, so scrimping out on it will only make you look cheap.

## 4. Decorate your ceilings

We tend to neglect this one-sixth portion of our homes just because it's out of reach, but if you take a look at hotels and other luxurious places, you'll notice that ceilings are as much taken care of as the other areas of the space. They can be both decorative and functional and accent the very theme you're going for. Beams and moldings can go a long way in making the upper section look more visually appealing.

## 5. GET SOMEONE TO DO YOUR LANDSCAPING

If splurge is the name of the game, then creating and maintaining an outdoor landscape can spell just that. A well-manicured lawn is one thing but trees, shrubs, and flower beds spell money because they take lots of money to maintain. Garden accessories like fountains and cobblestones not only brighten up your exterior but they are an attraction in their own right.

**Luxury** shouldn't just be limited to the price tags on the *furniture* you buy, it should emanate from every corner of your home (and even out of it). These five tips help seal the deal and take care of those details that other people can take for granted. Take a look around and see which area can do with a luxurious makeover. You'll be surprised at just how accurate this list actually is. Enjoy!



02/03/2018Uncategorized

# Four Basic Tools That Every DIYer Needs

Unless you have laser vision and incredible fist strength, you're going to need the right tools to get the job done. If you're after real home improvements and not just making photo frames, then you might want to consider making a worthy investment that any certified DIYer has. Let's take a look at some tool essentials that you simply cannot pass over.

## 1. A pair of safety glasses—or two

Safety first before anything else. One of the most neglected yet at risk parts of our body is your eyes. If you don't intend on getting dust or chips in them, then protection is required, and I'm not talking about regular glasses. The ideal ones wrap around on the side and are similar to the ones you use at chemistry lab. One thing you need to keep into consideration is how well these goggles fit. Forget the dollar store, get ones that are of good quality and aren't too snug nor too loose. If you live somewhere with a particularly hot climate, a pair with anti-fog coating will do the trick.

## 2. Another hammer

This is one of the most basic tools that any household should have—DIYer or not. But regardless of the hammer you already have on hand, it's not enough. Do you have the lightweight or heavy-duty one? If it is either, then you need the other. Substituting their uses could jeopardize your project. If you need to put nails into drywall, then you need the smaller hammer. If you're nailing into studs, then the bigger one is recommended. If buying a heavy-duty one, opt for fiberglass rather than wood because the former doesn't give off as intense a

vibration as the latter.

### 3. A cordless drill

Why cordless? So you need to have electric outlets to work on your project. But let's talk about the drill. Just because it's cordless doesn't mean it's automatically the one. Just as there are many variations of corded drills, there is an equivalent of cordless ones. While corded types have more power, cordless models have a steadier flow of torque. The next thing to look out for is the number of volts the drill has. The recommended amount is no less than 12 volts. If you go for something less powerful, then even drilling nails into studs will stress the motor out.

### 4. A good shop vacuum



Dirt and dust littering around your work area are not only disgusting but potentially dangerous as well. Small particles can get into the air and into your lungs or little chunks of wood could get into your eyes. If you're thinking about the vacuum you use at home, don't do it—no matter how powerful it may be. Vacuums intended for residential use can't handle carpentry or crafting debris and could lead to clogging your motor. Though you may need a high-powered one, remember that size is important, too. Choose something that is light



enough for you to comfortably empty on your own.

All these tools may be basic but they are essential and great investments. If you choose those of good quality, you'll enjoy using these four for years. It's a different experience when these items are at the ready because they can help you create a safe, efficient, and clean working environment.

Jump back to our [Home Page](#).



29/01/2018 Uncategorized

## Three Easy Ways to Make Your Homes More Eco-Friendly

Everyone's **pro-environment** whether our actions say so or not. We agree with *eco-warriors* left and right but somehow we have a problem translating those beliefs into actions. And now that no place on Earth is immune to the fits of nature, we suddenly realize how important it is to do our part in making the world cleaner and greener. The best place to start that is within our own homes. Let's take a look at these three simple ways in creating an eco-friendly dwelling place.

### 1. **Plant a tree in your yard**



Not every home has a patch of land where we can put our green thumbs through the regular and relaxing art of gardening, but that shouldn't stop us from placing plants in every available corner. While potted greens offer their own benefits, nothing can quite beat the advantage of having a full grown tree. For one, you get a free air detoxifier and, two, you just might have the opportunity to harvest your personally-grown fruits. Trees are an asset to have in today's unpredictable climate where hot is hotter and wet is wetter. Just having them there cools your surroundings by at least 30% and prevents unwanted flooding, allowing you to save money and avert disaster at the same time.

## **2. Repurpose your used water**

We've all heard about the decline in the global water supply and, at a certain point, experienced this for ourselves. For those of us who have lived with a ready and abundant supply, we never really thought that it could run out until it finally does. Though we're capable of enjoying easy access now, we can make a good impact on the environment just by recycling what we've already used. Having plants actually makes this task easier because repurposed water can be used to hydrate and fertilize them. You don't need a complicated system to achieve this but it does take discipline to keep water from flowing down the drain without having been maximized to the fullest extent.

### 3. **Reduce and recycle your trash**

Plastic is one of the biggest hazards and contributors to global warming, and before it pollutes the outside, it usually came from inside someone's home. Unless we change our spending habits and opt for products that generate less non-biodegradable waste, then we're leading various calamities into our doorstep. We've been taught to segregate trash as early as our childhood years but if we don't stop taking it for granted, its impact on the planet will backfire on all of us eventually. Going back to basics and actually applying the concepts of reducing and recycling to our day to day will not only lessen our carbon footprint but actually create a better and more conducive environment to live in.

If you haven't started with three eco-friendly, home improvement techniques yet, then you're not ready to handle the big guns. These three ways are as simple as they can be yet their value gets overlooked time and time again. If we don't start taking responsibility for our actions, then no matter how good our houses look on the inside, the environment around us will take a greater turn for the worst. Have questions? Check out my [contact form](#).



29/01/2018Uncategorized

## Home Fence Installation – Increased Property Value

Thinking about installing a fence on your property? It is a great idea to do so. Adding a fence to a home adds security and privacy and will give you a little edge when looking to sell that home. Fence installation for residential or commercial applications can be an awesome way to increase the value of the property before selling the property. It is a good idea to do a little research on local fence companies in your local area.

There are many different types of fencing available to the consumers some better for different applications. Privacy fence are best put up with wood or vinyl applications as you can see directly through a chain link fence. But if you are trying to be cost effective and just keep the dog in the yard, then a chain link fence is a great option for you.

Searching for a *fence company* to do your job can be a daunting task. But rest assured we can give you a few tips. First check and see if the fence company has online profiles where you can read reviews about the fencing company. If you see a lot of negative reviews and people saying that the job was not done correctly, you should avoid that company. Next you should ask the fence company if they are going to pull a permit. Sometimes companies will try to do the work without a permit and this can cause you a problem when you go to sell your property. Finally ensure that the company is licensed and insured. This is major because they usually guarantee their work.

We are Fort Lauderdale Natives and we recently used Fence Builders Fort Lauderdale to install our fencing. They did a great job and took great care of us. They can be reached at:

### **Fence Builders Fort Lauderdale**

3900 Galt Ocean Drive

## Unit #2904

Fort Lauderdale, FL 33308

(954) 715-2427

Fort Lauderdale has been our favorite place to live as we have lived in many other regions, and we have no plans to move what so ever! So we will keep bringing you stellar reviews of awesome companies we stumble on in the future!



24/07/2017 Homehome, home improvement

## Life on the Road

Jack Kerouac had a perfect idea although he may have executed it poorly. Life of on the road is no trip (pun intended). There is so much that goes into creating an atmosphere where creativity, freedom, and abundance is truly shared. For the past week, my family and I have been driving along the West Coast in our rented Winnebago. We have seen Big Sur, the Pacific Ocean, coyotes, and hundreds of Douglas Furs. It has been an extraordinary adventure and we couldn't be more grateful.

My family has been sat in the back of the van watching television on the DVD players, while I have been daydreaming behind the wheel. I notice how quiet the roads can be when you're truly feeling the asphalt beneath. Besides a few potholes and dead skunks on the side of the road, I have been mesmerized by the simplicity of the road. It doesn't require anything from you. No doctors notes, no weekly analytic reports, and especially no back talk. It's rejuvenating.

I remember the days I couldn't get out of bed in the morning. I hid underneath the covers for what seemed like days, just to wake up and shower for another monotonous day behind a computer. I never stopped to listen to the road while I drove my Taurus to work. I hardly recognized anyone else on the road (except for the occasional driver who refuses to use turn signals). This trip has shown me so much and I am amazed.

I've been creating road trip games with the kids to keep them occupied away from the TV. We have played multiple rounds of the license plate game, iSpy, and Shuffle. As we make our way further up the coast, I contemplate what's next. What adventure are we going to embark on in Washington? Are we going to be tourists and see all the coffee shops, or are we going to camp outdoors and visit local bookstores and play in the lakes. Only time will tell.

Until then.



31/05/2017 Blog Posts, Home

## How To Travel...Free!

Our dear friend Robert Clark, [CPA in Key West](#), has helped us tremendously throughout our adventures. Having the proper tools necessary to travel for work has made our trips more enjoyable! Robert keeps track of our expenses and educates us on our tax benefits and rewards.

If you have ever considered traveling as an occupation, but have been too scared to try, here are some tips that we have learned throughout our new lifestyle.

- Travel lightly. I know this might seem difficult because we want to over prepare and bring all the necessities. My family and I have found that are necessities are thin compared to the luggage we pack every trip. You will find what you need where you go. If not, there's always DIY!
- Educate yourself. Figure out the road maps, figure out the hole-in-the-wall restaurants and stores that will enlighten your trip.
- Bring headphones. There's nothing worse than having young children or talkative spouses while you want to drive and enjoy the road. Headphones are a clear signal that you need time alone...in your own space.
- Collect mementos. The trip itself is an intrinsic reward. Collecting roadmaps, magnets, stamps from other states and countries is a great way to begin a collection in your own home.
- Talk to people. Half the fun of a road trip (or any kind of trip) is to experience the culture including the people. Don't seclude yourself while on your trip – get to know the locals and enjoy the fresh air!

We continue to learn more as we travel far and wide. If you are financially or fearfully strained, prepare ahead of time. Anyone can travel on a budget, but only few can travel with freedom.



22/04/2017 Blog Posts, Home

## Why Is Air Conditioning So Important?

Like many things in life, people tend not to really value their air conditioning until it's gone. Luckily, calling up almost any home services company should be enough to fix the problem. Our good friend who owns one of the most influential also transforms into an AC guru by

night. From repair to replacement to maintenance to improvements, a qualified air conditioning specialist can not only keep your house cool but keep the air conditioner running at peak performance. And should you decide that your current setup is no longer enough, there's always the option of upgrading your unit as well.

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27/03/2017 Blog Posts, Home

## Why Plumbing Should Be Your Top Priority



*Plumbing Services*

Plumbing is an often-overlooked aspect of home maintenance that many people only think about when something breaks, or something new needs to be installed. Plumbing services include this, but also offer regular maintenance in order to make our life easier. Having information regarding your house's plumbing and all of the options available when it comes to modifying it can make the difference between feeling satisfied with the state of your house's plumbing and scratching your head when a pipe bursts.

The main rule to follow when thinking about your plumbing is vigilant monitoring and



maintenance. You don't have to constantly watch your plumbing to be sure it works, but periodically calling a plumber to check over your house and do minor repairs is less costly in both time and money than waiting for something to break before you fix it.

While many people wouldn't automatically consider it as such, your gas lines are also a component of your house's plumbing. A good service will be able to repair gas lines just as well as any other pipe in your home, and will likely pay more attention to it because of its high importance: it's likely that most if not all of the heat in your home are provided by natural gas.

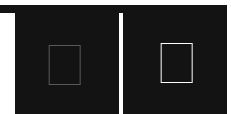
In addition to its utility, your gas lines can also be a source of danger if not properly maintained. A gas leak poses a threat to your health by contaminating the air in your house as well as increasing the risk of having a house fire. Thankfully, for the most part, a good plumber and regular inspection can minimize the risk you face of a gas line breaking.



14/03/2017 Blog Posts, Home

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