

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org



Meeting Minutes

Monday, October 16, 2017

6:00 PM

Village Hall

Development Services, Planning and Engineering Committee

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

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:17 PM.

Present: 2 - Chairman Fenton and Trustee Calandriello

Absent: 1 - Trustee Gira

APPROVAL OF MINUTES

2017-0730 Approval of the September 18, 2017 Development Services, Planning and Engineering Committee Minutes

I move to approve the Minutes of the Regular Meeting of the Development Services, Planning and Engineering Committee of September 18, 2017.

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

Aye: 2 - Chairman Fenton and Trustee Calandriello

Nay: 0

Absent: 1 - Trustee Gira

ITEMS FOR SEPARATE ACTION

2017-0748 Hey and Associates, Inc. - Contract for Plan Review and Landscape Architect Services

Assistant Village Manager/Director of Development Services Karie Friling reported that the Village's contract with its current landscape consultant, Planning Resources, Inc. (PRI), is set to expire at the end of 2017. PRI has been the Village's landscape consultant since 2001. Since then, the process of soliciting and reviewing alternative landscape consultation services to ensure the Village is receiving the highest quality services at the most cost effective rate has not been conducted. Furthermore, recent updates to Section 6-305 Landscape and Tree Preservation of the Land Development Code and to the landscape review and inspection process as a whole have changed the way the Village is approaching the landscape plan review process, which has implications for the role of the Village's landscape consultant.

As such, the Village issued a Request for Qualifications (RFQ #17-036) for Plan Review and Landscape Architect Services on August 25, 2017. The goals of issuing the RFQ were two-fold: 1) to compare and contrast a broad range of landscape firm capabilities and qualifications to those currently being provided to the Village; and 2) to determine which firm could best help the Village implement the requirements of the new landscape review process.

By the submission deadline on September 11, 2017, the Village had received eleven (11) qualifying submissions. The following firms submitted proposals:

- Farnsworth Group
- GreenbergFarrow
- Hey and Associates, Inc.
- J.G.S. Landscape Architects
- The Lakota Group
- Planning Resources, Inc.
- RGC Design
- Site Design Group Ltd.
- Teska Associates
- V3 Companies of Illinois
- Gary R. Weber Associates, Inc.

A landscape consultant Selection Committee of four (4) Development Services Department staff members was chosen to evaluate submittals, conduct interviews and ultimately recommend a landscape consultant to the Village Board for approval. The Selection Committee used the scope of services and review criteria outlined in the RFQ to evaluate each submission. As landscape reviews and inspections typically involve the assessment of site landscaping (e.g. bufferyard, parking lot landscaping) and stormwater management area landscaping (e.g. detention basin), it was critical that a firm exhibited evidence of their ability to execute all of the responsibilities outlined in the RFQ's scope of services through previous project experience and staff qualifications.

To facilitate the assessment process, the Village developed a spreadsheet to compare all eleven (11) firms based on their submission materials against the stated review criteria. The five (5) critical staff and information components of a submission included: a staff landscape architect, a staff ecologist, a staff arborist, the hourly rates of key staff and previous landscape plan review/inspection experience. In sum, six (6) of the eleven (11) submitting firms did not have on staff an ecologist or comparable employee who could review and inspect stormwater management area landscaping, an omission which the Selection Committee viewed as incompatible with the goals of the RFQ. Another firm did have all required staff qualifications, however they had limited plan review and inspection experience and higher than average hourly rates. As a result, seven (7) firms were removed from contention due to limited experience, limited staff qualification and / or higher than expected hourly rates.

Ultimately, the Selection Committee decided that Hey and Associates, Inc. was the best fit for the Village landscape consultant, based on the following factors:

- Hey and Associates is a professional engineering, ecological consulting, and landscape architecture firm founded in 1976 to "deliver comprehensive solutions

to complex water resources and natural resources challenges". The firm has a multi-disciplinary staff of engineers, scientists, and landscape architects grounded in the fundamental principles of design, constructability, and sustainability.

- Hey and Associates' two (2) main points of contact with the Village (Tim Polloway and Nathan Sehmer) are both licensed professional landscape architects with extensive municipal plan review, landscape inspection, ecological restoration, native landscaping and design experience.
- Hey and Associates' Tim Polloway previously worked as a Staff Ecologist for Applied Ecological Service and as a Landscape Planner for the Village of Schaumburg where his responsibilities included landscape plan review, landscape inspections, enforcement of the Village's tree preservation ordinance, and planning and design for municipal projects.
- Hey and Associates has additional experience and expertise on staff with civil engineers, wetland scientists, arborists, and allied professionals who would be available to the Village as needed.
- Hey and Associates has a strong working relationship with the Village's engineering consultant, CBBEL, which will help streamline the Village's landscape and engineering review processes.
- Hey and Associates' hourly rates for key staff (\$115/hr) were slightly lower than those proposed by V3 Companies of Illinois (\$120/hr), and equal to the average current hourly rates charged by PRI (\$115/hr)
- Hey and Associates has an established project tracking and monthly billing process, which could be accessed in real time by the Village at any time.
- As the Village currently maintains over 380 detention ponds with many more expected as the Village reaches full build-out, the review and inspection of these ponds before the Village takes on their maintenance is a critical financial and resource allocation concern for the Village. Hey and Associates has the experience and expertise to help ensure these requirements are met.
- Hey and Associates is prequalified by the Illinois Department of Transportation in the following categories: Environmental Reports - Environmental Assessment, Environmental Reports - Environmental Impact Statements, Roads and Streets, Location Drainage Studies, Waterways Typical, Waterways Complex, Pump Stations, Landscape Architecture, and Construction Inspection.
- Hey and Associates has the experience needed to provide assistance to the Village in updating its landscape code.

- Hey and Associates has extensive design experience that it could offer to the Village on an as need basis.

As such, the Selection Committee recommends Hey and Associates, Inc. as the Village's next landscape consultant. If approved by the Village Board, the goal is to enter into a contract with Hey and Associates, Inc. with a start date of January 1, 2018.

I move to recommend the Village Board to approve the contract for Hey and Associates, Inc. for landscape plan review and landscape architect services for an amount not to exceed \$28,000 per year.

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

Aye: 2 - Chairman Fenton and Trustee Calandriello

Nay: 0

Absent: 1 - Trustee Gira

2017-0574 Solar Panel Installation - 15613 Plum Tree Drive - Shah Solar Panels, Installation of 6.6 kW Solar Array as part of an Environmental Clean Technology (ECT) Review

Assistant Village Manager/Director of Development Services Karie Friling reported that the petitioner is proposing to install and maintain 6.6 kW interactive solar arrays, comprised of twenty (20) photovoltaic (PV) solar panels at a single family home located in the Golfview Subdivision. The solar panels will be located on the south and east facing gabled rooftops of a single-family residence located at 15613 Plum Tree Drive. Energy captured by the proposed solar panels will be used for general household purposes, providing an overall general reduction in electricity costs for the homeowner. The solar panel system also includes an "Ironridge XR-100" racking system, inverters and other electrical service components.

The petitioner does not request any variances for this project.

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

I move to recommend to the Village Board to approve the Environmental Clean Technology review for a roof-mounted solar energy system at 15613 Plum Tree Drive as recommended at the September 26, 2017 Plan Commission meeting and as indicated in the below fully referenced motion.

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

I move to recommend to the Village Board to approve the Environmental Clean Technology review for a roof-mounted solar energy system at 15613 Plum Tree Drive as depicted on the plan set "Plan and Construction Set" prepared by Ailey Solar Electric, dated 08/04/2017, subject to the following conditions:

1. That all building code related items shall be met;
2. That all building permits shall be obtained prior to construction;
3. That all utility conduits and systems related to the solar energy system shall not be visible from any adjacent street and from neighboring residential properties;
4. That additional screening of any utility conduits and systems related to the solar energy system may be required after installation has been completed, as determined by the Development Services Department.

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

Aye: 2 - Chairman Fenton and Trustee Calandriello

Nay: 0

Absent: 1 - Trustee Gira

2017-0760 Holiday Installation and Storage

Assistant Village Manager/Director of Development Services Karie Friling reported that on July 3, 2017, the Village Board approved the purchase of the second phase of holiday décor for LaGrange Road and the Civic Corridors. Within the next few weeks, the decorations will arrive and be delivered to Orland Park. In previous years, older décor was stored and installed by the Village's previous vendor. Additionally, the tree wrapping was also done by contractors. With the recent purchases of newer 3D décor and 256 custom street pole décor, the labor, installation and necessary storage of the items has dramatically increased. In order to complete the installation of the items in a timely and efficient manner, staff recommends the following approach:

1. Public Works Department - Installation of custom pole décor throughout the Village (255 poles), including the purchase of brackets, powder coating and installation is proposed to be done in-house. The cost associated with this, not including labor, is approximately \$10,000. This cost includes the required banding, black powder coating of brackets for black street light poles, extension cords for light poles and other miscellaneous supplies. At the end of the holiday season, Public Works will need to purchase two 40' storage containers for the pole décor and vintage centennial park decorations. The cost for the two containers is \$5,060.00. TOTAL COST OF \$15,060.00.
2. Holiday Creations, Inc. - Installation of existing and new 3D décor. Holiday Creations is already contracted to wrap trees throughout the Village (682 trees).

Given the amount of time and number of 3D décor (over 122 pieces), it is now recommended the installation, including set-up, take down, repair damaged pieces caused during set-up, removal, and annual storage be done by Holiday Creations. TOTAL COST OF \$60,773.33.

It has been estimated that if this was done in-house, the cost for our Parks Department would be \$64,765.60. Additionally, storage of the items would be another \$19,425.00 and would include containers and six 40' Containers. The Village is also currently stretched for storage capacity and it will be at least another year before Public Works will have additional storage space at their facility, via the land donation from LFI. The total cost of this being absorbed in-house is estimated to be \$84,190, not including any repairs to possibly damaged items during installation or storage. This is \$23,416.67 more than Holiday Creations.

3. Parks Department - Installation, maintenance and storage of the vintage 2D décor at Centennial Park is proposed to be done in-house. Previously this was done by an outside contractor. Approximately \$4,000 is needed to repair or replace parts/bulbs for the vintage 2D items. Last year, due to the poor condition of some of the items, Artistic Holiday loaned the Village (free of charge) some 3D décor to fill in the gaps. Artistic Holiday is now offering these same items at a reduced cost of \$11,468.80 (regular price of \$16,384 plus shipping). Staff is recommending purchasing these for continued use. TOTAL COST OF \$15,468.80.

4. Banner Program - The Village has 37 holiday banners that are in good condition that are being relocated to the Old Orland area. These banners were originally installed in the downtown area, around the Crescent Park. With the new street light pole décor, these can be repurposed to Old Orland. There are other areas of the Village that do not have electrified poles for lighted décor. In these areas, staff is proposing to install new banners. These areas may include 159th Street, 94th Avenue, 151st Street, and Harlem Avenue. The banners must be ordered within the next few weeks in order to get installed by the holiday season. The total cost of new banners, along with bracket hardware, is \$23,622.25. The Village received quotes from three vendors for this program. The installation of the banners will occur after the pole décor is hung and as staff resources are available, depending on weather conditions. The area of priority for installation will be Harlem Avenue; 94th Avenue; 151st Street; and Centennial Park. If resources are available, then 159th Street will be added. TOTAL COST OF \$23,622.25.

The total cost to complete this project, including installation, maintenance, storage, purchase of banners and equipment is \$114,924.38. The installation of the pole décor and banners will still be completed by Public Works and the installation of the 2D décor will still be completed by the Parks Department.

Due to timing constraints, this item is being presented to both the Development Services Committee and Village Board meeting on the same night.

I move to recommend the approval of a budget adjustment in the amount of \$114,924.38 from the economic development fund to the general fund for these expenditures;

And

Recommend approval of the contract with Holiday Creations in the amount of \$60,773.33 for the installation, take-down, storage and maintenance of the 3D Holiday Décor, as outlined;

And

Recommend approval of \$11,468.80 for the purchase of 3D items from Artistic Holiday Designs, as outlined;

And

Recommend approval of \$19,060 for the related costs associated with installation materials and storage associated with the street light pole décor and 2D vintage holiday décor, as outlined;

And

Recommend approval of \$23,622.25 for the purchase of new holiday banners from Core Integrated Marketing, as outlined.

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

Aye: 2 - Chairman Fenton and Trustee Calandriello

Nay: 0

Absent: 1 - Trustee Gira

2017-0751 University of Chicago Medical Center (UCMC) - Ground Lease Maintenance Costs Agreement

Assistant Village Manager/Director of Development Services Friling reported that on August 17, 2015, the University of Chicago Medical Center (UCMC) and the Village of Orland Park (VOP) entered into a Ground Lease for the development of a multi-story, multi-tenant Ambulatory Care Center. The project included the construction of the UCMC Medical Office, construction of the parking garage, and construction of Jefferson Avenue and other associated infrastructure. The terms of the agreement call for shared use and maintenance of the public garage and

surface parking lot.

Originally, it was contemplated the Village would undertake the regular maintenance, including cleaning, snow removal, power washing, street sweeping, landscape maintenance and litter control. After further discussions with UCMC, it was proposed that maintenance would be done by UCMC, as they have a higher internal standard set by their employees and patients (referred to as Premium Health Care Service Level I). The following outlines the maintenance cost methodology utilized to determine the Village's annual share of costs.

Maintenance Costs Methodology

The UCMC has a higher standard for their snow removal requirements called Premium Health Care Service Level. Because of this standard there is an additional cost above and beyond what VOP would typically pay for Retail Service Level of snow removal. UCMC is covering these additional costs in their entirety. The remaining Retail Service Level costs for the snow removal on the parking deck and surface lot have then been divided based on parking space designation and hours of use for those designations. Page 2 of the maintenance costs attachment shows these costs and details the hours of use for parking spaces.

The street sweeping costs for the parking deck and the surface lot are divided using the same parking space designation and hours of use for that designation method. Also the costs for power washing the parking deck are divided using this method. Page 3 of the maintenance costs attachment outlines the total costs.

The landscaping and litter maintenance costs are divided according to area. Page 4 of the maintenance costs attachment provides a summary of the costs.

The maintenance cost summarizes the financial impact to the VOP and costs as dollars per parking space. The UCMC is estimated to pay \$105,686 of the total \$192,525 annual costs for snow removal, street sweeping, power washing deck, landscaping maintenance and litter control. A portion of the Village's costs (\$86,839) could potentially be offset in the future as additional phases of the development occur within the area. This amount is significantly less than originally anticipated (\$165,000).

I move to recommend approval of a budget adjustment for FY 2017 in the amount of \$21,709.75;

And

Recommend the approval of a cost sharing maintenance agreement as outlined, estimated to be \$86,839 annually;

And

Recommend authorizing the Village Manager to execute the necessary documents.

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

Aye: 2 - Chairman Fenton and Trustee Calandriello

Nay: 0

Absent: 1 - Trustee Gira

2017-0485 PDQ Restaurant, Lot 3 of 15610 LaGrange Retail Development (LFI) - Special Use Permit

Assistant Village Manager/Director of Development Services Friling reported that the LFI site is comprised of two (2) parcels. The south parcel adjacent to Lakeview Plaza was formerly the U.S. Army's Area Maintenance and Support Facility. LFI worked with the U.S. Army to acquire the property and has demolished seven (7) to eight (8) buildings that remained on site.

The LaGrange Retail Development (LFI) Planned Unit Development (PUD) of four (4) buildings on a fourteen (14) acre site was approved by the Village Board of Trustees on June 5, 2017. The PUD enables retail and restaurant uses on out-lots along the LaGrange Road frontage. The PUD will include a retail anchor building (junior big box) at the rear of the site, Chuy's Tex-Mex restaurant on lot 1, and Miller's Ale House restaurant and sport's bar restaurant on lot 2. Lot 3 is the southern out-lot, is pad ready, and is the proposed location of PDQ.

The petitioner proposes to construct and maintain a 3,500 square foot restaurant on lot 3 to the south and immediately adjacent to the future Miller's Ale House restaurant and sport's bar. The proposed restaurant will include a drive-through facility and parking field. The petitioner requests the following modifications:

1.) Placing the drive-through facility between the building and the street (LaGrange Road) through the use of a trellis and landscaping between the building and LaGrange Road.

The drive-through facility is located between the building and the street (LaGrange Road), and the petitioner is proposing the use of a trellis and landscaping system to screen the drive-through facility. An enhanced buffer is created through the trellis and landscaping both screening the drive-through facility and making the site visually appealing. PDQ's model for drive-through facilities is unique in that the restaurant does not utilize the traditional menu board and order speaker. Customers place their order directly with an employee, similar to Portillo's restaurant. As a result, PDQ needs to have the drive-through facility between the building and the street (LaGrange Road).

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

The petitioner was present to answer any questions and he did explain what PDQ Restaurant is known for which is chicken.

I move to recommend to the Village Board of Trustees to approve the preliminary site plan titled, "PDQ Orland Park, SWC 156th St & LaGrange Road Orland Park, Illinois", prepared by InterPlan LLC, dated June 19, 2017, last revised August 29, 2017, sheet C1, subject to the following conditions:

1. Move the dumpster behind the building as was depicted in the original plans submitted June 19, 2017.

And

I move to recommend to the Village Board of Trustees to approve the elevation drawings titled, "Exterior Elevations" and the drawings titled, "Proposed Exterior Elevations", prepared by InterPlan LLC, dated June 19, 2017, last revised August 29, 2017, sheets A2.0 and A2.1 and the entire "Proposed Exterior Elevations" drawings.

And

I move to recommend to the Village Board of Trustees to approve the preliminary landscape plan titled, "PDQ Orland Park, SWC 156th St & LaGrange Road Orland Park, Illinois", prepared by InterPlan LLC, dated June 19, 2017, last revised August 29, 2017, sheets LP-1 and LP-2.

And

I move to recommend to the Village Board of Trustees to approve a Special Use Permit for PDQ, a restaurant with a drive-through facility, subject to the same conditions outline in the Preliminary Site Plan motion. Modifications to the Special Use permit include:

1. Move the dumpster behind the building as was depicted in the original plans submitted June 19, 2017.

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

I move to recommend to the Village Board of Trustees to approve the preliminary site plan titled, "PDQ Orland Park, SWC 156th St & LaGrange Road Orland Park, Illinois", prepared by InterPlan LLC, dated June 19, 2017, last revised August 29, 2017, sheet C1, subject to the following conditions:

1. Move the dumpster behind the building as was depicted in the original plans submitted June 19, 2017.

And

I move to recommend to the Village Board of Trustees to approve the elevation drawings titled, "Exterior Elevations" and the drawings titled, "Proposed Exterior Elevations", prepared by InterPlan LLC, dated June 19, 2017, last revised August 29, 2017, sheets A2.0 and A2.1 and the entire "Proposed Exterior Elevations" drawings.

And

I move to recommend to the Village Board of Trustees to approve the preliminary landscape plan titled, "PDQ Orland Park, SWC 156th St & LaGrange Road Orland Park, Illinois", prepared by InterPlan LLC, dated June 19, 2017, last revised August 29, 2017, sheets LP-1 and LP-2.

And

I move to recommend to the Village Board of Trustees to approve a Special Use Permit for PDQ, a restaurant with a drive-through facility, subject to the same conditions outline in the Preliminary Site Plan motion. Modifications to the Special Use permit include:

1. Move the dumpster behind the building as was depicted in the original plans submitted June 19, 2017.

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

Aye: 2 - Chairman Fenton and Trustee Calandriello

Nay: 0

Absent: 1 - Trustee Gira

ADJOURNMENT - 6:40 PM

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

Aye: 2 - Chairman Fenton and Trustee Calandriello

Nay: 0

Absent: 1 - Trustee Gira

2017-0777 Audio Recording for the October 16, 2017 Committee Meetings - Public Safety, Parks & Recreation and Development Services, Planning and Engineering

NO ACTION

/nm

APPROVED:

Respectfully Submitted,

John C. Mehalek, Village Clerk