

VILLAGE OF ORLAND PARK

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



Meeting Minutes

Monday, August 17, 2015

6:00 PM

Village Hall

Development Services, Planning and Engineering Committee

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

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:21 P.M.

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

APPROVAL OF MINUTES

2015-0508 Approval of the July 20, 2015 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 July 20, 2015.

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

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

Nay: 0

ITEMS FOR SEPARATE ACTION

2015-0506 Village Code Amendment Title 1, Chapter 14 - Village Fee Collection - Ordinance

Director of Development Service Karie Friling reported that the Village of Orland Park currently regulates its non-vehicular violations through Title 1, Chapter 14, of the Village Code. The Illinois Municipal Code (65 ILCS 5/1/2.1.2) allows home rule municipalities to provide by ordinance, their own violation regulations for judgement in these cases.

For the purposes of the Village forming a more comprehensible and uniform standard of laws, additional code terms are needed for imposing and collecting of fines. This ordinance is a proposal to revise Title 1, Chapter 14, Section 6B, with the addition of a new subsection (B.3.) into the existing Village Code.

Village Code 1-14-6 is titled "Judgement and Collection". Item B of this subsection is titled "Court Costs, Attorneys' Fees and Costs of Collection".

The Development Services Department and our legal counsel have reviewed this Code's section for additional details in the listing of court costs regarding the "Satisfactions of Judgements" and the "Release of Judgements" as ordered by our "Hearing Officer" and/or other competent court jurisdictions.

The attached proposed Village Code amendment aims to provide more defined regulations to implement a means for the Village's relief of fees, expenses and costs incurred for preparing and recording of judgements as decreed.

I move to recommend to the Village Board an approval of the attached proposed ordinance, for its addition into Title 1, Chapter 14, Section 6 of the Village Code as printed.

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

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

Nay: 0

2015-0384 Calvary Church - Special Use Permit Amendment, Site Plan Amendment, Landscape Plan Amendment

Director of Development Service Karie Friling reported that the petitioner is requesting amendments to an approved special use permit, site plan and landscape plan.

Special Use Permit Amendment

In 2012, Calvary Church constructed a parking lot on the west side of the site, near the northwest corner of the subject property, without Village approval. This parking lot connects to the existing parking lot via a curb cut and essentially elongates the existing parking lot footprint.

The original special use permit for Calvary Church included a modification to allow the approved number of parking spaces to exceed Village Code requirements (one space for every four seats) by more than 20% (275 versus 225 spaces, or 22% above the permitted number of spaces). With the parking lot expansion to the west of the site, this number increased to 63% above the permitted number of spaces, or 367 versus 225 spaces. As such, an amendment to the approved special use permit is required.

Site Plan Amendment

As the parking lot was expanded without moving through the Village's permitting process, it was not constructed to meet Village requirements. The parking lot needs to be brought into compliance with applicable requirements. Landscape islands, perimeter screening, curbs, sidewalks, lighting and proper drainage will all need to be addressed and updated.

The petitioner has also proposed the addition of a right turn lane located at the southeast corner of the existing parking lot onto 104th Avenue. Currently, only one ingress/egress point exists for the entire Calvary Church parking area, which is located at the northeast corner of the main parking lot.

The inclusion of a right-only turn lane at 104th Avenue and the parking lot expansion to the west of the site were not a part of the Village Board approved

site plan for Calvary Church, nor were they noted as future expansion projects. Thus, an amendment to the Village Board approved site plan is required.

Landscape Plan

Finally, as new parking lot landscaping is required for the unpermitted parking lot, and the proposed landscape area where the right turn lane would be altered, a new landscape plan was submitted to reflect these changes. As such, an amendment to the approved landscape plan is required.

No other changes to the building or site are proposed through this petition. This petitioner has not requested any variances or modifications for this project.

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

Plan Commission Discussion

The petitioner was asked why Calvary Church had not applied for a permit for the parking lot. He answered that he was not in charge at the time, and that there might have been a misunderstanding regarding what the Church could do according to their approved plan. Other than the petitioner, no one in the audience had any comments about this project.

Plan Commission Motion

On August 11, 2015 Plan Commission voted 5-0 to recommend to the Village Board approval of the preliminary site plan titled "Site Improvement Plans for Calvary Church Parking Lot and Entrance", by SPACECO Inc., pages C1, TS1, ET1, ENG1, EP1, S1, D1, PM1, LP1, and L1, issued 03/20/2015 and updated on 07/22/15; subject to the following conditions.

1. Ensure all stormwater run-off from the parking lot expansion area and right turn lane area drains to the existing detention pond.
2. Update plan set page ET1 to reflect the updated parking lot layout as shown in plan set page ENG1 and PM1.
3. Include additional pathway lighting along sidewalk connecting expanded parking lot and church.
4. Meet all final engineering and building code requirements.

AND

Voted 5-0 to recommend to the Board of Trustees to approve a Special Use Permit Amendment for Calvary Church to permit parking space quantities that

exceed Code minimums by more than 20%, subject to the following conditions.

1. Ensure that no future projects are constructed on site without prior Village approval.

AND

Voted 5-0 to recommend to the Village Board approval of a Site Plan Amendment for an expanded parking lot and new right turn lane at Calvary Church subject to the same conditions as outlined in the Preliminary Site Plan motion.

AND

Voted 5-0 to recommend to the Village Board approval of a Landscape Plan Amendment for the parking lot area and new right turn lane area at Calvary Church subject to the following conditions.

1. Replace any damaged or removed landscape materials as part of this project before final approval is granted.
2. Submit a Final Landscape Plan, for separate review and approval within 60 days of final engineering approval, meeting the following minimum specifications:
 - a) Indicate the size, common and botanical name, and quantity of all proposed plant materials. Also include planting detail and notes.
 - b) Include a diverse variety of trees and shrubs, with no more that 10% of any one species represented throughout the plan.
 - c) Include a parking lot island detail that indicates that parking lot islands shall contain six (6) inches of stone base and at least thirty-six (36) inches (depth) of topsoil per Island.
 - d) Indicate any plant materials that will be removed as a result of the right turn lane project and where said plant materials will be located within the existing landscape buffer.

Trustee Calandriello asked how much time passed before the village realized that the church did not have a permit.

Director Friling stated that the village has been working with the church for over a year to bring them into compliance.

I move to recommend to the Village Board approval of a special use permit amendment, site plan amendment and landscape plan amendment for Calvary Church as recommended at the August 11, 2015 Plan Commission meeting and as fully referenced below.

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

I move to recommend to the Village Board approval of the preliminary site plan titled "Site Improvement Plans for Calvary Church Parking Lot and Entrance", by SPACECO Inc., pages C1, TS1, ET1, ENG1, EP1, S1, D1, PM1, LP1, and L1, issued 03/20/2015 and updated on 07/22/2015; subject to the following conditions:

1. Ensure all stormwater run-off from the parking lot expansion area and right turn lane area drains to the existing detention pond.
2. Update plan set page ET1 to reflect the updated parking lot layout as shown in plan set page ENG1 and PM1.
3. Include additional pathway lighting along sidewalk connecting expanded parking lot and church.
4. Meet all final engineering and building code requirements.

AND

I move to recommend to the Board of Trustees to approve a Special Use Permit Amendment for Calvary Church to permit parking space quantities that exceed Code minimums by more than 20%, subject to the following conditions:

1. Ensure that no future projects are constructed on site without prior Village approval.

AND

I move to recommend to the Village Board approval of a Site Plan Amendment for an expanded parking lot and new right turn lane at Calvary Church subject to the same conditions as outlined in the Preliminary Site Plan motion:

AND

I move to recommend to the Village Board approval of a Landscape Plan Amendment for the parking lot area and new right turn lane area at Calvary Church subject to the following conditions.

1. Replace any damaged or removed landscape materials as part of this project before final approval is granted.
2. Submit a Final Landscape Plan, for separate review and approval within 60 days of final engineering approval, meeting the following minimum specifications:

- a) Indicate the size, common and botanical name, and quantity of all proposed plant materials. Also include planting detail and notes.
- b) Include a diverse variety of trees and shrubs, with no more than 10% of any one species represented throughout the plan.
- c) Include a parking lot island detail that indicates that parking lot islands shall contain six (6) inches of stone base and at least thirty-six (36) inches (depth) of topsoil per Island.
- d) Indicate any plant materials that will be removed as a result of the right turn lane project and where said plant materials will be located within the existing landscape buffer.

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

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

Nay: 0

2015-0388 Charter Fitness - 66 Orland Square Drive - Special Use Approval

Director of Development Service Karie Friling reported that the building at 66 Orland Square Drive was recently purchased and is currently under building permit review. The existing tenant, Carson Pirie Scott Furniture Gallery, occupies 71,783 square feet of the existing building.

The petitioner has begun construction that will separate the remaining 94,000 square feet into 5 separate tenant spaces. Charter Fitness will be occupying Tenant Space C (18,298 Square Feet) shown on the attached floor plan. The Village has received plans that are currently under review for Tenant Space B at the subject property. In addition to the interior remodel, the petitioner will be modifying the exterior of the building. The exterior improvements were reviewed and approved by Appearance Review 2015-0292. The exterior changes are included in this report for reference.

Land Use/Compatibility:

Health Clubs/Fitness Centers are compatible uses in the COR commercial zoning district. Health clubs/fitness centers under 5,000 square feet are permitted as of right in the COR zoning district. The proposed location exceeds this maximum area, requiring special use approval to operate at this location.

Landscaping:

There are no proposed changes to the existing site plan or landscaping. All site and landscaping changes were approved under Appearance Review 2015-0292.

Parking/Loading:

Parking Required

Charter fitness - 73
Proposed Indoor Recreation - 114
Existing Furniture Tenant - 102
Parking Provided on Site - 222
Parking provided adjacent to site (across Orland Square Drive) - 2,444

The Land Development Code allows shared parking in instances that will not overwhelm existing parking fields. Currently, the parking provided on site does not meet the required number of spaces given the proposed uses. However, this building is directly adjacent to Orland Square Mall, which in total provides 6,923 parking spaces. Specifically there are two Orland Square Mall parking lots adjacent to the subject property that provides 2,444 parking spaces. It has been observed that a majority of these large parking fields are rarely reach maximum capacity except during the peak holiday shopping season.

The current furniture use sees peak parking demand on the weekends and rarely occupies more than the parking bays directly adjacent to their tenant space. Similarly an indoor recreation use would likely increase parking demand on the weekends. However, that type of use generates more "drop-off" traffic. For example, as documented in the appearance review, the petitioner provided for an enhanced drop-off area in front of the proposed indoor recreation use to accommodate more efficient loading. The proposed fitness center will likely see peak parking demand in the early morning and early evening hours.

Parking provided on site as well as adjacent to the subject property should be able to accommodate the existing and proposed uses on site. As new uses are proposed the staff must evaluate the function of the current parking configuration and determine if additional provisions must be made.

Garbage Enclosure:

Currently there is an existing garbage enclosure on rear of the site that may be able to accommodate the proposed use. In the event that the additional dumpster cannot be accommodated with this enclosure the petitioner must construct a new garbage enclosure meeting Land Development Code requirements.

Building Elevations:

The building elevations were reviewed and approved as a part of Appearance Review 2015-0292. The petitioner submitted an elevation showing these proposed modifications for reference. The petitioner will be constructing a new entry feature and storefront system. The new entry feature will be approximately 31 feet wide by 14 feet tall. Portions of the existing steel siding will be removed and replaced with a stucco wall and capped with a decorative cornice. The stucco wall will project from the existing building and the petitioner will add two brick columns on each side of the new storefront.

SPECIAL USE STANDARDS

When considering an application for special use permit, the decision making body shall consider the eight special use standards listed in the Code. It is the responsibility of the petitioner to prove that all eight standards are met. A written response to each standard is required. The petitioner has provided such responses to the Special Use Standards.

1. The special use will be consistent with the purposes, goals, objectives and standards of the Comprehensive Plan, any adopted overlay plan and these regulations;

Allowance of the special use of a fitness facility will complement nicely the surrounding retail, residential and office cotenancy in the nearby area. This would be a relocation of Charter's smaller facility down the street and this new location will better service its customers and offer better services to the community. This use will also help attract other tenants to the Property with the remaining vacant spaces.

2. The special use will be consistent with the community character of the immediate vicinity of the parcel for development;

The Charter Fitness facility would fit in with the surrounding area and would be shifting its existing location in a shopping center to our site, which is turning into a shopping center and on the ring road to the mall. Charter is a good synergy to the nearby businesses and will feed off of one another by attracting visitors to the area.

3. The design of the proposed use will minimize adverse effects including visual impacts on adjacent properties;

Charter will occupy one space in our large retail building. The appearance of such will be as part of a new façade spanning the entire property which will transform the existing building that has been dormant for years into a more vibrant property. The appearance of the exterior will mimic that of other users in our property, whom do not need to submit for a special use.

4. The proposed use will not have an adverse effect on the value of adjacent property;

The allowance of a fitness facility over 5,000 square feet will have no bearing on the value of the adjacent properties. If anything, the leasing up of the building to users that attract visitors and customers from a wide area should bring more people into the area that can patron other establishments

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;

The proposed special use will not impact the public facilities and services affecting the property and will not add to the necessary services currently provided for on the property.

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;

The proposed special use will not modify or require additional open space and other improvements on our overall redevelopment of the property. The proposed special use is to be part of a larger project which is going through the traditional permitting and approval process within the Village.

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

This application will not affect any archaeological, historical or cultural resource.

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.

The proposed use of a fitness facility 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. Charter will be submitting for their own building permits for the interior buildout of their facility.

It is the responsibility of the petitioner to prove that all standards will be met. The petitioner has provided special use standard responses.

This is now before Plan Commission for consideration.

PLAN COMMISSION MOTION

On July 27, 2015, the Plan Commission, by a vote of 7-0 moved to recommend to the Village Board of Trustees approval of a Special Use Permit for Charter Fitness Restaurant as fully referenced below.

The motion includes the following conditions:

1. That the Petitioner comply with all Building and Health Code requirements; and
2. That all new signage is approved through a separate permitting process.

PLAN COMMISSION DISCUSSION

The Plan Commission viewed the proposed Special Use Permit very favorably and thus recommended no modifications to the petition as proposed. In addition, there was no one in the audience regarding this project.

This agenda item is now before the Development Services and Planning Committee for consideration.

I move to recommend to the Village Board approval of a special use permit for a Health Club/Fitness Center for Charter Fitness located at 66 Orland Square Drive, and as shown on the plans submitted by the petitioner, prepared by Design Studio 24, LLC titled, "66 Orland Square Drive - Tenant C," dated July 7, 2015, subject to the following conditions:

1. That the petitioner comply with all Building Code Requirements.
2. That all new signage is approved through a separate permitting process.
3. A garbage enclosure meeting Land Development Code Requirements is installed at the rear of the subject property.

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

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

Nay: 0

2015-0514 Stellwagen Farmhouse Foundation Restoration Bid #15-019 Rejection

Director of Development Service Karie Friling reported that on July 14, 2015, the Village of Orland Park issued Bid #15-019 to solicit responses and proposals from contractors to correct and historically restore the Stellwagen Farm farmhouse building foundation.

On July 31, 2015, the Village received one response to the invitation to bid. The bid response from Molter Corporation was deemed not responsive to the bid criteria. Molter Corporation bid \$41,555 to complete the work.

All non-responsive bids are rejected by the Village.

The Molter Corporation bid is attached for further review. Included in the attachment in the Committee Packet is a bid responsiveness analysis describing what made the bid not responsive and a bid summary.

This case is now before the Development Services/Planning Committee for review prior to being sent to the Board of Trustees for final review.

I move to recommend to the Village Board of Trustees to reject the Molter Corporation response to Bid 15-019 as non-responsive to Village criteria.

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

The motion carried by the following vote:

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

Nay: 0

2015-0500 Economic Development Mobile App Presentation

Director of Development Service Karie Friling reported that the promotion and marketing of Orland Park's businesses has been identified as a key priority in the Village of Orland Park's Strategic Plan under Economic Development. As such staff has been researching what is available in digital applications for local business advertisement and promotion. Initially, Village staff reviewed over 20 mobile app developers to determine if their services could meet the Village's needs for a mobile application. After initial review, the list of potential app developers was narrowed to 10 developers for further investigation. The app developers were evaluated based on several criteria, including:

- Cost of the application
- Functionality
- Protocols for data entry
- Services provided by the developer
- Role of Village staff in development and implementation

Each app developer was contacted and was initially evaluated through a phone interview. Those that passed initial review were invited back for an interview. Three of the best candidates were interviewed and provided a presentation and walk-through of what their app could provide.

After careful consideration, it is staff's opinion that Bar-Z, a mobile app developer of Austin, Texas, will be able to provide the best resource for our local business advertisement and promotion. They provide a full range of services from design to implementation and combine pleasing aesthetics and functionality.

Bar-Z specializes in apps for municipalities, chambers of commerce, and tourism boards that provide a variety of options for local business promotion. Their clients include:

- Rosemont Convention and Tourism Bureau, Rosemont, IL
- Orange City, IA
- Kilgore, TX
- Peoria, TX
- National Parks Service

They offer website design, push notifications, interactive mapping, guided tours, video and audio integration, local business directories, event guides and calendar, and business rewards programs and promotions.

Bar-Z was founded in 2005, and since that time has developed over 500 mobile applications providing these services. Their staff of 22 provides assistance all the way from preliminary design, through implementation and continual maintenance. This app developer stands out from the others evaluated for several reasons.

First they provide a rapid turnaround time. They anticipate 6-8 weeks from kick-off meeting to launch. The success of this app hinges on the ability of the Village staff in conjunction with a developer to get buy-in from the local business community. Unlike other developers, Bar-Z provides professional marketing consultation prior to and after the launch of the app to increase buy-in awareness.

This app developer provides features that would not be available from a typical search engine or mobile application.

For example, Bar-Z allows local businesses to post coupons and promotions that are specific to the mobile application. These deals are only offered to those that download the mobile application. Additionally, they feature a loyalty and rewards program that is not typical of similar applications. They have essentially digitized the hard copy punch cards that you would typically receive from a business. The loyalty program increases the amount of users downloading the application because the promotion is specific to the mobile application. In addition, the loyalty program encourages consumers to repeatedly visit our local businesses.

Staff has also interviewed references from other towns and the below summarizes the way previous clients described Bar-Z:

- Very professional
- Great Customer Service
- Well Organized
- Very Responsive
- Flexibility with problem solving

References were overwhelmingly positive, and each person stated they would recommend Bar-z and would they would use their services in the future.

Development Services Management Analyst Ed Lelo stated that there was a tremendous amount of research that went into selecting an app developer. He noted that the one thing that set Bar-Z apart from the rest was that the application they have offers more than just a business directory. He stated that the app will have additional value to those using it. The app offers website design, implementation and marketing services. Bar-Z has been highly recommended by

the organizations they have worked with. He stated that Bar-Z is the most qualified to produce an app that is aesthetically pleasing and functional.

Director of Development Service Friling reported that another component that Bar-Z offers is ease of use.

The CEO of Bar-Z, Lee Little, joined the meeting via telephone. He stated that Bar-Z has developed over 500 apps and that their website could be visited to view the type of products they have created in the past. He added that he started the company over 10 years ago and that Bar-Z can create the app within 6-8 weeks. He went on to give an informational presentation that is attached to the Committee Packet for reference. Mr. Little asked if there was any questions that the committee had.

Trustee Gira stated that she would be interested to see how many businesses utilize the app in the city of Rosemont which is a client of Bar-Z.

Mr. Little stated that Rosemont has been with Bar-Z for three years, but he did not know the percentage off the top of his head.

Director Friling stated that what is prepared as part of the staff report is the start-up cost, as well as Bar-Z providing marketing assistance to get the word out about the app. It would be the responsibility of Bar-Z and village staff to make businesses aware of how they can participate in the app. She stated that one of the reasons they are not recommending to charge the businesses for services right away is to get as many businesses involved as possible.

Mr. Little stated that there is a revenue generating platform for the app to learn how to generate revenue from the app. He said that in addition to that, Bar-Z will provide best case scenarios for how to market the app.

Management Analyst Lelo stated that village staff believes that the app could really be a great asset for some of the smaller local businesses in Orland Park who may not have the budget for advertising and marketing efforts that larger retailers can provide.

Chairman Fenton asked if any changes that would be made to the app are included in the \$15,000 per year.

Director Friling responded yes.

Mr. Little stated that it very easy to updated and change information in the app.

Chairman Fenton asked what the village gets for the \$15,000 per year if staff will be going in and making changes and updating the app.

Mr. Little stated that it includes all the hosting with unlimited amounts of downloads, unlimited amount of video and audio that can go into the app, dedicated people to support that app, a guarantee that it will work with all the latest devices, upgrades, and the app will be re-built every year if needed to keep up with the latest trends.

Director Friling stated that the village can start to recoup the cost back, but they would like to get the app up and running first. She stated they can possibly raise the cost of a business license in order to cover the cost of the app.

Chairman Fenton asked if each business would submit to the village what they would want on the app.

Director Friling stated that each business could actually put their own information in to be reviewed by village staff before being published.

Trustee Gira asked how the village oversees that the content uploaded is appropriate.

Mr. Lee responded that the app currently does not support in-user reviews on the app. He stated there is a voting element, but users cannot actually leave comments.

Trustee Calandriello asked who would take care of the daily upkeep of the app.

Director Friling stated that the economic development app will stay housed in the Development Services Department as it gets underway.

This item was for discussion only. NO ACTION was required.

ADJOURNMENT: 7:00 P.M.

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

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

Nay: 0

/AS

APPROVED: September 8, 2015

Respectfully Submitted,

John C. Mehalek, Village Clerk