VILLAGE OF ORLAND PARK

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

Master

File Number: 2022-0715

File ID: 2022-0715 **Type:** MOTION **Status:** PASSED

Version: 0 **Reference:** **Controlling Body:** Board of Trustees

File Created Date : 09/12/2022

Agenda Entry: Village Hall Generator Project - ITB 22-049 **Final Action:** 09/19/2022

Title: Village Hall Generator Project - ITB 22-049

Notes:

Sponsors: **Res/Ord Date:**

Attachments: ITB 22-049 - Scope of Work, Audit Report and Tabulation, Proposal - Airport Electric Co., Proposal - Electrical Systems Inc., Signed Contract-Airport Electric V.H. Generator Project, Change Order #1-Airport Electric- V.H. Generator Project, Change Order #2-Airport Electric- V.H. Generator Project, Change Order #3 for V.H. Generator Project, CO #4 - Airport Electric Company, Airport Electric - Addendum A for Village Hall Generator Project, Airport Electric - CO #5 to Village Hall Generator Project, Airport Electric - Addendum B to Village Hall Generator Project

Res/Ord Number:

Drafter: **Hearing Date:**

Department Contact: **Effective Date:**

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Public Works Department	09/12/2022	INTRODUCED TO BOARD	Board of Trustees			
0	Board of Trustees	09/19/2022	APPROVED				Pass

Text of Legislative File 2022-0715

..Title
Village Hall Generator Project - ITB 22-049

History
On August 22, 2022, the Village issued Invitation to Bid (ITB) 22-049 "Village Hall Generator Project," requesting bids for the installation of a natural gas standby generator at Village Hall. The project consists of the provision of all labor, materials,

and equipment necessary to complete the scope of work.

Once installed, the generator would be capable of suppling Village Hall with enough energy to function as normal in the case of a power outage, including critical hardwired systems like HVAC, computer, and security systems. The new generator would be located on the west side of Village Hall, replacing a smaller generator that was sized to only power the IT infrastructure located in the building. The generator will be screened from view by a decorative fence, and produce a similar decibel level when running as the current generator.

During the two (2) weeks that the bid was open for review, twenty-nine (29) firms downloaded either partial or complete bid packages. On August 29, 2022, a mandatory pre-bid meeting was held at Village Hall, which representatives from five (5) companies attended.

ITB 22-049 closed on September 9, 2022, at which point two (2) firms had submitted bids. Qualifying bids, a project scope of work, and an audit of the bid submittals are attached for reference. It should be noted that representative from both Airport Electric Co. and Electrical Systems, Inc. attended the mandatory pre-bid meeting. A summary of the bid prices received for this project is provided below:

Airport Electric Co.
Total: $348,633.00

Electrical Systems, Inc.
Total: $438,000.00

Based on pricing, staff recommends approving the bid from Airport Electric Co. of Chicago, IL, for the Village Hall Generator Project for $348,633.00. Due to the relatively complicated nature of this project, which includes underground utility connections from Village Hall to the Civic Center, a 15% ($52,294.95) contingency is requested to address change orders made necessary by circumstances not reasonably foreseeable at the time the contract was signed, for a total project cost of $400,927.95. Due to long lead times, the completion of this project is anticipated in the Fall, 2023.

This agenda item is being considered by the Committee of the Whole and the Village Board of Trustees on the same night.

Financial Impact
Funds were budgeted in FY2022 to be rolled over to FY2023 for Village Hall Generator Project in 3008010-570100.

Recommended Action/Motion
I move to approve awarding ITB 22-049 to Airport Electric Co. of Chicago, IL, for a total amount not to exceed $400,927.95 ($348,633.00 plus a 15% contingency of $52,294.95);

AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review;

AND

Allow the Village Manager to approve change orders not to exceed the contingency amount.

firms.

On April 8, 2022, Public Works staff met with representatives from all seven (7) firms to discuss A/E Services for the installation of a new generator at Village Hall. Firms were asked to provide bid drawings and specifications for the installation of a new standby generator and associated equipment and associated site work at Village Hall. A/E work shall be completed by June 20, 2022. We anticipate the actual project completion date for the installation of the generator will extend into 2023. The full project scope of work is attached for reference, and a summary of the proposal prices is provided below.

Proposal Summary
Farnsworth Group Inc. - $29,636.00
Valdes Engineering Company - $38,756.00
Kluber Architects Engineers - $69,252.00
Tria Architecture - $63,635.00
Williams Architects - $81,160.00
Cordogan Clark Associates - Opted to Not Submit a Proposal
Robert Juris Associates Architects - Opted to Not Submit a Proposal

Although Farnsworth Group provided the lowest proposal price, an MSA has not yet been executed with that firm. As such, based on pricing and the establishment of an executed MSA, staff recommends approving the proposal from Valdes Engineering Group for $38,756.00. A 10% ($3,875.60) contingency is requested to address change orders made necessary by circumstances not reasonably foreseeable at the time the contract was signed.

Financial Impact
Funds were budgeted in FY2022 for Consulting Services for this project.

Recommended Action/Motion
I move to approve the proposal from Valdes Engineering Company for A/E Services for a Village Hall Generator for a total amount not to exceed $42,631.60 ($38,756.00 plus a 10% contingency of $3,875.60);

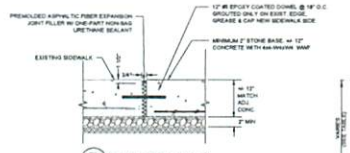
AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review;

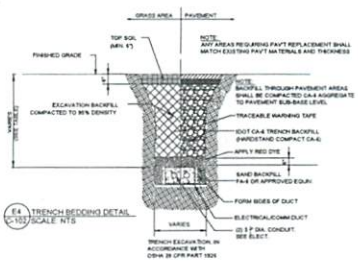
AND

Allow the Village Manager to approve change orders not to exceed the contingency amount.

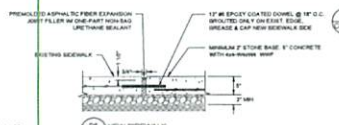
TYPE OF UTILITY	MIN. DEPTH*
NATURAL GAS	2'-6"
DIRECT BURIED COMMUNICATION	2'-6"
DIRECT BURIED POWER	2'-6"
DOMESTIC WATER	5'-6"
INDUSTRIAL COOLING WATER	6'-0"
STORM/SANITARY FORCE MAIN	5'-6"
STORM/SANITARY GRAVITY	1'-0" STORM / 5'-0" SANITARY



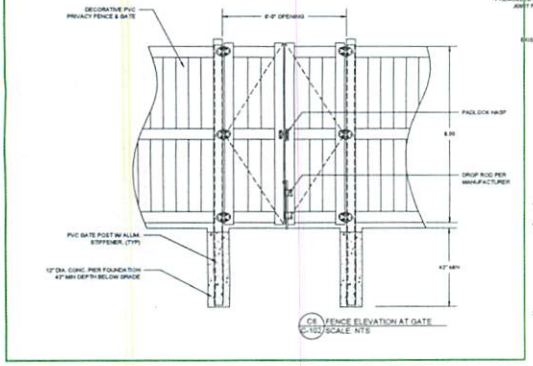
E5 EXISTING SIDEWALK JOINT
C-102 SCALE: NTS



E4 TRENCH BEDDING DETAIL
C-102 SCALE: NTS



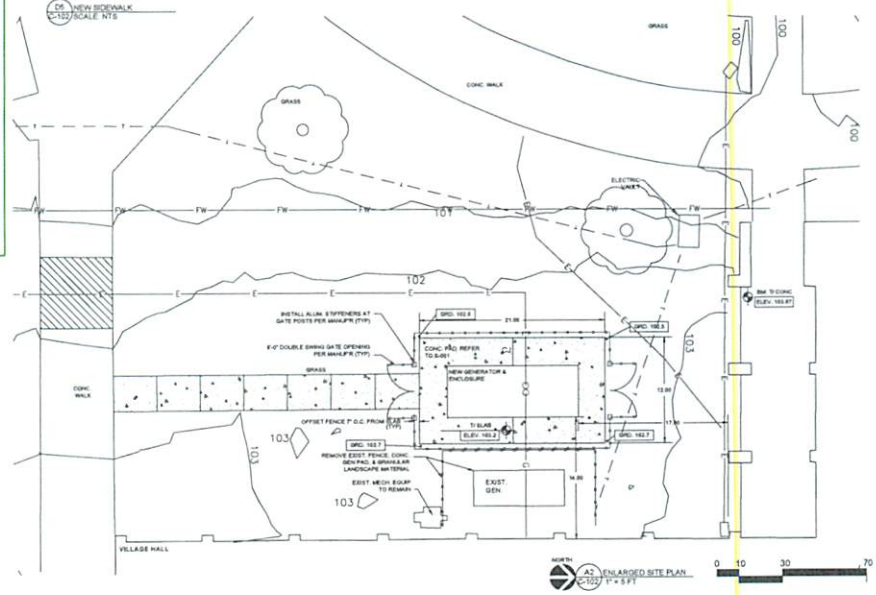
D6 NEW SIDEWALK
C-102 SCALE: NTS



C6 FENCE ELEVATION AT GATE
C-102 SCALE: NTS

UTILITY LEGEND

- EXISTING CONTOUR LINE
- PROPOSED CONTOUR LINE
- EXISTING PRIVACY FENCE
- PROPOSED PRIVACY FENCE
- EXISTING ELECTRICAL
- PROPOSED ELECTRICAL
- SANITARY SEWER
- TELEPHONE
- WATER
- FIRE WATER
- NATURAL GAS
- SPOT ELEVATION
- EXISTING TREE
- CUT & REMOVE EXIST. SIDEWALK AS REQ'D FOR NEW ELEC. TRENCH. PATCH PER DETAIL ON E5/C-102



A2 ENLARGED SITE PLAN
C-102 1" = 10'-0"

0 10 30 70 FT

E-001	GENERAL NOTES			B	8/12/22	ISSUED FOR BID	
				A	7/29/22	ISSUED FOR REVIEW	
DRAWING No.	REFERENCE DRAWINGS	DRAWING No.	REFERENCE DRAWINGS	REV.	DATE	BY	DESCRIPTION OF REVISION

VALDES Architecture and Engineering

VILLAGE OF ORLAND PARK
VILLAGE HALL GENERATOR PROJECT
ENLARGED SITE PLAN

DRAWN BY: RP | SCALE: VARIES | DATE: 8/12/22
DESIGNED BY: | CHECKED BY: | DRAWING No.: C-102 | REV.: B
APPROVED BY:
CAD FILE NAME: 300-15 Map of Orland Park Square

SECTION 323120 – DECORATIVE PVC FENCES AND GATES

PART 1 – GENERAL

1.1 Related Documents

A. Drawings and general provisions of the contract apply to this section.

1.2 Summary

A. Section Includes:

1. Polyvinyl chloride (PVC) fence and gate components.
2. Gate hardware.
3. Reinforcing steel for concrete-filled, reinforced fence posts.
4. Concrete for post footings and for concrete filled reinforced fence posts

B. Related sections: The following sections contain requirements that relate to this section.

1. Section 033000 – Cast-in-Place Concrete
2. Section 312000 – Earth Moving

1.3 Definitions

A. Posts are the vertical structure support members of the fence.
B. Rails are the horizontal structural support members of the fence or gate frame.
C. Pickets are the vertical, non-structural members between bottom and top rails.
D. Gate Uprights are the vertical structural support members of the gate frame.

1.4 Submittals

A. General: Submit the following according to the conditions of the contract.
B. Product Data: In the form of manufacturer's technical data, specifications, and installations for fence, posts, gate uprights, post caps, gates, gate hardware and accessories.
C. Samples for verification of PVC color in form of 3-inch lengths of actual product to be used in color selection.
D. Shop Drawings showing fence design.

1.5 Quality Assurance

A. Installer Qualifications: Engage an experienced installer who has at least three years experience and has completed at least five PVC fence projects with same material and of similar scope to that indicated for this project with a successful construction record of in-service performance.

B. Single-Source Responsibility: Obtain PVC fences and gates, including accessories, fittings, and fastenings, from a single source.

1.6 Project Conditions

A. Field Measurements: Verify layout information for fences and gates shown on the drawings in relation to the property survey and existing structures. Verify dimensions by field measurements.

1.7 Warranty

A. Manufacturer's Warranty: Lifetime non-prorated limited transferable warranty applies to original homeowner/consumer, or 30 year non-prorated limited warranty applies to commercial applications.

PART 2 – PRODUCTS

2.1 Fence Materials

A. General: Provide PVC fence materials recognized to be of type indicated and tested to show compliance with indicated performances.
B. Basis-of-Design Product: Subject to compliance with requirements, provide the following product or an approved equal:

1. Bufftech / CertainTeed LLC
   231 Ship Canal Parkway, Buffalo, NY 14218 (800) 333-0569
2. Style Name: Galveston with CertaGrain™ texture
3. Height: 8'-0".
4. Color: Sierra Blend

2.2 Polyvinyl Chloride (PVC) Fence Components

A. General: Woodgrain textured posts, rails, pickets, gate uprights, post caps, and accessories shall be of high impact, Ultra Violet (U.V.) resistant, rigid PVC, and shall comply with ASTM D 1784, Class 14344B.
B. Fence Posts: One piece extruded, of lengths indicated and pre-routed to receive rails at spacing indicated.

1. Surface to contain woodgrain texture
2. Cross Section: 5" x 5" minimum
3. Wall Thickness: 0.170" minimum
4. Corner Radius: 3/8"R minimum

C. Rails: One piece extruded, of lengths indicated pre-routed to receive pickets at spacing indicated.

1. Surface to contain woodgrain texture
2. Cross Section Top and Bottom rails: 2" X 6" Deco Rail minimum

3. Wall Thickness: 0.090" minimum
4. Corner Radius: 5/16"R minimum
5. Cross Section Mid Rail: 2" X 6" RBD .
6. Wall Thickness: 0.090" .
7. Corner Radius: 11/32"R .

D. Pickets: One piece extruded, of lengths indicated.

1. Surface to contain woodgrain texture
2. Cross Section: 7/8" X 7" minimum
3. Wall Thickness: 0.060" minimum
4. Corner Radius: 3/16"R minimum
5. Picket Spacing: full privacy .
6. Pickets per section: 26 pickets .

E. Gate Uprights: One piece extruded, of lengths indicated.

1. Surface to contain woodgrain texture
2. Cross Section: 2 ½" X 4" minimum
3. Wall Thickness: 0.120" minimum
4. Corner Radius: 3/16"R minimum

F. Post Caps: Molded, one piece.

1. Surface to contain woodgrain texture
2. Cross Section: Match post or gate upright cross section.
3. Thickness: 0.095" minimum.
4. Configuration: Flat or four-sided as required for installation to top of posts and gate.

G. Accessories: Manufacturers' standard gate brace, screw caps, rail end reinforcers, and other accessories as required.

2.3 Miscellaneous Materials

A. Stiffener Channels: Galvanized steel structural channel. Configure channels for concealed installation within PVC rails with pre-drilled holes for drainage. Aluminum extruded channel available upon request.

1. Cross Section: 1.775" X 1.700" galvanized steel channel.
2. Thickness: 0.040 Gauge (minimum).

B. Fasteners and Anchorage: Stainless Steel. All fasteners to be concealed or colored heads to match. Provide sizes as recommended by fence manufacturer.
C. PVC Cement: As recommended by fence manufacturer.

2.4 Gate Hardware and Accessories

A. General: Provide hardware and accessories for each gate according to the following requirements:
B. Hinges: Size and material to suit gate size, non lift-off type, self closing, glass filled nylon with adjuster plate, offset to permit 120 degree gate opening. Provide one pair of hinges for each gate.

1. Color: Black.

C. Latch: Manufacturers' standard self latching, glass filled nylon and stainless steel composition single or dual access gravity latch. Provide one latch per gate.

1. Finish: Match gate hinge finish.

D. Hardware: Stainless Steel. Provide sizes as recommended by fence manufacturer.

1. Finish: Match gate hinge finish.

2.5 Concrete

A. Concrete: Provide concrete consisting of portland cement per ASTM C 150, aggregates per ASTM C 33, and potable water. Mix materials to obtain concrete with a minimum 28-day compressive strength of 2000 psi. Use at lease four sacks of cement per cubic yard, 1-inch maximum size aggregate, 3-inch maximum slump. Use ½ inch maximum size aggregate in post where required.
B. Packages Concrete Mix: Mix dry-packaged normal-weight concrete conforming to ASTM C 387 with clean water to obtain a 2 to 3 inch slump.

2.6 Reinforcement for Filled Posts

A. Reinforcing Steel:

1. Steel Reinforcing Bars: ASTM A 615. Grade 60. Deformed (#4 or ½"). Install 2 bars for each post to a length of 8' feet.

2.7 Aluminum reinforcement for Posts

A. Aluminum post inserts

1. Material & Grade: Aluminum Alloy/Temper – 6005-T5. Length 106"

PART 3 – EXECUTION

3.1 Installation, General

A. Install fence in compliance with manufacturer's written instructions. During installation, PVC components shall be carefully handled and stored to avoid contact with abrasive surfaces. Install components in sequence as recommended by fence manufacturer.

1. Install fencing as indicated on the drawings provided.
2. Variations from the installation indicated must be approved.
3. Variations from the fence and gate installation indicated and all costs for removal and replacement will be the responsibility of the contractor.

3.2 Fence Installation

A. Excavation: Drill or hand-excavate (using post hole digger) holes for posts to diameters and spacings indicated, in firm, undisturbed or compacted soil.

1. If not indicated on drawings, excavate holes for each post to a minimum diameter of 12" inches.
2. Unless otherwise indicated, excavate hole depths not less than 30 inches or to frost line.

B. Posts: Install posts in one piece, plumb and in line. Space a maximum of 8' feet o.c. unless otherwise indicated. Enlarge excavation as required to provide clearance indicated between post and side of excavation.

1. Protect portion of posts above ground from concrete splatter. Place concrete around posts and vibrate or tamp for consolidation. Check each post for vertical and top alignment and hold in position during placement and finishing operations.

a. Unless otherwise indicated, terminate top of concrete footings 3 inches below adjacent grade and trowel to a crown to shed water.
b. Secure posts in position for manufacturers' recommendations until concrete sets.
c. After installation of rails and unless otherwise indicated, install reinforcing in posts in opposing corners of post as shown and fill end and gate posts with concrete to level as indicated. Concrete fill shall completely cover the reinforcing steel and gate hardware fasteners. Consolidate the concrete by striking the post face with a rubber mallet, carefully tamping around the exposed post bottom.

a. After installation of rails and unless otherwise indicated, install reinforcing in posts in opposing corners of post as shown and fill end and gate posts with concrete to level as indicated. Concrete fill shall completely cover the reinforcing steel and gate hardware fasteners. Consolidate the concrete by striking the post face with a rubber mallet, carefully tamping around the exposed post bottom.
b. Insert aluminum post stiffeners in all end/gate and line posts prior to post installation. Drive a screw through the vinyl into the aluminum stiffener at the bottom of the post.

d. Install post caps. Use #8 screws, nylon washers and snap caps.
e. Remove concrete splatters from PVC fence materials with care to avoid scratching.

C. Top and Bottom Rails: Install rails in one piece into routed hole fabricated into posts to receive top and bottom rails, and middle where necessary. Except at sloping terrain, install rails level.

1. Prior to installation of rails into posts, insert concealed steel channel stiffeners in top rail, where necessary. Bottom rails shall include minimum (2) ¼" drainage holes.
2. At posts to receive concrete fill, tape rail ends to prevent seepage when filling post with concrete.

D. Middle Rails: Where necessary, install middle rails in one piece into routed hole in posts with larger holes facing down. Except at sloping terrain, install middle rails level. Secure mid rail to pickets with 2-#8 x 1-1/2" screws evenly spaced.

1. At posts to receive concrete fill, tape rail ends to prevent seepage when filling post with concrete.

E. Pickets: Install pickets in one piece as per manufacturer recommendations. Install pickets plumb.
F. Fence Installation at Sloping Terrain: At sloping terrain rails may be racked (sloped) or stepped to comply with manufacturers' recommendations.

3.3 Gate Installation

A. Assemble gate per manufacturer's recommendations. Bottom rail shall include minimum (2) ¼" drainage holes.
B. Assemble gate prior to fence installation to accurately locate hinge and latch post. Align gate horizontal rails with fence horizontal rails.
C. Install gates plumb, level, and secure for full opening without interference according to manufacturer's instructions.
D. Gate Latch Installation. Install gate latch according to manufacturer's instructions. Adjust for smooth, trouble-free operation.
E. Allow minimum 72 hours to let concrete set-up before opening gates.

3.4 Adjusting and Cleaning

A. Remove all traces of dirt and soiled areas.

305 Demonstration

A. Instruct the owner's personnel on proper operation and maintenance of fence components.

END OF SECTION 323120


PREVIOUS FENCE

VILLAGE OF ORLAND PARK

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

Master

File Number: 2022-0358

File ID: 2022-0358 **Type:** MOTION **Status:** PASSED

Version: 0 **Reference:** **Controlling Body:** Board of Trustees

File Created Date : 04/20/2022

Agenda Entry: A/E Services for Village Hall Generator **Final Action:** 05/16/2022

Title: A/E Services for Village Hall Generator

Notes:

Sponsors: **Res/Ord Date:**

Attachments: Scope of Work, Proposal - Farnsworth, Proposal - Kluber, Proposal - Tria, Proposal - Valdes, Proposal - Williams Architects **Res/Ord Number:**

Drafter: **Hearing Date:**

Department Contact: **Effective Date:**

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Public Works Department	04/20/2022	INTRODUCED TO BOARD	Board of Trustees			
0	Board of Trustees	05/16/2022	APPROVED				Pass

Text of Legislative File 2022-0358

..Title
A/E Services for Village Hall Generator

History
The Public Works Department recently established Master Service Agreements (MSAs) for Professional MEP and Architectural Services with seven (7) firms based on RFQ 22-004. The MSAs allow the Village to request proposals from these pre-qualified firms for facility improvement projects from 2022 - 2024, with the option to extend any or all of those contracts for an additional two (2) years. The Board approved selected firms were Cordogan Clark Associates, Farnsworth Group Inc., Kluber Architects Engineers, Valdes Engineering Company, Tria Architecture, Williams Architects, and Robert Juris Associates Architects.

It should be noted that to date, fully executed MSAs have been established with all firms except Tria Architecture, Farnsworth Group, Inc., and Robert Juris Associates Architects. The Village attorney is currently discussing changes to the MSA contracts proposed by those three (3)

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

PETITION FOR CERTIFICATE OF APPROPRIATENESS

All information requested on this form MUST be provided. A petition will be considered incomplete if any information is missing. Following planning approval, a building permit is required.

PROJECT NAME	Village Hall Generator Fence		
PETITIONER INFORMATION			
NAME	Joel Van Essen	**TITLE**	Director of Public Works
ADDRESS	15655 S. Ravinia Ave	**CITY/STATE/ZIP**	Orland Park IL 60462
PHONE	708-403-6104 **FAX**	**EMAIL**	jvanessen@orlandpark.org
RELATIONSHIP TO OWNER			
PROPERTY OWNER'S INFORMATION			
NAME	George Koczwara	**PHONE**	708-403-6151
ADDRESS	14700 S. Ravinia Ave	**CITY/STATE/ZIP**	Orland Park IL 60462
PROJECT INFORMATION			
PROPERTY ADDRESS	14700 S. Ravinia Ave, Orland Park IL 60462		
P.I.N. NUMBER	27-09-219-005-0000, 27-09-401-037-0000	**AREA OF PARCEL**	552,826 SF **sf** 12.7 **acres**
CURRENT USE OF SITE	Governmental	**EASEMENT**	N/A

PROJECT TEAM	**NAME**	**PHONE/FAX**	**EMAIL**
DEVELOPER	Village of Orland Park	708-403-6104	jvanessen@orlandpark.org
ARCHITECT	Valdes Engineering	630-792-1886	mshrader@valdeseng.com
OTHER	Airport Electric	773-735-5757	ricks@airportelectric.net

IMPROVEMENTS INCLUDE (CHECK ALL THAT APPLY)

☐ **NEW CONSTRUCTION**	● **ALTERATION**	☐ **DEMOLITION**	☐ **REMOVAL**

DESCRIPTION OF PROPOSED IMPROVEMENTS:

The replacement of an existing fence to screen a new natural gas standby generator at Village Hall.

Signature of Petitioner Joel W. Dalsen **Date** 8/6/2024

Notary Signature Samantha E.T. Cooper **Date** 8/6/24

OFFICIAL SEAL
SAMANTHA E T COOPER
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires 10/27/26

Notary Seal
Petition Must Be Notarized

CERTIFICATE OF TRAINING (TO BE SIGNED AFTER COMPLETION)

DATE COMPLETED ☐ **RENEWAL**

I certify that I completed a one (1) hour Certificate of Appropriateness training session with Development Services Department staff covering the Village's historic preservation codes, requirements and policies related to the Old Orland Historic District or to Landmark buildings. I agree to faithfully execute any proposed projects according to the codes, requirements and policies of the Village's historic preservation program and to abide by any conditions stated in the COA. Failure to comply may result in project delays, fines, or other penalties.

Signature of Petitioner _____ **Date** _____

FOR VILLAGE USE ONLY	**PROJECT NO.** 2024-0612/COA-24-00460		**ASSIGNED TO** AI	
	DATE COMPLETED		**DEPARTMENT APPROVAL**	
APPROVALS NEEDED:	☐ **PRE-CONCEPT MEETING**	☐ **ADMINISTRATIVE**	☐ **PLAN COMMISSION**	☐ **VILLAGE BOARD**

See Reverse Side for Submittal Requirements

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT			
SUBMITTAL REQUIREMENTS FOR CERTIFICATE OF APPROPRIATENESS			
REVIEW PROCESS		**SUBMITTAL REQUIREMENTS**	**Submittal Information**
1	**Pre-Concept Meeting(s)** with staff from Planning	Conceptual Building Elevations Conceptual Site Plan Aerials or other drawings showing location and adjacent conditions	*Materials are for discussion only, do not need to be submitted*
2 & 3	**Submittal of Completed Petition Form and required materials for Planning Division Review** ***Submit to:*** **Development Services Department, Planning Division**	Completed Petition Form	*See reverse side*
		Proof of ownership of property (i.e. title policy, deed, trust agreement)	PDF File & 1 copy*
		Plat of survey	PDF File & 1 copy*
		Architectural drawings of proposed improvements Building elevations (if applicable) Engineering drawings Site plan Photographs (existing site/building conditions) Specifications & Cut Sheets (if applicable) Sample of Materials and/or colors (if applicable)	PDF File & 1 copy*

*All copies submitted to the Planning Division are to be folded.

Certificate of Appropriateness Overview

The Certificate of Appropriateness (COA) review process is designed to protect historic properties from insensitive alterations and to ensure new buildings are compatible in design with older buildings in the Old Orland Historic District. Per the Village of Orland Park's *Land Development Code*, a COA must be obtained before the construction, alteration, demolition, or removal of any structure within the District.

Prior to applying for a COA, petitioners must meet with Development Services Department staff to discuss the proposed project and complete a one (1) credit hour training session covering the Village's historic preservation codes, requirements and policies. The credit hour of training can be earned by reading the Historic Preservation Resident Handbook and signing a Certificate of Appropriateness Training affidavit. The affidavit is a binding acknowledgement by the petitioner to faithfully execute the proposed project according to the historic preservation requirements, codes, and guidelines in addition to abiding by the conditions stated in the COA. One (1) credit hour of training places a petitioner in good-standing with the Village's historic preservation program for one (1) calendar year, in which time any number of approved projects or improvements may be undertaken by the petitioner.

Depending on the scope of work, a COA may either be administratively reviewed and approved by the Development Services Department or taken before the Plan Commission for an advisory recommendation. For applications requiring additional approval, the Plan Commission weighs the proposal against the Land Development Code and Village Code then votes on a recommendation for the Committee of Trustees. The Committee reviews the project and provides an additional recommendation to the Board of Trustees. The Board of Trustees considers the staff, Plan Commission, and Committee recommendations, then decides to approve or deny a COA in a final review.

A complete COA petition must be received by the Development Services Department no fewer than twenty (20) business days prior to the next Plan Commission meeting in order to be scheduled for review. Plan Commission meetings are generally held on the second and fourth Tuesday of every month.

All work must be performed as specified in the conditions of the COA. Proposed changes or modifications to the work must be reviewed by the Plan Commission before those changes can be made. Failure to comply with the Village codes, requirements and policies shall result in the removal of any inappropriate materials, designs or other changes at the petitioner's expense and/or additional penalties or fines.

If you have any questions about the historic review process, please contact the Development Services Department at (708) 403-5300.

Review Process for Certificates of Appropriateness

The tables below outline the Certificate of Appropriateness review and approval process for the three categories of buildings in the OOH District and landmarks and are followed by descriptions of the terms used. Once the required review and approval is obtained, building permits must be procured from the Village before the proposed work begins.

Review and Approval Process for Contributing Structures and Landmarks					
	Public Hearing	Plan Commission	Committee of Trustees	Board of Trustees	Administrative Review
Major Change (All)	X	X	X	X	
Minor Change (Landmarks)		X	X	X	
Minor Change (Contributing Structures)					X
Routine Maintenance					X
COA for Demolition	X	X	X	X	

Review and Approval Process for Non-Contributing Structures and New Construction					
	Public Hearing	Plan Commission	Committee of Trustees	Board of Trustees	Administrative Review
Major Change (All)					X
Minor Change (All)					X
Routine Maintenance					X
COA for Demolition (All)					Not Required
New Construction (Freestanding Residential)					X

Contributing Structures: Any building that reinforces the historic, cultural or architectural significance of the Historic District, and retains a significant portion of its architectural or design integrity. Contributing Structures in the Old Orland Historic District are identified in Map 1 of the Land Development Code Section 6-209.

Landmarks: Any building listed on the Local Register of Significant Places in Section 5-110 of the Land Development Code that reinforces the historic, cultural or architectural significance of Orland Park, and retains a significant portion of its architectural or design integrity.

Non-Contributing Structure: Any building that does not reinforce the historic, cultural or architectural significance of the Historic District.

New Construction: The construction of a freestanding structure on any developable lot, including new construction that involves additions to existing buildings.

Major Change: Substantial change to the exterior appearance of a structure, or any change to the impervious coverage on the site, including but not limited to:

- New construction or additions, including new decks, porches, driveways etc.
- Demolition of any contributing structure or any part of a contributing structure
- Relocation of buildings
- Significant alteration/ removal of historical or architectural features

All changes considered "Major" by the Development Services Department shall require a Public Notice prior to the Plan Commission meeting, as defined in the tables.

Minor Change: Changes that do not have a substantial impact on the exterior appearance of the structure or site, including alteration, addition or removal of exterior architectural elements such as doors, windows, fences, skylights, siding, exterior stairs, roofs, tuck-pointing etc.

Routine Maintenance: Includes repair or replacement of exterior elements where there is no change in the design, materials, or appearance of the structure or property such as gutters and downspouts, drive-ways etc. Landscape changes for gardens, planting beds, new trees, outdoor lighting for single family homes etc. will be considered as routine maintenance.

Determination of Type of Change: Any proposed changes to existing buildings and sites in the Old Orland Historic District will be considered a Major Change, a Minor Change or Routine Maintenance per the determination of the Development Services Department on a case by case basis, applying the above definitions.