

NOTICE OF SPECIAL COMMITTEE MEETINGS

Scheduled for
Monday, June 24, 2019,
beginning at 6:30 p.m. in

Council Chambers
Village Hall of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, Illinois

Special Finance Committee
Special Community Development Committee
Special Marketing Committee

A copy of the agendas for these meetings is attached hereto.

Kristin A. Thirion
Clerk
Village of Tinley Park

NOTICE OF A SPECIAL MEETING
OF THE COMMUNITY DEVELOPMENT COMMITTEE

Notice is hereby given that a special meeting of the Community Development Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 6:30 p.m. on Monday, June 24, 2019, in Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

1. OPEN THE MEETING.
2. CONSIDER APPROVAL OF THE MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ON MAY 28, 2019.
3. DISCUSS FOUNDATION ONLY POLICY.
4. DISCUSS ADVIS-SPRINGFORT HALL - RECLASSIFICATION.
5. DISCUSS GOV TEMPS – CONTRACT RENEWAL.
6. DISCUSS FEE STUDY – TEXT AMENDMENT.
7. DISCUSS BANQUET USE – TEXT AGREEMENT.
8. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Community Development Committee
May 28, 2019 - 6:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: M. Mueller, Chairman
C. Berg, Village Trustee
D. Galante, Village Trustee

Members Absent: None

Other Board Members Present: None

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager
B. Bettenhausen, Village Treasurer
M. Zonsius, Assistant Village Treasurer
P. Connelly, Village Attorney
M. Thomas, Information Technology Manager
D. Framke, Marketing Director
P. Hoban, Economic Development Manager
K. Clarke, Planning Manager
D. Ritter, Senior Planner
L. Valley, Executive Assistant to the Manager and Trustees
D. Sanfilippo, Executive Assistant to the Mayor
L. Godette, Deputy Village Clerk
L. Carollo, Commission/Committee Secretary

Item #1 - The meeting of the Community Development Committee was called to order at 6:42 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ON APRIL 9, 2019 AND THE SPECIAL ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE MEETING HELD ON APRIL 10, 2019 – Motion was made by Trustee Berg, seconded by Trustee Galante, to approve the minutes of the Community Development Committee meeting held on April 9, 2019, and the Special Economic Development and Marketing Committee meeting held on April 10, 2019. Chairman Mueller asked the Committee if there was any discussion. No one came forward. Vote by voice call. Chairman Mueller declared the motion carried.

Item #3 – DISCUSS PANDUIT INCENTIVE AGREEMENT - Panduit began preparing for residential development on the 36-acre site as outlined in the Legacy (Tax Increment Financing) TIF Redevelopment Plan. Panduit started demolishing the building in June 2018 and completed demolition in December 2018. To continue site preparation, an environmental study is required, which is a TIF eligible expense.

The Legacy TIF Redevelopment Plan:

- Identifies converting a portion of the land currently occupied by Panduit and the ABC Supply Co. from office/restricted industrial to residential use.
- Identifies addressing environmental problems that are or may be associated with properties as the tenth key recommendation for the Redevelopment Project Area.

- Identifies the need to provide cleanup of hazardous waste, hazardous substances, or underground storage tanks required by state or federal law where there is a material impediment to the development or redevelopment of the Redevelopment Project Area as the eighth objective for the Redevelopment Project Area.
- Allocated \$5,500,000 for property assembly costs, including, but not limited to, acquisition of land and other property, real or personal, or rights or interests herein, demolition of buildings, site preparation, site improvements that serve as an engineered barrier addressing ground level or below ground environmental contamination, including, but not limited to, parking lots and other concrete or asphalt barriers, and the clearing and grading of land, as provided for by 65 ILCS 5/11-74.4-3(q)(2).

Panduit requested a \$200,000 TIF incentive as increment accrues to perform an environmental study at 17301 S. Ridgeland Avenue. This incentive is for a Phase II study; the Phase I study identified the need to progress to a phase II study. Jeff Jennings from Panduit was present to answer any questions. P. Connelly, Village Attorney stated the agreement is in its final stages and could be completed by the Village Board meeting scheduled for June 4, 2019.

The Economic and Commercial Commission (ECC) recommended approval of a \$200,000 TIF incentive as increment accrues to perform an environmental study at 17301 S. Ridgeland Avenue for Panduit Corporation on April 15, 2019.

Chairman Mueller asked the Committee if there were any questions. No one came forward.

Motion was made by Trustee Berg, seconded by Trustee Galante, to recommend approval of a \$200,000 (Tax Increment Financing) TIF Incentive Agreement for Panduit to perform an environmental study at 17301 S. Ridgeland Avenue be brought forward to the Village Board meeting scheduled June 4, 2019. Vote by voice. Chairman Mueller declared the motion carried.

Item #4 – RECEIVE REVIEW OF THE OAK PARK AVENUE PLAYBOOK GRANT

PROGRAM - The Oak Park Avenue Playbook Grant Program was created to assist downtown businesses and address vacancies along Oak Park Avenue, which is comprised of five (5) specific grant programs detailed below.

- Façade Grant - Provides funding to assist owners of existing buildings or businesses within them to upgrade building facades. The goal of this program is to improve the appearance of existing buildings, consistent with the Village's Architectural Guidelines. Funding of \$70,000 for matching Façade Improvement Grants, up to \$35,000 each.
- Code Compliance Grant - Provides funding to enhance the pedestrian experience and aesthetic quality of the downtown Legacy Districts. The goal of this program is to provide an incentive for property owners to bring their buildings into conformance with the Village Building and Fire Code by installing fire protection systems and alarms to improve the quality of the building stock. Funding of \$140,000 for matching Code Compliance Grants, up to \$35,000 each.
- Retail Grant - Provides funding to assist owners of existing buildings with retail businesses to upgrade the buildings. The goal of this program is to assist with the startup of small independent retailers with expenses generally associated with a move into new commercial space. Funding of \$70,000 for matching Retail Grants, up to \$35,000 each.
- Sign Grant - Provides funding to enhance the pedestrian experience and aesthetic quality of the downtown Legacy Districts. The goal of this program is to introduce creative and attractive signs to complement the downtown area, consistent with the Village's Sign Design Guidelines

and the removal of nonconforming signs. Funding of \$55,000 for matching Sign Grants, up to \$5,000 each.

- Landscape Grant - Provides funding to assist owners of existing buildings or businesses within them to upgrade landscaping. The goal of this program is to help property owners improve the aesthetics of downtown. Funding of \$15,000 for matching Landscape Grants, up to \$5,000 each.

A property is eligible for a maximum of \$70,000 in matching grants. A property is not eligible for grants if it has received an incentive over the past ten years.

The approved budget provided a total funding level of \$350,000 for the program. To date, the Village has approved 3 Code Compliance, 2 Sign, 1 Façade, 1 Landscape and 1 Retail Grants, totaling \$145,669.

Chairman Mueller asked the Committee if there were any questions. No one came forward.

Item #5 – DISCUSS OAK PARK AVENUE PLAYBOOK GRANT - CODE COMPLIANCE -

RABIH CHAFI, 17451 OAK PARK AVENUE - The Oak Park Avenue Playbook Grants were created to encourage investment and offset development costs in the older commercial buildings located within downtown Tinley Park's Legacy Districts.

Susan Chafi, owner of 17451 Oak Park Avenue, plans to install a fire alarm system, which is a requirement of the owner's Conditional Certificate of Compliance issued by the Community Development Department. Ms. Chafi requested a \$5,375 Code Compliance Grant for installation of a fire alarm system.

A single business may request matching funds up to \$70,000 per location. The Code Compliance Grant is a matching grant up to \$35,000.

Susan Chafi requested a Code Compliance Grant of \$5,375, to install a fire alarm system at 17451 Oak Park Avenue, which will be presented at the Economic and Commercial Commission (ECC) meeting scheduled May 31, 2019.

Susan Chafi was present. Chairman Mueller asked the Committee if there were any questions or comments. No one came forward.

Motion was made by Trustee Berg, seconded by Trustee Galante, to recommend a \$5,375 Code Compliance Grant to Susan Chafi be placed on the agenda for the Village Board meeting scheduled June 4, 2019, pending ECC recommendation. Vote by voice. Chairman Mueller declared the motion carried.

Item #6 – DISCUSS OAK PARK AVENUE PLAYBOOK GRANT - SIGNAGE - ED & JOE'S RESTAURANT, 17332 OAK PARK AVENUE - The Oak Park Avenue Playbook Grants were created

to encourage investment and offset development costs in the older commercial buildings located within downtown Tinley Park's Legacy Districts.

Ken Bucyk, applying on behalf of Michael Clark, owner of Ed & Joe's Restaurant and Pizzeria, located at 17332 S. Oak Park Avenue, plans to install new signage. The project will include installation of a new aluminum and acrylic plastic wall sign on the east façade facing Oak Park Avenue, which will meet the Legacy District's Design Guidelines and replace the existing nonconforming sign. Mr. Bucyk requested a \$2,495 Sign Grant for installation of new signage.

A single business may request matching funds up to \$70,000 per location. The Sign Grant is a matching grant up to \$5,000.

The Economic and Commercial Commission (ECC) recommended a Sign Grant to Ed & Joe's Restaurant and Pizzeria of \$2,495, on April 15, 2019.

Chairman Mueller asked the Committee if there were any comments. Trustee Berg was in favor of the new sign, for which there was concurrence from the Committee.

Motion was made by Trustee Galante, seconded by Trustee Berg, to recommend approval of a \$2,495 Sign Grant to Ed & Joe's Restaurant and Pizzeria be placed on the agenda for the Village Board meeting scheduled June 4, 2019. Vote by voice. Chairman Mueller declared the motion carried.

Item #7 – RECEIVE REVIEW OF COOK COUNTY RECLASSIFICATION PROGRAM - Cook County assesses commercial properties at a 25% level and residential properties at a 10% level compared to the rest of the state, which assesses all property at a 33.3% level, in accordance with state statute. Cook County utilizes a State Equalizer to move under-assessed properties closer to the 33.3% target. Utilizing the 25% and 10% model, their multiplier is usually higher than the rest of the counties, which leads to higher taxes for commercial properties compared to the surrounding counties. To incentivize nonresidential development, Cook County offers a variety of special assessments known as reclassifications.

- Class 6B - Encourage industrial development throughout Cook County by offering a real estate tax incentive for the development of new industrial facilities, the rehabilitation of existing industrial structures and the industrial reutilization of abandoned buildings.
- Class 7A - Encourage commercial projects in areas determined to be "in need of commercial development." These projects have total development costs, exclusive of land, that do not exceed \$2 million and would not be economically feasible without the incentive.
- Class 7B - Encourage commercial projects in areas determined to be "in need of commercial development." These projects have total development costs, exclusive of land, that exceed \$2 million and would not be economically feasible without the incentive.
- Class 8 - Encourage industrial and commercial development in areas of the county which is experiencing severe economic stagnation.

Chairman Mueller asked the Committee if there were any questions. No one came forward.

Item #8 – DISCUSS COOK COUNTY CLASS 7B RECLASSIFICATION - MARRIOTT HOTEL, 18300 96TH AVENUE - The applicant, Haresh Jethani, plans to invest \$32,745,000 to construct a Marriott Courtyard and a Marriott Residence Inn at 18300 96th Avenue in unincorporated Tinley Park.

The Courtyard features 125 rooms and a banquet facility. The Courtyard plans to create 36 jobs and cost \$16,055,000 to develop. The Residence Inn features 118 rooms and plans to create 25 jobs and cost \$16,690,000 to develop. Plans are to break ground before winter.

This site is a greenfield with limited access to required utilities. The Village approved a capital budget to design the utility extensions, as outlined in the Economic Development Strategic Plan, which creates a challenging timeline between 3-12 months based on the yet to be determined scenario.

Discussion of this project began in 2017, originally in competition with the Village of Orland Park. The project emphasized the need to address the imbalanced commercial real estate taxes when compared to

Will County and became the catalyst for the creation of the LaGrange Special Designated Area. A specifically designated area is the first requirement to access the Cook County reclassification program.

Haresh Jethani requested a Class 7b incentive to invest in 18300 96th Avenue and stated "but for..." the Class 7b reclassification they will not invest \$32,745,000 in the subject site. Cook County provides the Class 7b Incentive Program allowance of the reclassification of properties to effectively lower their tax assessment from the commercial rate of 25% to the residential rate of 10%. Class 7b reclassifications provide an assessment of 10% of market value for the first 10 years, 15% in the eleventh year and 20% in the twelfth year.

The Class 7b Incentive Program is intended to spur development in areas determined to be "in need of commercial development," commercial projects with total development costs, exclusive of land, over \$2 million, which would not be economically feasible without the incentive. High property taxes are a primary reason Class 7b incentives and the competition with Will County and Indiana tax rates.

Haresh Jethani requested a Class 7b to develop two hotels at 18300 96th Avenue in unincorporated Tinley Park, which will be presented at the Economic and Commercial Commission (ECC) meeting scheduled May 31, 2019.

K. Clarke, Planning Manager stated a design is in the budget for Robinson Engineering to design the infrastructure, which would provide the cost.

Chairman Mueller asked the Committee if there were any questions. No one came forward.

Motion was made by Trustee Berg, seconded by Trustee Galante, to recommend a Class 7b reclassification to develop two hotels at 18300 96th Avenue in unincorporated Tinley Park be placed on the agenda of the Village Board meeting scheduled June 4, 2019, pending ECC recommendation. Vote by voice. Chairman Mueller declared the motion carried.

Item #9 – DISCUSS COOK COUNTY CLASS 6B SUSTAINABLE EMERGENCY RELIEF - RG RILEY AND SONS, 17700 DUVAN DRIVE - RG Riley & Sons, Inc. requested a Class 6b Sustainable Emergency Relief (SER) for 17700 Duvan Drive. The property consists of an approximately 110,000 square foot building on roughly a 7.8 acre site in the Duvan Industrial Park. RG Riley & Sons, Inc. is a bulk clothing supplier and has been in business for over 80 years. The business has been in Tinley Park since 1995 and provides 25 full-time jobs.

RG Riley & Sons, Inc. hopes to remain at this location, however, believes the assistance of a Class 6b SER reclassification is necessary in order to do so.

The Class 6b SER reclassification program provides for industrial uses at a location for 10 years or more. The resolution must expressly state "that the municipality supports and consents to this Class 6b SER Application and that it finds that Special Circumstances make the incentive necessary for the industrial enterprise to continue operations at its current location and maintain its staff, and that without such designation the enterprise would not be economically viable, causing the property to be in imminent risk of becoming vacant and unused." "But for..." the reclassification to a Class 6b SER, which will provide assessment at 10% of market value for the first 10 years, 15% in the eleventh year and 20% in the twelfth year, the applicant will relocate. High property taxes are a primary reason Class 6b incentives are granted along with the inherent competition with Will County and Indiana tax rates.

The Village approved a similar incentive for Airy's, Inc. located adjacent to RG Riley & Sons in June 2018. The Economic and Commercial Commission recommended the Class 6B SER for RG Riley & Sons, Inc. on April 15, 2019.

Mike Riley was present to answer any questions. Chairman Mueller asked Mr. Riley what the plan for the tax savings would be. Mr. Riley stated the tax savings would be for reinvestment in the building, but also to grow the employee base and inventory.

Chairman Mueller asked the Committee if there were any questions. No one came forward.

Motion was made by Trustee Berg, seconded by Trustee Galante, to recommend a Class 6b Sustainable Emergency Relief (SER) for RG Riley & Sons, Inc. located at 17700 Duvan Drive be placed on the agenda for the Village Board meeting scheduled June 4, 2019. Vote by voice. Chairman Mueller declared the motion carried.

Item #10 – DISCUSS MASTER POLE AGREEMENT - AT & T - .B. 1451, known as Small Wireless Facilities Deployment Act (the Act) was approved by the Illinois General Assembly and signed by Governor Rauner into law in April 2018. The law established state-wide regulations for collocation of small cell antennas located within the public right-of-way and on private commercial and industrial properties. The goal of the Act was to streamline the approval process for wireless providers providing cellular access to the public. The Village subsequently passed a Small Cell Regulation Ordinance in July 2018, to retain as much control as possible over the siting of small cell antennas in public right-of-ways.

The Master Pole Agreement is based off the Illinois Municipal League's (ML) model agreement, with only minor changes. The agreement with AT&T will permit location of small cell wireless equipment on the Village-owned utility poles. Separate supplements for each pole co-location may be approved by the Village Manager. Each supplement would be approved for the duration of five years. This agreement sets the highest permit fees and annual rent as permitted by the Act. Additionally, bonds will be required for each pole to ensure removal of equipment and restoration of the site if the small cell use is discontinued or any early termination agreement is initiated. The Act requires that this process of adopting a Master Pole/Attachment Agreement is in place to avoid having to complete new agreements for each pole.

In the event the Act is repealed or changed, the Village will have the option to change the Small Cell Ordinance and attachment agreements. Any new or changed provisions would be able to be implemented once the supplement is up for renewal. It is expected there will be similar agreements for other carriers in the future. The Village Board recently had a first reading of the proposed small cell design guidelines, which are in the process of being adopted and will ensure a consistent design for all small cell wireless facility locations in the Village.

Staff requested the Community Development Committee recommend the agreement be adopted by the Village Board on June 4, 2019.

In response to Chairman Mueller's question, D. Ritter, Senior Planner stated the Village would have to create similar agreements with other carriers. Chairman Mueller asked the Committee if there were any other questions. No one came forward.

Motion was made by Trustee Galante, seconded by Trustee Berg, to recommend AT&T Master Pole/Attachment Agreement be forwarded to the next Village Board meeting. Vote by voice. Chairman Mueller declared the motion carried.

Item #11 – DISCUSS TEXT AMENDMENT - MASONRY - Staff is currently working with a consultant to update the Village's comprehensive Building Code. As part of the process, certain sections of the Code have been identified as not typically addressed in a building code, such as the regulation of certain building materials for aesthetic purposes. The Village's exterior building material requirements addressed traditionally relate to construction methods rather than aesthetics. The Zoning Ordinance would be the most appropriate location for regulating aesthetics and design, especially when variances, exceptions, or waivers are requested. As building materials are a part of the Building Code, any exception to it is reviewed by the Community Development Committee. Revision of the Village codes to transfer building materials to the Zoning Ordinance would allow for the Plan Commission (PC) or Zoning Board of Appeals (ZBA) to review these requests for variances, with final approval by the Village Board. The PC or ZBA is more accustomed to variance review.

A building material code comparison was performed of Tinley Park and surrounding communities. Community regulations of building materials differ; however, the current trend for buildings large in scale is to be constructed with precast materials. The Village does not have any other standards to regulate the aesthetics other than with the use of face brick. The Village may wish to consider adopting design guidelines to regulate the overall aesthetics to provide more acceptable options for developers. Lockport and Orland Park have adopted guidelines. Design guidelines may address materials as well as other important elements as the orientation of a building, circulation of parking and vehicles and opportunities to break up the scale of a building utilizing projections and vertical elements.

Staff recommended the masonry construction regulations be removed from the Building Code and adopted as an amendment to the Zoning Ordinance to allow for a more streamlined approval and variance process. Additionally, staff recommended the Committee review the building material requirements for industrial uses as there are advantages to modifying the percentage of face brick required for large industrial buildings and adopting minimum design standards to promote attractive, new cost effective development and aid developers in plan preparation for Village review. Staff will present the proposed changes to the Plan Commission on June 6, 2019.

Chairman Mueller asked the Committee if there were any questions. No one came forward.

Item #12 – DISCUSS TEXT AMENDMENT - LIGHTING - The Planning staff addressed sections of the code in need of clarification, update or amendment to the ordinance. Lighting regulations for nonresidential zoning districts is currently under review. The Village's Zoning Ordinance Section V lists performance standards regulating noise, vibration, air pollution and glare for all nonresidential zoning districts. Section V provides minimum standards typical in most zoning ordinances to ensure the operations of noncommercial uses do not negatively impact surrounding properties. Many communities have adopted additional design guidelines to further guide photometric plans for new developments. Additionally, professional organizations such as the Illuminating Engineers Society (IES) have published model ordinances for municipalities to reference. Proposed changes to the Zoning Ordinance regulating glare would include additional definitions related to lighting, parking lot pole heights and creation of acceptable average light levels based on the type of use. The ordinance would also address handling nonconforming properties not meeting the new regulations.

Staff recommended a text amendment to the Zoning Ordinance to create more consistent and current industrial lighting standards within the Village's Zoning Code.

Chairman Mueller asked the Committee if there were any questions. No one came forward.

Motion was made by Trustee Berg, seconded by Trustee Galante, to recommend a text amendment to the Zoning Ordinance to create more consistent and current industrial lighting standards within the Village's Zoning Code. Vote by voice. Chairman Mueller declared the motion carried.

Item #13 – RECEIVE COMMENTS FROM THE PUBLIC - Ken Shaw suggested advising potential property purchasers of code compliance issues or contacting the Community Development Department prior to purchase if there is not a mechanism currently in place. In relation to the Oak Park Avenue Playbook and Cook County reclassifications, Mr. Shaw asked if any business has ever been rejected and if so, for what reasons? It was explained some businesses have been rejected because of use or the Village was not interested in a particular business. In response to Mr. Shaw's question of who would pay for the infrastructure needed for the development of the Marriott hotels, P. Hoban, Economic Development Manager stated there has not been a discussion to date. If the Village were to pay for the infrastructure, would there be recapture, for which P. Connelly, Village Attorney stated generally recapture is a longstanding policy in the Village. Mr. Shaw also suggested connecting the Mental Health property with Duvan Drive as one property to revitalize Duvan Drive. Clarification on the text amendment for masonry was also provided. Mr. Shaw also asked what the status is for the former Graystone Golf Course. The Village budget and vendor reports are accessible and searchable in the current format; however, in Mr. Shaw's opinion comparative analysis is impossible.

ADJOURNMENT

Motion was made by Trustee Berg, seconded by Chairman Mueller, to adjourn this meeting of the Community Development Committee. Vote by voice call. Chairman Mueller declared the motion carried and adjourned the meeting at 7:30 p.m.

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Interoffice Memo

Date: June 24, 2019

To: Trustee Mueller, Chair
Community Development Committee
Dave Niemeyer, Village Manager

From: Kimberly Clarke, AICP
Community Development Director

Subject: 'Foundation-Only' Policy

Background

Staff has received increasing requests to issue 'foundation-only' permits on some of the larger projects that have been entitled through zoning but have not submitted full construction documents (CD) for permit issuance. While the Tinley Park Comprehensive Building Code currently provides for issuing 'foundation-only' permits there is little guidance as to what conditions precipitate their issuance, what security the Village should obtain as protection for a phased permitting process, and what submittals are required to issue such a permit. Staff is currently in the process of updating the Tinley Park Comprehensive Building Code, which presents an opportunity to address issues related to 'foundation-only' permits and assist staff in providing consistent regulation for all development projects. The adoption of this policy will increase efficiencies within the department and improve customer service.

Discussion

Based on discussions with Staff, 'foundation-only' permits have been issued on a case-by-case basis at the discretion of the Building Official. In speaking with other Building Officials in the adjacent communities, the issuance of 'foundation-only' permits are not preferred and are typically handled on a case-by-case basis. Projects that have significance in the community; are time sensitive or are subject to weather considerations may require a project to be initiated prior to the completion of CDs. Issuance of a 'foundation-only' permit is viewed as a benefit that is specifically helpful for larger projects where the development of CDs and the review process often follow a longer timeframe. It is also important to note that issuance of a 'foundation-only' permit is considered an exception rather than the rule in that there are risks on both the developer and the Village's behalf. There have been circumstances where foundations have been constructed and projects have not been completed that pose visual and life safety issues. Issuance of this permit necessarily requires the CDs to be far enough along that there are no significant changes

expected in the footprint that would impact the foundation. In addition, the final engineering must be completed or there are risks that changes may impact the footprint of the building. In essence most communities surveyed felt there should be extenuating circumstances to warrant the issuance of a 'foundation permit'.

Staff researched neighboring communities to identify if they issue foundation only permits and if so, what is required to be submitted.

Mokena	Do not issue Foundation Only Permits
Frankfort	No written policy. Issue on a case-by case basis
Joliet	No written policy. Issue on a case-by case basis. Typically only for time sensitive projects
New Lenox	Do not issue Foundation Only Permits*
Lockport	No
Orland Park	Yes. Has a written policy**
Aurora	Commercial only Foundation Permits

* Per the Community Development Director/Assistant Village Manager, they wrote into a recent Annexation Agreement to permit a subdivision to allow 20 foundation-only permits so that they can begin constructing homes before the roads are complete.

** See Exhibit A

Based on the above, most of our neighboring communities do not issue 'foundation-only' permits on a regular basis but will on a case-by-case basis.

If it is the Village Board's intent is to allow these permits on a case-by case basis, staff is requesting a policy be adopted to specify what projects will be eligible and what documents are to be required. The following issues will be addressed in a final policy:

1. Which projects are eligible for a foundation-only permit (Commercial vs Residential);
2. What securities are required to protect the Village (Letter of Credit for removal of foundation in addition to public improvements if project does not move forward);
3. Under what conditions should a foundation-only permit be issued (weather, size project, significance to the community, longer approval process, or other extenuating circumstances);
4. Submittal requirements;
5. Department review process; and
6. Village Board Approval (staff recommends all foundation only permits be reviewed by the Village Board either through Committee approval or full board approval).

Request

Direct staff to formalize a foundation only permit policy and associated form to be presented by the Village Board at the July 2nd meeting.



EXHIBIT A

Orland Park's SOP

- Planning Commission approval.
- Committee Approval (If you have a trustees committee)
- Full Board approval
- Letter of credit in place for any public infrastructure construction.
- MWRD approval
- Engineering approval
- Signed and sealed structural calculations indicated for foundation approval (this is where you verify the loading)
- Geotechnical report (subsurface exploration) This report shall be part of the submittal or is usually part of the project specification book division 1 "General Conditions" or some architects put in Division 2 "Site work"
- Full sets of Civil drawings, Full sets of foundation structural drawings and a floor plan indicating the occupancy use (The occupancy generates the loading per square foot), site plan, and elevations indicating the height. Structural loading is based on the use and the height reflects the number of stories etc. The floor plans should state the use and should state "NOT FOR CONSTRUCTION - REFERENCE ONLY" The elevations the same. "NOT FOR CONSTRUCTION - REFERENCE ONLY"
- We require them to sign a waiver that indicates they will pay for the plan review fees regardless whether construction continues beyond foundation.



Interoffice Memo

Date: June 24, 2019

To: Trustee Mueller, Chair
Community Development Committee
Dave Niemeyer, Village Manager

From: Patrick Hoban, Economic Development Manager

Subject: Advis Class 7a

BACKGROUND

Lyndean Brick (Applicant) of Advis, Inc. (Advis) plans to invest \$500,000 in the vacant 8,000 SF of commercial space of Springfort Hall located at 17200 Oak Park Avenue in Tinley Park. Advis plans to relocate its headquarters from Mokena, IL and 40 employees (35 FT and 5 PT) by January 1, 2020.

Founded and led by President and CEO, Lyndean Brick, Advis is a Woman Owned Small Business (WOSB) health care consulting firm that specializes in innovative revenue enhancement and savings protocols at the crossroads of regulation, compliance, and provider operations.

The Village of Tinley Park can expect Advis to increase property tax (the site currently has a vacancy assessment), and the employees to invest back into the community commercially by patronizing local establishments such as restaurants, gas stations, grocery stores, and more.



DISCUSSION

The Applicant is requesting a Class 7a incentive to occupy 17200 Oak Park Ave. (PIN: 28-30-301-056-0000). The Applicant has stated "but for . . ." the Class 7a reclassification they will not invest \$500,000 in the subject site. Cook County provides the Class 7a Incentive Program that allows the reclassification of properties to effectively lower their tax assessment from the commercial rate of 25% to the residential rate of 10%. Class 7a reclassifications provide an assessment of 10% of market value for the first ten (10) years, 15% in the 11th year, and 20% in the 12th year.

The Class 7a Incentive Program is intended to spur development in areas determined to be "in need of commercial development," commercial projects with total development costs, exclusive of land, under \$2 million, which would not be economically feasible without the incentive. The twelve-year incentive applies to all newly constructed buildings or other structures, including the land upon which they are situated. High property taxes are a primary reason for Class 7a incentives and the competition with Will County and Indiana taxes.

The building has been vacant for since 2011 when Cardinal Fitness converted to Charter Fitness and relocated. In 2016 the property taxes were \$91,000.

Incentive Policy Checklist

The following statements are in line with the Village or Tinley Park's incentive policy;

1. The developer will file the Cook County forms, plans to be a long-term owner/investor, and plans to comply with Village and County obligations of the Class 7a Incentive Program;
2. The project will create over 25 jobs outlined in section B-1; and
3. Due to its location in the Legacy District and inclusion in the New Bremen TIF, this project meets the Target Development Area Incentive Policy Requirement outlined in section B-8.

Strategic Plan Checklist

- Long-Term Complex, Tier 1 and Economic Development Strategy 4: See ongoing downtown development, and reinvestment continue.

Benefits

The project will be an enhancement to the Village by occupying an extended vacancy and strengthening our downtown.

REQUEST

Staff is seeking direction on the approval of a class 7a for Advis to occupy 17200 Oak Park Ave in Tinley Park. The Economic and Commercial Commission recommended this item for approval at their June 10, 2019 meeting. Staff is prepared to present this item for approval at the July 2, 2019 Village Board meeting.



Interoffice Memo

Date: June 10, 2019
To: Economic and Commercial Commission
From: Patrick Hoban, Economic Development Manager
Subject: Advis Class 7a

BACKGROUND

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The Village of Tinley Park can expect Advis to increase property tax (the site currently has a vacancy assessment), and the employees to invest back into the community commercially by patronizing local establishments such as restaurants, gas stations, grocery stores, and more.



DISCUSSION

The Applicant is requesting a Class 7a incentive to occupy 17200 Oak Park Ave. (PIN: 28-30-301-056-0000). The Applicant has stated "but for . . ." the Class 7a reclassification they will not invest \$500,000 in the subject site. Cook County provides the Class 7a Incentive Program that allows the reclassification of properties to effectively lower their tax assessment from the commercial rate of 25% to the residential rate of 10%. Class 7a reclassifications provide an assessment of 10% of market value for the first ten (10) years, 15% in the 11th year, and 20% in the 12th year.

The Class 7a Incentive Program is intended to spur development in areas determined to be "in need of commercial development," commercial projects with total development costs, exclusive of land, under \$2 million, which would not be economically feasible without the incentive. The twelve-year incentive applies to all newly constructed buildings or other structures, including the land upon which they are situated. High property taxes are a primary reason for Class 7a incentives and the competition with Will County and Indiana taxes.

The building has been vacant for since 2011 when Cardinal Fitness converted to Charter Fitness and relocated. In 2016 the property taxes were \$91,000.

Incentive Policy Checklist

The following statements are in line with the Village or Tinley Park's incentive policy;

1. The developer will file the Cook County forms, plans to be a long-term owner/investor, and plans to comply with Village and County obligations of the Class 7a Incentive Program;
2. The project will create over 25 jobs outlined in section B-1; and
3. Due to its location in the Legacy District and inclusion in the New Bremen TIF, this project meets the Target Development Area Incentive Policy Requirement outlined in section B-8.

Strategic Plan Checklist

- Long-Term Complex, Tier 1 and Economic Development Strategy 4: See ongoing downtown development, and reinvestment continue.

Benefits

The project will be an enhancement to the Village by occupying an extended vacancy and strengthening our downtown.

REQUEST

Staff is seeking direction on the approval of a class 7a for Advis to occupy 17200 Oak Park Ave in Tinley Park. Staff is prepared to present this item at the June 25 Community Development Committee meeting.

June 6, 2019

To Whom It May Concern:

Advis, Inc. is a healthcare consulting firm that was established in 1985. Advis is currently located in Mokena, IL, employing 35 full time, and 5 part time employees. The majority of the Advis consulting staff is made up of lawyers with expertise in various healthcare regulatory areas. Advis' non-consulting staff is made up of professionals with schooling in areas such as finance and marketing. The below two paragraphs are from our website at www.advis.com and explain a little more of who we are.

Today's healthcare delivery systems are highly technical and extremely complex. Regulatory and compliance issues, operational difficulties and financial challenges represent huge barriers for healthcare executives. Advis is your extension bringing a whole new level of creative expertise to translate these extreme complexities into smart solutions. We have a talented, experienced team of expert healthcare consultants ready to provide the forward-thinking you need to help you build the underlying vision and improve your bottom line.

In fact, it's in our new name, Advis. It speaks to our ability to give you an advantage by drawing on our expertise to advise you and help you build a vision that will meet your needs today, and into the future. But, that's really only part of it, because to achieve the bottom line improvements that we create for our clients, you need to know our path is different from all the other solution resources that exist out there.

Currently, Advis is searching for a new building to call home. Our search began with some very specific guidelines, one of which was to find a location in Will County due to a favorable tax situation as compared to Cook county. As we began our due diligence, we became aware of the Class 7A tax status which, if granted, would allow us to expand our search into Cook County. We are currently contemplating moving into space at 17200 S. Oak Park Ave. should we be able to obtain this status.

I believe Advis is the ideal company to move into the Tinley Park downtown area to add to the revitalization that is underway. I know our employees will both embrace and support the revitalization in many ways and I look forward to calling Tinley Park home for many years to come.

Sincerely,

A handwritten signature in cursive script that reads "Lyndean L. Brick". The signature is written in black ink and is positioned above the printed name.

Lyndean L. Brick



CLASS 7A
ELIGIBILITY APPLICATION

CONTROL NUMBER

Carefully review the Class 7a Eligibility Bulletin before completing this Application. For assistance, please contact the Assessor's Office, Development Incentives Department (312) 603-7529. This application, a filing fee of \$500.00, and supporting documentation must be filed as follows:

This application must be filed PRIOR TO the commencement of New Construction or the commencement of Substantial Rehabilitation Activities or PRIOR TO the Reoccupation of Vacant/Abandoned Property.

Applicant Information

Name: Lyndean L. Brick
Company: Advis, Inc. Telephone: (708) 478-7030
Address: 19065 Hickory Creek Dr. Suite 115
City: Mokena State: IL Zip Code: 60448
Email Address: lbrick@advis.com

Contact Person (if different than the Applicant)

Name: _____
Company: _____ Telephone: (_____) _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____

Property Description (per PIN)

If you are applying for more than three different PINs, please submit the additional PIN information in an attachment.

Street address: (1) 17200 S. Oak Park Ave.
Permanent Real Estate Index Number: PIN #'s on attachment
(2) _____
Permanent Real Estate Index Number: _____
(3) _____
Permanent Real Estate Index Number: _____
City: Tinley Park State: IL Zip Code: 60477
Township: Bremen Existing Class: 5-99

Identification of Persons Having an Interest in the Property

Attach a complete list of all owners, developers, occupants and other interested parties (including all beneficial owners of a land trust) identified by names and addresses, and the nature and extent of their interest.

Property Use

General Description of Proposed Property Usage Office space

Attach a detail description of the precise nature and extent of the intended use of the subject property, specifying in the case of the multiple uses the relative percentages of each use.

Attach legal description, site dimensions and square footage and building dimensions and square footage.

Include copies of materials, which explain the occupant's business, including corporate letterhead, brochures, advertising material, leases, photographs, etc.

Nature of Development

Indicate nature of the proposed development by checking the appropriate space:

- New Construction (Read and Complete Section A below)
- Substantial Rehabilitation (Read and complete Section A below)
- Occupation of Abandoned Property – No Special Circumstances (Read and complete Section B)
- Occupation of Abandoned Property – With Special Circumstances (Read and complete Section C)

A. If the proposed development consists of *new construction* or *substantial rehabilitation*, provide the following information:

Estimated date of construction commencement (excluding demolition, if any):	<u>9/1/2019</u>
Estimated date of construction completion:	<u>1/1/2020</u>
Total redevelopment cost, excluding land: \$	<u>\$500,000</u> <i>(Not to exceed \$2 million)</i>

Attach copies of the following: Pending economic feasibility of the purchase of building

1. specific description of the proposed new construction or substantial rehabilitation
2. current plat of survey for subject property
3. 1st floor plan or schematic drawings
4. building permits, wrecking permits and occupancy permits (including date of issuance)
5. complete description of the cost and extent of substantial rehabilitation or new construction (including such items as contracts, itemized statements of all direct and indirect costs, contractor's affidavits, etc.)

B. If the proposed development consists of the re-occupancy of *abandoned property*, provide the following information:

1. Was the subject property vacant and unused for at least 24 continuous months prior to purchase for value or substantial rehabilitation?

[] YES [] NO

When and by whom was the subject property last occupied and used?

Attach copies of the following documents:

- (a) sworn statements from persons having personal knowledge attesting to the fact and duration of vacancy and abandonment
- (b) records (such as statements of utility companies), indicating that the property has been vacant and unused and the duration of such vacancy

2. Application must be made to Assessor prior to reoccupation:

Estimated date of reoccupation: _____ Date of purchase: _____

Name of purchaser: _____

Name of seller: _____

Relationship of purchaser to seller: _____

Attach copies of the following documents:

- (a) sale contract
- (b) recorded deed
- (c) assignment of beneficial interest
- (d) real estate transfer declaration

C. If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the incentive where there was a purchase for value, but the period of *abandonment prior to purchase was less than 24 continuous months*, please complete section (1) below. If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the incentive where there was *no purchase for value*, but the period of abandonment prior to application was 24 continuous months or greater, please complete section (2) below.

1. How long was the period of abandonment prior to the purchase for value?

When and by whom was the subject property last occupied prior to the purchase for value?

- (a) Sworn statements from person having personal knowledge attesting to the fact and duration of vacancy and abandonment.
- (b) Records (such as statements of utility companies) which demonstrate that the

property was vacant and unused and indicated duration of such vacancy.

- (c) Include the finding of special circumstances supporting "abandonment" as determined by the municipality, or the County Board, if located in an unincorporated area. *Also include the ordinance or resolution for the Board of Commissioners of Cook County stating its approval for the less than 24-month abandonment period.*

Application must be made to Assessor prior to commencement of reoccupation of the abandoned property.

Estimated date of reoccupation: _____

Date of purchase: _____

Name of purchaser: _____

Name of seller: _____

Relationship of purchaser to seller: _____

Attach copies of the following documents:

- (a) Sale contract
- (b) Closing statement
- (c) Recorded deed
- (d) Assignment of beneficial interest
- (e) Real estate transfer declaration

- 2. Was the subject property vacant and unused for at least 24 continuous months prior to the filing of this application?

YES NO

When and by whom was the subject property last occupied prior to filing this application?

Attach copies of the following documents:

- (a) Sworn statements from persons having personal knowledge attesting to the fact and duration of vacancy and abandonment.
- (b) Records (such as statements of utility companies) which demonstrate that the property was vacant and unused and indicate duration of such vacancy.
- (c) Include the finding of special circumstances supporting "abandonment" as determined by the municipality, or the County Board, if located in an unincorporated area. *Also include the ordinance or resolution for the Board of Commissioners of Cook County stating its approval for lack of a purchase for value.*

Application must be made to Assessor prior to commencement of reoccupation of the abandoned property.

Estimated date of reoccupation: _____

Employment Opportunities

How many construction jobs will be created as a result of this development? TBD based on renovation

How many permanent full-time and part-time employees do you now employ in Cook County?

Full-time: 0 Part-time: 0

How many new permanent full-time jobs will be created as a result of this proposed development? 35

How many new permanent part-time jobs will be created as a result of this proposed development? 5

Local Approval

A certified copy of a resolution or ordinance from the municipality in which the real estate is located (or the County Board, if the real estate is located in an unincorporated area) must accompany this Application. The ordinance or resolution must expressly state that the municipality supports and consents to this Class 7a Application and that it finds Class 7a necessary for development to occur on the subject property. This resolution must expressly state that the five eligibility factors, which must be present to demonstrate the area is "in need of commercial development", are satisfied.

I, the undersigned, certify that I have read this Application and that the statements set forth in this Application and in the attachments hereto are true and correct, except as those matters stated to be on information and belief and as to such matters the undersigned certifies that he/she believes the same to be true.

Tyler J. Brink
Signature

6-6-19
Date

Lyndean L. Brick
Print Name

President / CEO
Title

**Note: If title to the property is held in trust or by a corporation or a partnership, this Class 7a Eligibility Application must be signed by the beneficiary, officer and/or general partner.*

INCENTIVES CLASS LIVING WAGE ORDINANCE AFFIDAVIT

Lyndean L. Brick as agent for the applicant set forth below, who is seeking a classification Incentive as referenced below, I do hereby state under oath as follows:

1. As the agent for the applicant set forth below, I have personal knowledge as to the facts stated herein.
2. The property identified by PIN(s) with commonly known address(es), listed in Exhibit A attached and herein incorporated, are/is the subject of a pending application/renewal (*circle as appropriate*) for one of the following development Incentives provided by the Code of Ordinances of Cook County, Chapter 74, Article II, Division 2, The Cook County Real Property Assessment Classification Ordinance, Sec.74-60 et seq., as amended
3. I have reviewed the Code of Ordinances of Cook County, Chapter 34, Article IV, Division 1 and The Cook County Living Wage Ordinance, Sec. 34-127 et seq., as amended (*the "Ordinance"*), and certify that the applicant is in compliance with the above referenced Cook County Living Wage Ordinance, due to one of the following options (*check as appropriate*):

Applicant is currently paying a living wage to its employees, as defined in the Ordinance.

OR

Applicant is not required to pay a living wage, pursuant to the Ordinance.

Further affiant sayeth not.

Lyndean L. Brick
Agent's Signature

Lyndean L. Brick, Pres./CEO
Agent's Name & Title

19065 Hickory Creek Drive Ste 115
Agent's Mailing Address

708-478-7030
Agent's Telephone Number

Lyndean L. Brick
Applicant's Name

19065 Hickory Creek Drive Ste 115
Mokena IL 60448
Applicant's Mailing Address

lbrick@advis.com
Applicant's e-mail address

Subscribed and sworn before me this 7th day of June, 20 19

Lisa Marie Janosek
Signature of Notary Public



0704 715059

EXHIBIT A

SHEET
2 OF 2
01-18-06

Landtech
Consultants Ltd.
ENGINEERING • SURVEYING • LAND PLANNING
PHONE (416) 491-8700 FAX (416) 491-8704

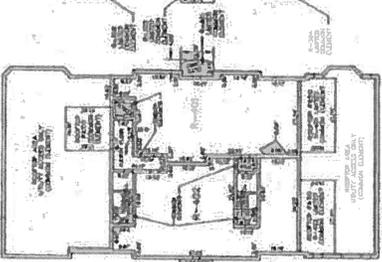
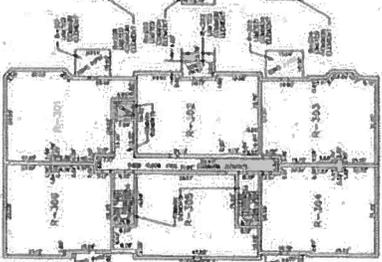
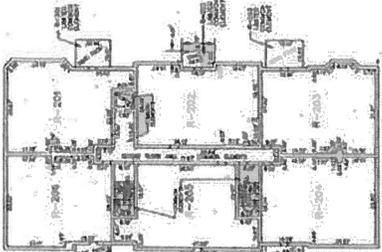
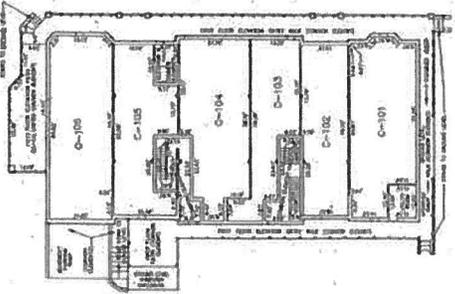
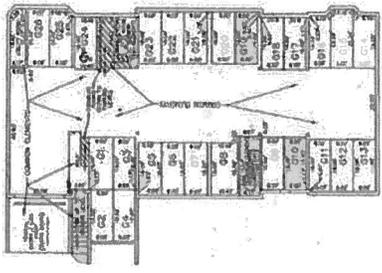
SPRING FORT HALL CONDOMINIUMS
CONDOMINIUM FLOOR / BUILDING INTERIOR
17150 OAK PARK AVENUE
TINLEY PARK, ILLINOIS

PREPARED FOR:
DOMLIN BUILDERS
WALTER BELKA
630-308-3300

FOR PROJECT 1888 LUDWIG CONDOMINIUMS

JOB NUMBER:
261211

2



BENCHMARK: BN OF SPRING HILL MANHOLE, ALONG THE FLING LINE OF WESTERN CORNER OF OAK PARK AVENUE, SOUTHEAST OF THE SOUTHEASTERN CORNER OF THE SUBJECT CONDOMINIUM BUILDING.
ELEVATION = 697.24

SEE - LIMITED COMMON ELEMENTS

DOCUMENT WITH THIS EXHIBIT

Public Record



Interoffice Memo

Date: June 21, 2019

To: Village Board

From: David Niemeyer, Village Manager

cc: Village Board
Pat Carr, Assistant Village Manager
Paula Wallrich, Interim Community Development Director
Patrick Connelly, Village Attorney

Subject: GovTemp Paula Wallrich Contract

It is recommended that the Village renew the Professional Services Agreement with GovTemps that expires August 31, 2019 to fill the position of Planning Manager in our Community Development Department.

As you are aware, at the June 4, 2019 Village Board meeting, Kimberly Clarke was promoted to Community Development Director and Paula was moved to the position of Planning Manager at approximately 32 hours/week. The attached contract renews Paula's service as Planning Manager through August 31, 2020 at a rate of pay of \$77.49/hour. (\$116.24 = overtime rate for work in excess of 40 hours/week) This rate, paid to GovHR, is a proposed 2.5% over the current \$75.60/hour she is receiving, that was effective June 10, 2019 through August 31, 2019. The actual rate paid to Ms. Wallrich, effective September 1, 2019, will be \$55.35/hour.

EXHIBIT A
Worksite Employee and Base Compensation

UPDATED: Effective June 10, 2019

WORKSITE EMPLOYEE: Paula Wallrich

POSITION/ASSIGNMENT: Interim Community Development Director (September 3, 2018) until such time as permanent Community Development Director is appointed.

TERM OF POSITION: Complete Term: September 3, 2018 – August 31, 2020.

BASE COMPENSATION: Interim Community Development Director. Rate: \$95.62 per hour. Estimated number of hours/week = 40. (\$143.43 = overtime rate for work in excess of 40 hours/week).

Planning Manager. Rate effective June 10, 2019 shall equal \$75.60. Estimated number of hours/week = 32. (\$113.40 = overtime rate for work in excess of 40 hours/week).

Rate effective September 1, 2019 shall equal \$77.49/hour. (\$116.24 = overtime rate for work in excess of 40 hours/week).

Employee to be paid for only hours worked. Hours worked shall be communicated via email to payroll@govtempsusa.com by the close of business on the Monday after the prior work week. The Municipality will be invoiced every other week and payment may be remitted via check or ACH.

GOVTEMPSUSA, INC.:

MUNICIPALITY:

By: 

By: _____

Date: June 20, 2019

Date: _____

This Exhibit A fully replaces all Exhibits A dated prior to the date of the Company's signature above.



Interoffice Memo

Date: June 24, 2019

To: Trustee Mueller, Chair
Community Development Committee
Dave Niemeyer, Village Manager

From: Daniel Ritter, AICP
Senior Planner

Subject: Recommendation to for Development Fee Increases

Background

Upon reviewing the appropriateness and adequacy of numerous Village fees, Community Development staff identified a number of commercial and development-related fees that were comparatively low. Staff looked at creating adequate fee levels that cover appropriate costs for new projects. Most of these fees have not been updated in over 10-20 years. Due to the time that has passed since the last updates, fees are extremely low and many do not cover a standard level of "hard" or "up-front" costs for most projects or services. For any fee, there is a policy decision to be made as to how much of the total cost of a project is covered by the fee.

Traditionally, municipalities (including Tinley Park) have not sought to charge an applicant all of the costs related to development projects because the review of projects is an appropriate use of the General Fund. It is assumed that projects performed for a fee will increase property values and quality of life for the subject property and residents. Most fees are usually set with the goal of covering any "hard" or "up-front" costs related to projects (postage, mailings, paper, third-party consultant fees, etc.) so that the Village's general fund is protected from incurring any costs from private projects that could also end up incomplete or abandoned. Due to decreasing revenue sources, many communities have begun to adopt a policy that private development projects should pay their own way and all associated costs so that existing residents are not subsidizing any portion of private projects.

The proposed fee increases are primarily those that are assessed for new development (commercial and residential) and commercial projects/events. The only increases to residential-related fees would be for a Variation request and the establishment of a minimum fee of \$50 for all building permits. The majority of fees that are proposed to be increased include those associated with public hearings, plan reviews, commercial building permits and new residential



construction. These fees are currently being subsidized at a high level by the general fund compared to the up-front and hard costs associated with each request.

Surrounding communities were included in the attached analysis to understand where each proposed fee level falls in comparison with our neighboring communities. For many fees, Tinley Park is currently the lowest. These comparisons show that there is room to cover a greater amount of the upfront costs while also ensuring that Tinley Park remains competitive within the commercial and development communities, while also protecting the general fund. Staff has made an initial recommendation for each fee that is either set at the average or slightly below average compared to our neighboring communities. Upon direction from the Committee, staff will draft the appropriate text amendments for the proposed fee increases.

Other departments and their appropriate Committees are also reviewing fees for other items including utility connections and usage of Police, Fire and Public Work Department staff for non-village special events. Individual departments will be presenting staff recommendations to their respective committees. After all committees have reviewed and made their recommendations a presentation will be made to the Committee of the Whole on July 16th.

While reviewing the fee levels, staff also encountered an issue that Village fees are scattered in many different codes and ordinances. This not only makes it very difficult for customers (residents, property owners, developers, contractors, etc.) to know where to find specific fee information but also makes it difficult to enforce or update fees consistently. To enhance staff efficiency and increase customer service, staff will also be recommending that a comprehensive fee schedule be developed in the Code of Ordinances which will list all fees charged by the Village. In addition to staff and customer clarity, the changes will make any future amendments easier to complete. The timing of these fee amendments will coincide with the overall Building Code update, which is expected to be adopted by the Village Board at the September 3, 2019 meeting.

Recommendation

Direct staff to make recommended increases to planning, zoning and building-related fees as listed below, to better cover upfront costs while remaining competitive with neighboring communities.

Attachments



Commercial & Development Fee Changes			
Fee Type	Current	Proposed	Recommendation
Planning			
Annexation	\$0	\$750 > 1 acre \$1500 1-5 acres \$3000 < 5 acres	Raise – based on staff time, upfront costs, and comparable communities.
Variation – Non-Residential	\$200	\$500 + \$75 per additional Variation	Raise - based on staff time, upfront costs, and comparable communities. Avoids repetitive or arbitrary requests. Clarify multi-request fees.
Variation – Residential	\$150	\$250 + \$75 per additional Variation	Raise - based on staff time, upfront costs, and comparable communities. Avoids repetitive or arbitrary requests. Clarify multi-request fees.
Rezoning	\$400	\$750	Raise - based on staff time, upfront costs, physical changes to maps, and comparable communities.
Special Use Permit / PUD	\$400	\$500	Raise - based on staff time, upfront costs, and comparable communities.
Site Plan Approval (Non-Residential & Multi-Family)	\$0	\$750 New \$300 Amendment	Raise – based on staff time, upfront costs, and comparable communities. Removal of other unused development fees below.
Plats (Preliminary, Final Subdivision, Easement, etc.)	\$1 per lot (min. 100 for preliminary; \$50 for final)	\$500 + \$5 per lot for multi-lot plats	Raise - based on staff time, upfront costs and comparable communities.
New Development Approval Not Including Public Improvements	\$300 acre, \$1,000 min.	Eliminate	Eliminate – Not Utilized in practice. Site Plan and Plat fees to replace.
Zoning or Subdivision Code Text Amendment	\$0	\$500	Raise - based on staff time, upfront costs and comparable communities. Avoids repetitive or arbitrary requests.
Building			
Commercial Building (New and Remodel) Permits	\$30 (\$100 to \$1,500) \$40 (\$1,500 to \$3000) \$50 (\$3,000 to \$6,000) \$80 (\$6,000 to \$12,000) \$110 (\$12,000 to \$18,000) \$130 (\$18,000 to \$24,000) \$160 (\$24,000 to \$30,000) \$160 + \$6/\$1,000 (\$30,000+) +\$50 per inspection	\$100 (\$0 to \$6,000) \$150 (\$6,000 to \$24,000) \$200 (\$24,000 to \$30,000) \$200 + \$8/\$1,000 (\$30,000+)	Raise – Based on staff review time and comparable communities (see attached Building Fee spreadsheet comparison).



Residential Remodel Permit	<p>\$30 (\$100 to \$1,500) \$40 (\$1,500 to \$3000) \$50 (\$3,000 to \$6,000) \$80 (\$6,000 to \$12,000) \$110 (\$12,000 to \$18,000) \$130 (\$18,000 to \$24,000) \$160 (\$24,000 to \$30,000) \$160 + \$6/\$1,000 (\$30,000+)</p> <p>+\$50 per inspection</p>	<p><i>Increase Minimum to \$50.</i></p> <p>\$50 (\$100 to \$6,000) \$80 (\$6,000 to \$12,000) \$110 (\$12,000 to \$18,000) \$130 (\$18,000 to \$24,000) \$160 (\$24,000 to \$30,000) \$160 + \$6/\$1,000 (\$30,000+)</p> <p>+\$50 per inspection</p>	<p>Raise Minimum - Based on upfront costs and staff review time.</p>
New Residential Building Permits	<p>\$550</p>	<p>\$100 (\$0 to \$6,000) \$150 (\$6,000 to \$24,000) \$200 (\$24,000 to \$30,000) \$200 + \$8/\$1,000 (\$30,000+)</p>	<p>Raise - Based on staff review time and comparable communities (see attached Building Fee spreadsheet comparison).</p>
Plan Review	<p>\$10.00 (\$100.00-\$1,500.00) \$20.00 (\$1,500.00-\$3,000.00) \$40.00 (\$3,000.00-\$6,000.00) \$50.00 (\$6,000.00-\$12,000.00) \$60.00 + \$2.00/\$1,000.00 (\$12,000.00+)</p> <p>Electric plan exam fee \$50/hour</p> <p>No plan review fee for new residential construction</p>	<p>5% of permit fee, \$50 min.</p>	<p>Raise - Based on staff review time and comparable communities (see attached Building Fee spreadsheet comparison). Change calculation method based on standard practice and ease of calculation.</p>
Permanent Signs	<p>Building - \$1/sf, \$25 min. per sign</p> <p>Zoning - \$1/sf, \$15 min. per sign</p> <p>+electrical fees</p> <p>*With two conflicting codes the smaller amount is used</p>	<p>\$1/sf, \$50 min per sign</p> <p>+electrical fees</p>	<p>Raise Minimum - Based on upfront costs and staff review time.</p>
Temporary Signs	<p>Building - \$15/sign</p> <p>Zoning - \$50/sign</p> <p>*With two conflicting codes the smaller amount is used</p>	<p>\$50/sign</p>	<p>Raise Minimum - Based on upfront costs and staff review and inspection follow-up time to ensure removal.</p>





VILLAGE OF TINLEY PARK

Planning and Zoning Fee Analysis

Fee Type	Department	Code location/ Ordinance #	Current Fee	Proposed Fee	Comments	Comparable (O = Orland Park, F= Frankfort, M = Mokena, N = New Lenox)
Annexation	Community Development	Zoning Code – N/A	\$0	\$750 > 1 acre \$1500 1-5 acres \$3000 < 5 acres	Raise – based on staff time, upfront costs and comparable communities.	O: \$750 – 1,350 N: \$1350 – 4100+ (+ \$200 Annexation Agreement) F: 750-3000+ M: \$800+
Variance - Commercial	Community Development	Zoning: Sec. X- G-2 (2007-O- 024)	\$200	\$500 + \$75 per additional Variation	Raise - based on staff time, upfront costs, and comparable communities. Avoids repetitive or arbitrary requests. Clarify multi-request fees.	O: \$500 N: \$850 F: \$300 M: \$1400 (includes separate Public hearing fee that can be split among multiple applicants)
Variance - Residential	Community Development	Zoning: Sec. X- G-2 (2007-O- 024)	\$150	\$250 + \$75 per additional Variation	Raise - based on staff time, upfront costs, and comparable communities. Avoids repetitive or arbitrary requests. Clarify multi-request fees.	O: \$500 N: \$350 F: \$200 M: \$1025 (includes separate Public hearing fee that can be split among applicants)

Rezoning	Community Development	Zoning: Sec. X-K (2007-O-024)	\$400	\$750	Raise - based on staff time, physical changes to maps and comparable communities.	O: \$500 N: \$600 – 2000+ F: \$800 M: \$1400-1800 (includes separate hearing fee)
Special Use Permit / PUD	Community Development	Zoning: Sec. X-J-3 (2007-O-024)	\$400	\$500	Raise - based on comparable communities.	O: \$500 N: \$850+ F: \$500 M: \$800
Site Plan (Includes site layout, architectural, landscaping and lighting)	Community Development	Zoning: Sec. III-U (1987-O-002)	\$0	\$500 New/First Approval \$300 Amendment	Raise – based on staff time, upfront costs, and comparable communities. Removal of other unused development fees below.	O: \$600-1500 + Landscape review fees \$2500-5000 N: \$250 + Landscape review fees of \$500-1050+ F: \$700 (\$100-300 amendment) M: \$350
Plats (Preliminary/Final Subdivision, Easement, etc.)	Community Development/PW	Subdivision: Sec. XIII-F (2007-O-041)	\$1 per lot (min. \$100 for preliminary; \$50 for final)	\$500 + \$5 per lot for multi-lot plats	Raise - based on staff time, upfront recording costs and comparable communities.	O: \$500 + 25 per lot N: \$150 + 25 per lot F: \$500 - 4000+ M: \$1600
New Development Approval Not Including Public Improvements	Community Development/PW	Subdivision: Sec. XIII-E (2007-O-041)	\$300 acre, \$1000 min.	Eliminate	Eliminate – Not Utilized. Combined with Site Plan and Plats.	N/A
Zoning or Subdivision Code Text Amendment	Community Development	Zoning and Subdivision Codes	\$0	\$500	Raise - based on staff time, upfront costs and comparable communities. Avoids repetitive or arbitrary requests.	

Developer/Commercial Building Permit Fee Comparisons

TYPE OF PERMIT	Village of Tinley Park	Recommendation	Average	Oakland Park	New Lenox	Homer Glen	Frankfort	Oak Forest	Elmhurst	Elgin	Mt. Vernon	Middlebush	Oak Lawn	Hoffman Estates
Building Permits - Residential Remodel	\$30 (\$100 to \$1,500) \$40 (\$1,500 to \$5,000) \$50 (\$5,000 to \$10,000) \$60 (\$10,000 to \$20,000) \$70 (\$20,000 to \$30,000) \$80 (\$30,000 to \$40,000) \$90 (\$40,000 to \$50,000) \$100 (\$50,000 to \$60,000) \$110 (\$60,000 to \$70,000) \$120 (\$70,000 to \$80,000) \$130 (\$80,000 to \$90,000) \$140 (\$90,000 to \$100,000) \$150 (\$100,000 to \$120,000) \$160 (\$120,000 to \$150,000) \$170 (\$150,000 to \$200,000) \$180 (\$200,000 to \$300,000) \$190 (\$300,000 to \$500,000) \$200 (\$500,000 to \$1,000,000) \$250 (\$1,000,000 to \$2,000,000) \$300 (\$2,000,000 to \$5,000,000) \$350 (\$5,000,000 to \$10,000,000) \$400 (\$10,000,000 to \$20,000,000) \$450 (\$20,000,000 to \$50,000,000) \$500 (\$50,000,000 to \$100,000,000) \$550 (\$100,000,000 to \$200,000,000) \$600 (\$200,000,000 to \$500,000,000) \$650 (\$500,000,000 to \$1,000,000,000) \$700 (\$1,000,000,000 to \$2,000,000,000) \$750 (\$2,000,000,000 to \$5,000,000,000) \$800 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Village of Tinley Park

Existing Building Department Fees Under \$50

General Building Permits (Commercial and Residential Remodels):

Construction Work Costing \$100 - \$1,499 = \$30

Construction Work Costing \$1500 - \$5,999 = \$40

Certificate of Occupancy - \$25

Change of Use Inspection - \$30

Signs - \$1/sf min \$25

Temp signs - \$15



Interoffice Memo

Date: June 24, 2019

To: Trustee Mueller, Chair
Community Development Committee
Dave Niemeyer, Village Manager

From: Paula J. Wallrich, AICP
Planning Manager

Subject: Text amendment – Banquet facilities

Background

The Tinley Park Zoning Ordinance currently regulates *Banquet Facilities* as a 'Permitted Use' in the Office and Restricted Industrial (ORI) and General Manufacturing (M-1) Zoning Districts. It is not identified as a Permitted or Special Use in any other district. There is no definition provided for *Banquet Facilities* however it is commonly defined as a "facility that is available for lease for private functions including, but not limited to, banquets, weddings, anniversaries and other similar celebrations. Such use may or may not include on-site kitchen or catering facilities".¹

Village Staff recently received a request for a banquet facility in the Neighborhood Shopping District (B-1) District. Per the current code, this is not be permitted. In review of other zoning codes in similar communities, *Banquet Facilities* are often permitted in business districts with the size of the facility dictating whether it is considered a Permitted or Special Use.

Staff is recommending the Community Development Committee consider amending the Zoning Ordinance to allow *Banquet Facilities* as a Special Use in the B-1, B-2, B-3, and B-4 Districts with limitations related to the size of the facility. In addition, staff is recommending the addition of specific parking requirements related to *Banquet Facilities* as a means to mitigate any potential impact on surrounding land uses.

Discussion

Text amendments are necessary to keep the Zoning Ordinance current with new uses, implement new policies, and to ensure that the Zoning Ordinance furthers its purpose of promoting the health, safety, and general welfare of the public. When analyzing a text amendment, staff must be cautious not to amend the code for a single circumstance. This often leads to disproportionate regulation and potential conflicts in other areas of the code.

1. Michael Davidson and Fay Dolnick, A Planner's Dictionary, Planning Advisory Service Report Number 521/522 , April 2004, 77-78

There are inherent mechanisms in the code that already provide flexibility to consider unique or new uses. For example, all of the business districts provide the opportunity to consider *"other similar or compatible uses"* as a Special Use. Staff investigated working within the current constraints of the ordinance and analyzed whether a *Banquet Facility* is consistent (or similar and compatible) with any other identified uses. Two uses were considered (*Private Clubs and Lodges* and *Meeting Halls*), yet neither provided adequate direction for the placement of *Banquet facilities* in the various Business Districts.

In the Medium Density Residential (R-6) and High Density Residential (R-7) Districts *"Private Clubs and Lodges"* are allowed as a Special Use, however no definition is provided for "lodges", and "club" is defined as *"an organization of persons for special purposes or for the promulgation of agriculture, sports, arts, science, literature, politics or the like, but not for profit."* *Banquet Facilities* are traditionally operated as for-profit enterprises. Therefore, staff does not recognize *Banquet Facilities* as a *"similar or compatible use"* to *"Private Clubs and Lodges"*.

A *Meeting Hall*, defined as *"a building or a portion of a building in which facilities are provided for civic, educational, political, religious, or social purposes"*, is allowed as a Special Use in the Community Shopping District (B-2) District and as a Permitted Use in the General Business and Commercial (B-3) and ORI districts. There is no reference to size and in the B-2 district it restricts a *Meeting Hall* to areas *"only when located above or below the ground floor or when located fifty (50) feet or more back from the front of the building."* Staff does not believe the definition or restrictions for *Meeting Hall* is consistent with the generic definition or intent of *Banquet Facilities*. It also does not provide direction for use in the B-1 District.

After much discussion and debate, it became obvious to Staff that *Banquet Facilities* needed to be addressed as a distinct use with distinct characteristics that may or may not be compatible with other uses identified in the Zoning Ordinance. Staff recommends providing for *Banquet Facilities* with restrictions related to the size of the facility and associated parking ratios.

Zoning Research

As stated above, *Banquet Facilities* are allowed as a permitted use in the ORI and M-1 districts. The ORI District is intended to *"provide land for medium to large office buildings, research activities, and non-objectionable industrial activities which are attractively landscaped and designed to create a "park-like" setting. The low intensity and limiting restrictions are intended to provide for permitted uses which will be compatible with adjacent residential and commercial developments."* The M-1 District is intended to *"provide for those industrial activities that have moderate environmental effects and are located in areas relatively removed from residential and prime retail development."*

Typically, *Banquet Facilities* maximize their potential for lease by providing adequate area to accommodate large groups or have the ability to be divided for smaller functions. Due to the potential for significant parking or traffic impacts resulting from a large event, staff assumes the authors of the current ordinance limited *Banquet Facilities* to areas in the ORI and M-1 districts where more intense uses can be accommodated. Permitting *Banquet Facilities* in these two districts takes advantage of the larger lots, more intense uses, parking requirements and often the transportation systems that can accommodate the episodic flow of traffic related to this use.

Staff analyzed the five Business Districts for compatibility with *Banquet Facilities* and provides the following for your consideration:

B-1 Neighborhood Shopping District is intended to provide areas for retail and service establishments to supply convenience goods or personal services for the daily needs of the residents living in adjacent residential neighborhoods. The district is designed to encourage shopping centers with planned off-street parking and loading and to provide for existing individual or small groups of local stores. There are limited areas currently zoned B-1; the majority are located on 80th Ave and the intersections of 167th, 171st and 179th Streets and at the intersection of 171st and 88th Avenue—all of which are close proximity to residential areas. The other parcel zoned B-1 is at the intersection of 159th Street and 76th Avenue (Bremontowne mini-mall).

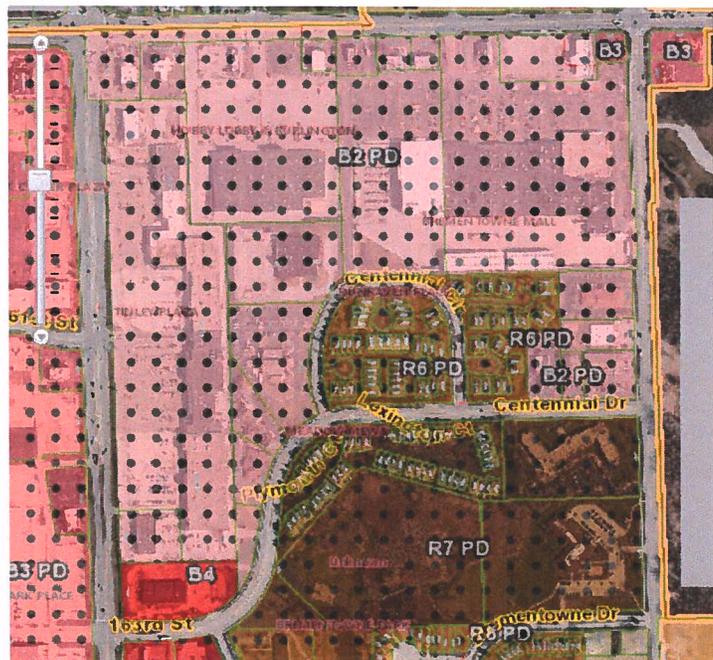


Bremontowne mini-mall

This property is unique in that it fronts one of our major commercial corridors (159th Street) which has a 4-lane cross-section.

Staff recommends *Banquet Facilities* be allowed in the B-1 District as a **Special Use provided the use occupies a structure no greater than 5,000 SF**. Parking requirements will be addressed in a separate section below.

B-2 Community Shopping District is intended to provide for a wide variety of related retail-type businesses along with personal uses and other complementary uses. The permitted uses would serve not only nearby residential areas, but also people in neighboring communities and transients for goods and services usually found in larger shopping centers. Comparison shopping is to be emphasized and highway-oriented uses are to be discouraged. The only area zoned B-2 in Tinley Park is the area fronting 159th Street between Harlem and Oak Park Avenues. This area includes the Bremontowne Mall (Menard's) and Tinley Plaza (Walt's). Again this property fronts major commercial corridors (159th Street and Harlem Avenue). These properties were



developed as Planned Unit Developments (PUD) which provide additional flexibility with zoning regulations.

Staff recommends *Banquet Facilities* be allowed in the B-2 District as a **Special Use provided the use occupies a structure no greater than 7,500 SF**. Parking requirements will be addressed in a separate section below.

B-3 General Business and Commercial District is designed to accommodate *a wide range of specialized commercial uses, including highway-oriented services and commercial types of establishments to serve the needs of motorists. This district is intended to include those uses which would not be compatible in a neighborhood or community-type shopping center.* The Village has several areas zoned B-3 which are primarily located along major transportation systems, such as LaGrange Road and Harlem Avenue. These properties are typically larger and have been developed as part of a larger center or PUD such as Brookside Marketplace or the Convention Center. There are several large vacant properties zoned B-3 including property along LaGrange Road at 183rd Street, south of I-80 and east of Harlem Avenue and the area on the south side of 191st Street at 80th Avenue. There are also some large vacant buildings that are zoned B-3 such as the K-Mart building.

Staff recommends *Banquet Facilities* be allowed in the B-3 District as a **Permitted Use provided the use occupies a structure no greater than 30,000 SF. A Special Used will be allowed for Banquet Facilities occupying a structure greater than 30,000 SF but not greater than 50,000 SF.** For reference, the Tuscany Falls Banquet Facility in Mokena (9425 W. 191st Street) is located in a 28,000 SF building. Parking requirements will be addressed in a separate section below.



Tuscany Falls Banquet Facility, 9425 W. 191st Street

B-4 Office and Service Business District is intended for *areas used primarily to provide office space for service-type businesses. Certain commercial uses, which conform to the pattern of the district and are compatible with the types of services provided, are also permitted. This district is normally small in size and is intended to serve as a buffer or transition between residential and commercial areas.* The majority of the areas zoned B-4 have been developed with office uses (with the exception of Rubino's Plaza at Oak Park Ave and 167th) and are located along Harlem Ave at 163rd, 167th and 171st Streets and along LaGrange Rd at 175th Street. There are no significant vacant parcels zoned B-4.

Staff recommends *Banquet Facilities* be allowed in the B-4 District as a **Special Use provided the use occupies a structure no greater than 5,000 SF**. Parking requirements will be addressed in a separate section below.

B-5 Automotive Service District is intended to provide certain areas *for automotive service and related types of uses. The district is intended to be located along major thoroughfares where adequately sized and properly located parcels of land will allow for adequate setbacks, clear vision, and safe ingress and egress.* The majority of property zoned B-5 is clustered along 159th Street. These properties are targeted for automobile uses.

Staff recommends *Banquet Facilities* be **prohibited** in the B-5 District.

Parking:

Staff has conducted preliminary research on parking requirements for *Banquet Facilities*. Orland Park and Oak Brook require 1 space/100 SF of banquet use. The American Planning Association cites parking requirements for several communities in their publication Parking Standards, American Planning Association, Planning Advisory Service (PAS) Report 510/511 with ranges from 1 space/100 SF to 1 space/200 SF. Some communities base their requirements on seating capacity, however unless it is fixed seating this number will fluctuate and is difficult to enforce. Parking requirements are often the issue that can impact adjacent uses in a negative way; therefore staff believes the parking requirements reflect the context of the area and ensure that adequate on-site parking can be accommodated in those districts most adjacent to residential uses.

Staff recommends a parking requirement of **1 space/100 SF in the B-1 and B-4 districts, ORI and M-1 Districts** and **1 space/200SF in Districts B-2 and B-3 provided there is shared parking opportunities with adjacent uses.**

**PUBLIC
COMMENT**

ADJOURNMENT