

**NOTICE OF SPECIAL MEETING
OF THE ECONOMIC DEVELOPMENT
& MARKETING COMMITTEE**

A Special Meeting of the Economic Development & Marketing Committee is scheduled for Tuesday, October 24, 2017, beginning at 6:30 p.m. in the

Council Chambers located at the
Village Hall of Tinley Park
16260 South Oak Park Avenue
Tinley Park, Illinois

A copy of the agenda for this meeting is attached hereto and can be found at www.tinleypark.org.

Kristin A. Thirion
Clerk
Village of Tinley Park

**NOTICE OF SPECIAL MEETING OF THE
ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE**

Notice is hereby given that a special meeting of the Economic Development and Marketing Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 6:30 p.m. on Tuesday, October 24, 2017, in the Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

The agenda is as follows:

1. OPEN THE MEETING.
2. CONSIDER THE APPROVAL OF THE MINUTES OF THE SPECIAL ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE MEETING HELD ON AUGUST 1, 2017.
3. DISCUSS NEW VILLAGE WEBSITE.
4. DISCUSS DOWNTOWN INCENTIVE/GRANT PLAN.
5. DISCUSS RFQ – WAYFINDING.
6. DISCUSS RENTAL OF HOLIDAY MARKET TENT.
7. DISCUSS ORDINANCE REGARDING THE CREATION OF A STAND-ALONE BRANDING AND MARKETING COMMISSION.
8. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Special Meeting of the Economic Development and Marketing Committee
August 1, 2017 – 6:40 p.m.
Council Chambers at
Tinley Park Village Hall
16250 S. Oak Park Ave.
Tinley Park, IL 60477

Members Present: C. Berg, Chair
M. Pannitto, Village Trustee
M. Mangin, Village Trustee

Members Absent: None

Other Board Members Present: M. Glotz, Village Trustee

Staff Present: D. Niemeyer, Village Manager
P. Connelly, Village Attorney
B. Bettenhausen, Village Treasurer
D. Framke, Marketing Director
R. Zimmer, Assistant to Mayor
L. Valley, Executive Assistant
L. Godette, Deputy Clerk
T. Woolfalk, Commission Secretary

Item #1 - The Special Meeting of the Economic Development & Marketing Committee was called to order at 6:40 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE MEETING HELD ON JUNE 27, 2017 – Motion was made by Trustee Mangin, seconded by Trustee Pannitto to approve the minutes of the Economic Development and Marketing Committee Meeting held on June 27, 2017. Vote by voice call. Chairman Berg declared the motion carried.

Item #3 – DISCUSS VILLAGE EXCHANGE AND ALTERNATIVE RESIDENT COMMUNICATIONS – Marketing Director Donna Framke presented the history of the Exchange which was developed in the mid-1970s to serve as the primary Village news delivery vehicle to all Tinley Park residents. Currently printed twice per year (spring/summer and fall/winter), each issue of the publication costs the Village approximately 150 hours of staff time (to coordinate, write, edit and design); \$11,400 to print and \$4,600 to mail (Postal Patron carrier route). While this publication does provide an opportunity to send information to every household, by today's standards it is a much more passive way to do so.

Donna Framke asked for the Committee's input on the suggestion of transitioning the Exchange publication at the start of the fiscal year. This would be cost neutral to printing one edition of the Exchange. She asked that we redirect the remaining resources into a monthly video news program (which could also be called "The Exchange") that will air on YouTube and Tinley Park Television. The program would deliver all the same information as the current Exchange publication but will be more timely and engaging than its printed counterpart. Beyond cost savings, presenting information in this medium will allow the flexibility of linking it with our current marketing communication channels.

**Minutes
Special Meeting of the
Economic Development and Marketing Committee
August 1, 2017**

Donna Franke recommended that the Committee consider the possibility of increasing the following to every two weeks. The potential video segments would include:

The Mayor's Corner
Village Clerk Report
For the Record
Video PSAs
Department Spotlight
Commission Spotlight
News and Events
Local Music Spotlight
Around Town Local

Trustee Mangin noted that he likes the idea that residents would receive one publication per year to receive updates. Trustee Pannitto also liked the idea but is concerned that some residents are not receiving internet access and asked if there are any additional publications that could come out more than once annually. Marketing Director Donna Franke noted the Water Quality Report which is a required publication and explained that in the past, a post card has been sent to residents directing them to the website. However, residents can request a hard copy and it would be mailed.

Chairman Berg asked if residents could receive a subscription to receive the annual report and the Marketing Director stated this can be done.

Trustee Berg directed Staff to move forward with this plan to transition the Exchange publication into an annual report published at the start of the fiscal year.

Item #4 – RECEIVE COMMENTS FROM THE PUBLIC - There were no comments from the public.

ADJOURNMENT

Motion was made by Chairman Pannitto seconded by Trustee Mangin to adjourn this Special Meeting of the Economic Development and Marketing Committee. Vote by voice call. Chairman Berg declared the motion carried and adjourned the meeting at 6:46 p.m.

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Interoffice Memo

Date: October 19, 2017

To: Economic Development and Marketing committee

From: Donna Framke

Subject: Village website redesign - update

Donna Framke will provide a visual update of the new Village website redesign to the the Economic Development and Marketing committee.



Interoffice Memo

To: Economic Development and Marketing Committee

Cc: David Niemeyer, Village Manager
Paula Wallrich, Interim Community Development Director

From: Ellen Weber, Interim Planner
Patrick Hoban, Economic Development Manager
Donna Framke, Marketing Manager

Date: October 24, 2017

Subject: Oak Park Playbook Program

The Village of Tinley Park is committed to assuring the long term viability of the community, assisting with business start-up, and supporting tourism. The Village desires a signature downtown where residents meet, entertain, shop, and dine.

To accomplish this, the Mayor asked staff to create a score of incentive programs to encourage business owners to spur investment and improvement of properties within the Legacy Zoning Districts. Key goals for these incentive programs are:

- Strengthen the pedestrian friendly business district
- Create a stronger synergy of specialty dining and retail
- Maintain safe buildings with distinctive architecture and signage
- Improve economic viability and competitiveness of existing buildings
- Spur start-up, attraction, and expansion of sales tax producing businesses
- Build public spaces with an orientation to music and entertainment
- Enhance the aesthetics of the entire corridor, including the landscaping on residential properties

Funding for these programs is recommended to be from Tax Increment Finance with potential to also use General Funds. Use of the latter is allowed for by State Statute as a means to incentivize economic development. The purpose of TIF is to provide assistance where "but for" that assistance the development will not occur.



In the case of competition for funding greater than funds available, the following factors shall be taken into consideration to rank businesses:

- Presence of extraordinary development/redevelopment costs such as remodeling/demolition, environmental remediation, infrastructure expansion costs
- Proposed increase in employment
- Quality of development and overall aesthetics which are in excess of current code requirements

Attached to this memorandum is a write-up of each of the proposed Oak Park Playbook incentive programs. A summary of each proposed Grant Program is as follows:

Amplify Tinley Retail Grant Program: As drafted the new program would be TIF funded and used to recruit targeted specialty retailers (which will complement existing businesses) or to help existing businesses (expanding 20% or more) that increase the vitality of downtown. The intent is to help businesses that will **Amplify** the vitality of Downtown Tinley Businesses would be an entertainment use, an applicant with a proven business track record, have potential to become a strong destination, or enhance the pedestrian experience.

More than just façade and signage elements, the program seeks to assist start-up of small independent retailers and is designed to assist both new and expanding businesses with expenses generally associated with a move into new commercial space. This includes build-out, signage, display windows, and display cases. The intent is to free up capital for cash flow. As some downtown buildings have insufficient utility services, upgrade of utility connections is also an eligible use (for example upgrading a water or electric service). Businesses could be eligible to up to \$20,000 in assistance.

Assistance would be limited to certain business types targeted for their potential to enhance the vitality of the business district and build the Village brand of "Life Amplified." Grant recipients will be successful existing businesses expanding to a footprint which is 20% greater than their existing, or one of these business types:

- Music oriented retail and services
- Book store
- Boutique Grocer
- Coffee Shop
- Downtown lodging – boutique-style hotel
- Independent restaurants
- Indoor music venue
- Microbrewery
- Microdistillery
- Winery
- Movie theater
- Specialty retailers

The Façade Improvement Program: Proposed is a revision of the existing program. It is intended to assist owners of existing buildings and expands the list of eligible uses. Preference will be given to buildings which are restoring the building to the historic grace with which it was built, removing false facades and elements which were not original architectural design, and improving the character of the property. As proposed, it would remove basic maintenance functions such as tuck pointing.

Eligible businesses or property owners may receive up to \$35,000 in matching grant funds for exterior building improvements which increase the pedestrian focus, historic character, design quality, and vitality of Downtown Tinley. Landscaping and signage have been added as eligible uses.

Main Street Sign Grant Program: This program proposes expand the original Projecting Sign program approved by the Main Street Commission in 2016 to incentivize pedestrian oriented signage for businesses wishing to remove non-conforming signage. The program goal is to enhance the pedestrian-orientation of the downtown and improve the aesthetic quality of the Village's historic business district. The goal is to introduce creative and attractive signs that compliment downtown buildings and support the pedestrian-orientation of the downtown. The incentive program would provide a grant of up to 50% of approved signage design, materials, fabrication, and installation costs, up to a maximum of \$5,000 per business. Businesses taking advantage of the grant would remove non conforming signage.

Fire Code Assistance Program: This program would assist owners of properties built prior to 2007 with installation of Sprinkler and Fire Alarm systems. The program would improve the safety of our older buildings, protect property values, and improve economic viability of older structures. Compliance with the Fire Code and the Accessibility Code often stop a property owner from making any improvement in the property.

Increasing Fire Safety downtown and Accessibility is a benefit to the entire district. The loss of one historic structure can often lead to a domino of impact to neighboring properties. Every new improvement project improves value for the entire block. Assistance would be a matching grant of 50% of the cost of the fire suppression costs up to a maximum of \$35,000 with an additional \$2,000 towards the installation of fire alarm. Properties for which a "retrofit" agreement is in place between the owner and the Fire Department would be eligible.

Oak Park Avenue Four Season Landscape Grants: These grants are proposed to assist owners of residential properties and commercial properties on the major arterial road leading to Downtown Tinley. Additional landscaping in the front yard with four season interest will improve the aesthetics of the corridor and provide buffer to the street. The Grant would provide up to \$1,000 for the planting of salt resistant Trees, Shrubs, and native perennials in the front yard of residential properties and up to \$5,000 for the planting of salt resistant Trees, Shrubs, and native perennials in the front yard of commercial properties.

These proposed grant programs were discussed by the Main Street Commission at the October 18, 2017 meeting. The Commission received the programming ideas favorably and expressed appreciation for the proposed assistance to the business district. They recommend the programs be adopted and funded, and marketed to the business community. Staff recommends the Village move forward with these programs, budgeting up to \$350,000 per year which could allow 10 plus projects a year. Projects of a scope larger than any individual program allowed could be assisted through a TIF redevelopment agreement which considers the incremental value the project would bring to the Village.

Staff is requesting input and direction to move these programs forward. This could include confirmation of the program names, goals and intent, program terms, eligible/ineligible uses, potential repayment terms, and review process. The Committee should consider an annual funding amount, and if there would be a limitation for any individual business or property owner to access the programs.

Matrix for Oak Park Playbook

Proposed Grant Programs

Draft - October 24, 2017

The following score of grants are proposed as prototypes to assist with the improvement of the Legacy Districts. Projects Design will comply with the *Downtown Tinley Design Guidelines* and *Downtown Tinley Projecting Sign Guidelines*.

Eligible businesses and properties located are within the Legacy Plan zoned districts:

- **Downtown Core (DC)** – intended to promote taller, mixed-use development in the vicinity of the Oak Park Avenue train station.
- **Downtown Flex (DF)** – intended to retain the small scale character of the established commercial and residential structures on specific blocks.
- **Downtown General (DG)** – intended to help transition existing single-family homes and commercial uses into multi-family uses.
- **Neighborhood General (NG)** – intended to help transition single-family houses and commercial uses into multi-family uses.
- **Neighborhood Flex (NF)** – intended to help create a mix of commercial and multi-family uses to anchor the north and south ends of the Legacy Code Area.



Funding for these programs could be from the General Fund, Tax Increment Finance, and where applicable (utility extensions) – the Water Fund.

Program Name, Intent, Goal, and Criteria	Eligible Uses	In-Eligible Uses	Terms	Codes Applications	Process
<p>Main Street Sign Grants</p> <p>Intent: Assist businesses wishing to remove non-conforming signage and add pedestrian oriented signage.</p> <p>Goal: Introduce creative and attractive signs that compliment downtown buildings and support the pedestrian-orientation of the downtown.</p> <p>Participating businesses will remove non-conforming signs before grant payment. If requests exceed funds, priority will be given to businesses who are:</p> <ol style="list-style-type: none"> 1. Removing ground signs, 2. Removing other non-conforming signs, and/or 3. Adding projecting signs . 	<p>SIGN TYPES Only pedestrian oriented signage:</p> <ul style="list-style-type: none"> • projecting signs, • attached sign • window lettering and graphics • freestanding Signs with a 10' setbacks <p>SIGN ELEMENTS</p> <ul style="list-style-type: none"> • sign design • fabrication • installation • materials/labor • removal of non-conforming signage and restoration of affected site or building 	Other sign types not listed as eligible.	<p>Matching Grant up to 50% of approved signage design, materials, fabrication, and installation cost.</p> <p>Maximum of \$5,000 per business.</p> <p>*all businesses in a multi-tenant center may apply.</p> <p>If business leaves town within 3 years to re-open in another location and takes sign with, they will repay the Village on a pro-rata share:</p> <ul style="list-style-type: none"> ▪ 100% if before 1 year ▪ 50% if 2 years but before 3 years ▪ 25% if after 2 years but before 3 years 	<p>Design to these codes:</p> <ul style="list-style-type: none"> • Legacy Sign Code • Village Sign Code Chapter is sometimes pertinent • Downtown Sign Guidelines <p>Applicant Packet to include:</p> <ul style="list-style-type: none"> • Downtown Design Guidelines • Village of Tinley Park Projecting Sign Guidelines • Sign Incentive Application • Sign permit application • Village of Tinley Park Sign Permit Application • Sample Agreement Form 	<p>Intake: Econ Dev Application</p> <p>Review Body: Com Dev</p> <p>Approve: Main Street Commission Written Agreement Ordinance by VB</p> <p>*Main Street Commission review proposals for existing buildings</p> <p>*Plan Commission Review for new construction</p> <p>MSC will review incentive requests within the Legacy Plan zoned districts.</p> <p>Building Department permit process</p> <p>Work Completed, receipts verified, reimbursement.</p>

<p>Façade Improvement Grants</p> <p>Intent: Assist owners of existing businesses, or businesses within them in upgrading their building facades.</p> <p>Goal: Improve the appearance of existing buildings. Preference will be given to buildings which are restoring the building to the historic grace with which it was built, removing false facades, and elements which were not original architectural design.</p> <p>Businesses may also concurrently apply for Fire Code Grants.</p>	<ul style="list-style-type: none"> • Building additions in the front yard • Outdoor dining and open public space • Various facade treatments (i.e. cornices, latticework, shutters etc.) • Siding • Painting • Exterior lighting • Signs and facade graphics • Windows and doors • Canopies and awnings • Front yard landscaping 	<ul style="list-style-type: none"> • Sandblasting • Routine Maintenance • architectural design costs • permit fees, building fees • additional architectural work • construction review fees 	<p>Matching Grant up to 50% of approved activities.</p> <p>\$35,000 Max per building.</p> <p>*requests for assistance for larger projects would be based on an individual TIF Agreement which would be based upon new increment created.</p>	<p>Design to these codes:</p> <ul style="list-style-type: none"> • Current Village Building Code • Legacy Plan • Legacy Sign Code • Downtown Design Guidelines • Fire Department <p>Applicant Packet to include:</p> <ul style="list-style-type: none"> • Façade Grant Program Description • Downtown Design Guidelines • Village of Tinley Park Projecting Sign Guidelines • Sign Incentive Application • Village of Tinley Park Sign Permit Application • Sample Agreement Form • Building permit application • Sign permit application • Sample Agreement Form 	<p>Intake: Econ Dev Application</p> <p>Review Body: Com Dev</p> <p>Approve: Main Street Commission Written Agreement Ordinance by VB</p> <p>*Plan Commission Review for new construction</p> <p>Building Department permit process</p> <p>Work Completed, receipts verified, reimbursement.</p>
<p>Fire Code Grants</p> <p>Intent: Assist owners of existing buildings or business tenants, with installation of fire suppression systems and/or fire alarms.</p> <p>Goal: Improve the safety of our older buildings, protect property values, and improve economic viability of older structures, and remove barriers that might stop a property owner from making any improvement in the property.</p>	<ul style="list-style-type: none"> • Fire Sprinkler Systems • Fire Alarm Systems • Water Supply for system • Design costs of the improvements <p>Properties with Retrofit Agreements would be eligible.</p> <p>Property owners can apply for a Fire Alarm grant without a Sprinkler system in place.</p>	<ul style="list-style-type: none"> • Permit fees • Review fees 	<p>Matching Grant up to 50% of cost</p> <p>\$35,000 Max for fire suppression per building. Additional \$2,000 for fire alarms . Fire alarm assistance would be available to buildings without a sprinkler system if not undergoing change of use or change of owner review, but desiring the safety improvement.</p>	<p>Design to these codes:</p> <ul style="list-style-type: none"> • current Fire Code • current Village Building Code <p>Applicant Packet to include:</p> <ul style="list-style-type: none"> • Fire Code Incentive Program Description • Building Permit (or Fire specific) Application • Sample Agreement Form 	<p>Intake: Econ Dev</p> <p>Review Body: Fire Department Fire Prevention Bureau Application</p> <p>Approve: Main Street Commission Written Agreement Ordinance by VB</p> <p>Building Department permit process</p> <p>Work Completed, receipts verified, reimbursement.</p>
<p>Amplify Retail Forgivable Loan</p> <p>Intent: Incentivize the expansion of existing Tinley businesses and attract targeted retail, entertainment and dining uses.</p> <p>Program Requirements: Recipients agree to these conditions:</p> <ul style="list-style-type: none"> • Existing Tinley Park businesses must be expanding 20% or greater • New Businesses must be sales tax producing businesses serving an under-served business segment, complimenting existing businesses, and/or strengthening the Village's brand and positional as a tourism destination. <p>The targeted use must be the <i>principle</i> use and not accessory to the proposed business.</p>	<ul style="list-style-type: none"> • Signage • Interior or exterior lighting • Display window improvements enhancing the retail presence on the Street. • Utility service upgrades • Tenant improvements • Up to 10% of the grant may be used for soft 	<ul style="list-style-type: none"> • Vehicles • Inventory • Incorporation and Organization Expenses, Financing or Legal Fees (i.e. loan packaging fees, application fees) • Building/Site acquisition • Rent • Working Capital • Moving Expenses 	<p>Forgivable 50% Matching Funds Loan.</p> <p>\$20,000 max per business.</p> <p>Repayment of Loan should the Business Fail: 3 year tenant lease for biz to be in space at least three (3) years after occupancy approved or ordinance approved (whichever is later).</p> <p>If the tenant closes before the (3) year term, the business shall repay the following % of funds awarded:</p>	<p>Design to these codes:</p> <ul style="list-style-type: none"> • All current Building/Fire/Plumbing Codes • Legacy Code • Downtown Design Guidelines <p>Applicant Packet to include:</p> <ul style="list-style-type: none"> • Amplify Retail Grant Program Description • Downtown Design Guidelines • Village of Tinley Park 	<p>Intake: Econ Dev Application</p> <p>Review Body: Com Dev Review Committee (TBD)</p> <p>Approve: Main Street Commission Written Agreement Ordinance by VB</p> <p>Building Department permit process</p> <p>Work Completed, receipts verified, reimbursement.</p>

<ol style="list-style-type: none"> 1. Music oriented retail and services: <ul style="list-style-type: none"> • Instruments and Sheet Music • Recording Studio • Vinyl Record Store • Music School • Dance Studio 2. Book store 3. Boutique Grocer 4. Coffee Shop 5. Downtown lodging – boutique-style hotel 6. Independent restaurants: International, American Classics, Seafood 7. Indoor music venue 8. Microbrewery, Microdistillery, Winery 9. Movie theater 10. Specialty retailer such as: <ul style="list-style-type: none"> • Specialty foods: Spice shop, Cheese, Olive Oil/Vinegars, etc. • Butcher or Seafood shop • Kitchen wares / Cooking Classes <ul style="list-style-type: none"> • Minimum 3 year lease for first floor retail location along a public street • No grant if business, individual or property associated with project is in violation of Village codes, ordinances, or overdue in any payments to the Village. • Must complete the improvements and be (re)opened for business within six (6) months from the date of the grant approval unless extended by the Village Board. • Work will be via a competitive contract, not performed by the applicant, or by a business related to applicant or with financial interest in the business (without written permission from the Village Manager, and a demonstration that they are qualified to do work and that labor savings is substantial). • Recipient businesses will meet with the Small Business Development Center of their choice and prepare a complete Business Plan. A template is found here: https://www.illinois.gov/dceo/SmallBizAssistance/BeginHere/Documents/ILSBDC_NetGround_BusinessPlan_Sept2013.pdf 	<p>expenses (architectural, engineering, or other consulting), for fees incurred prior to Project approval of the improvements.</p>	<ul style="list-style-type: none"> • Building mechanical systems (HVAC, electrical, plumbing) • Life safety/sprinkler installation and upgrades • Machinery & Equipment 	<ul style="list-style-type: none"> ▪ 100% of grant funds if the business is closed before one (1) year ▪ 50% of grant funds if the business is closed after one (1) year has passed but before two (2) years ▪ 25% of grant funds if the business is closed after two (2) years from the commitment date but before three (3) years from the commitment date 	<p>Projecting Sign Guidelines</p> <ul style="list-style-type: none"> • Sign Incentive Application • Village of Tinley Park Sign Permit Application • Sample Agreement Form 	
<p>Four Season Landscape Grants</p> <p>Intent: Help property owners improve aesthetics of corridor and help buffer traffic for residential properties.</p> <p>Goal: Introduce additional landscaping to strengthen the “street wall,” create visual interest, and signal special attention to an area of the Village.</p> <p>Single Family Homes and Commercial Properties located along Oak Park Avenue and in the downtown core surrounding the Metra line. Landscaping will be in the front yard.</p> <p>Property owners receiving a Four Season Grant agree to perform proper maintenance and watering for the plant material.</p>	<ul style="list-style-type: none"> • Salt resistant Trees, Shrubs, and native perennials. • Mulch and other landscape materials • Retaining Wall and Edging stone 	<ul style="list-style-type: none"> • Implements • Installation • Fences • Design Professional Fees • Machinery & Equipment 	<p>Matching Grant up to 50% of project cost</p> <p>\$1,000 max per single family residence</p> <p>\$5,000 max per commercial building.</p> <p>Plant design must provide Four season interest</p> <p>Must obtain a JULIE before digging.</p>	<p>Design to these codes:</p> <ul style="list-style-type: none"> • Village Legacy District Code • Zoning Code Allowed species list • Legacy Plan <p>Applicant Packet to include:</p> <ul style="list-style-type: none"> • Landscape Grant Program Description • Sample Agreement Form 	<p>Intake: Econ Dev Application</p> <p>Review Body: Com Dev (and Village Landscape Architect)</p> <p>Approve: Main Street Commission Written Agreement</p> <p>Work Completed, receipts verified, reimbursement.</p>
<p>Revolving Loan Fund</p> <p>Intent: Assist start up of independent owned retail sales tax producing businesses.</p>	<p>Under consideration. Will meet with local banking community to discuss feasibility and project parameters.</p>				



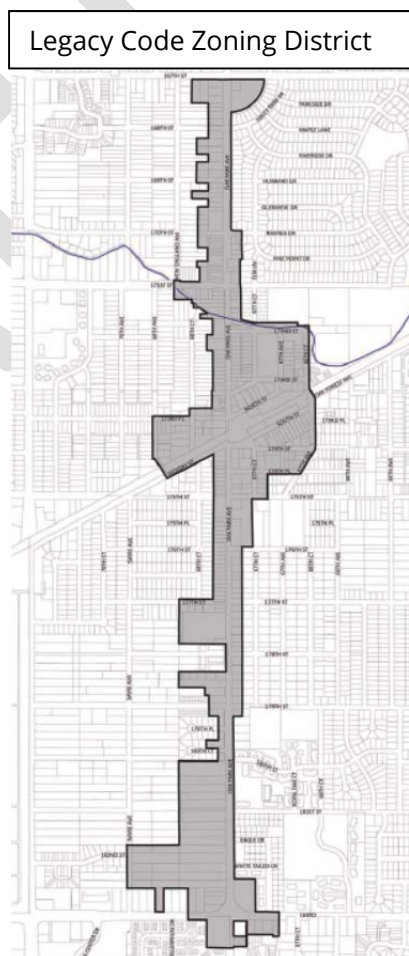
Main Street Sign Incentive Program

The Village of Tinley Park is committed to assuring the long term viability of the community, assisting with business expansion and start-up, providing a signature downtown as a community focal point, and supporting tourism. As a means to encourage independent business owners to open specialty retail shops on Oak Park Avenue and in the downtown Tinley core, the Village has adopted a series of Business Incentive Programs:

- Amplify Tinley Retail Grant Program
- The Façade Improvement Program,
- Main Street Sign Incentive Program,
- Four Season Landscaping Program, and
- Fire Code Assistance Program

Building upon the Legacy Plan and other land use plans, the key goals for these programs are a pedestrian friendly business district, safe buildings with distinctive architecture and signage, and public spaces with an orientation to music and entertainment. The Main Street Commission, Economic Development and Marketing Committee, and Plan Commission have collaborated to adopt **Downtown Tinley Design Guidelines (DTDG)** to provide direction for these incentive programs. The Design Guidelines are to be used in tandem with relevant codes.

The Village of Tinley Park Main Street Commission has established this sign incentive program to enhance the pedestrian-orientation of the downtown and improve the aesthetic quality of the Village's historic business district. This program is intended to assist businesses wishing to remove non-conforming signage and add pedestrian oriented signage. The goal is to introduce creative and attractive signs that compliment downtown buildings and support the pedestrian-orientation of the downtown.





Main Street Sign Incentive Program

The incentive program provides a matching grant of up to 50% of approved signage design, materials, fabrication, and installation costs, with a maximum of \$5,000 per business. Funding is per business – so all businesses in a multi-tenant center may apply.

Incentives will be provided on a first-come, first-served basis contingent on available funds. Signs receiving incentive grants must meet the Downtown Tinley Sign Guidelines and the Village's Legacy Code signage regulations. A written agreement between the business owner/property owner (if tenant is leasing) and Village is required for the incentive and must be approved by the Main Street Commission and the Village Board **before** a sign is installed.

Eligibility: Any business located within a Legacy Code Zoning District may apply for a sign incentive. The incentive is for new signage only. While the Legacy Code for Downtown allows for a variety of signs within the downtown, certain types are unique to central business districts and oriented to pedestrians. Therefore, only projecting signs, attached signs, window lettering and graphics, and freestanding hanging signs with a minimum 10' setback are eligible for the sign incentive program. Signs may be for new business or existing businesses. Funding priority is given to existing businesses in buildings with non-conforming signs that would conform to code after the installation of the new proposed signage (by removing non-conforming signage).

Eligible Uses: Funds may be used for:

- sign design
- fabrication
- installation
- materials/labor
- removal of non-conforming signage and restoration of affected site or building

Conditions of Approval: In exchange for receiving an incentive, an incentive recipient must agree to, and sign, a Sign Incentive Agreement that contains the following conditions of approval:

1. The sign must be a new sign and must be placed on a building within a Legacy Code Zoning District.
2. The incented signs must meet the standards of the **Downtown Tinley Sign Guidelines**, as interpreted by the Main Street Commission.
3. Properties containing businesses receiving an incentive must be up to date on all municipal taxes and business must have a current business license, if required.
4. Any non-conforming signage associated with a business and property must be brought into conformity before reimbursement funds will be released. All signs on the property must conform to Legacy Code signage regulations and the Downtown Tinley Sign Guidelines.
5. Applications will be reviewed on a First come, first served. If requests exceed the amount of available funds, priority will be given to businesses who are removing ground signs, removing other non-conforming signs, and adding projecting signs.
6. The incented sign(s) must be installed and maintained as approved. .

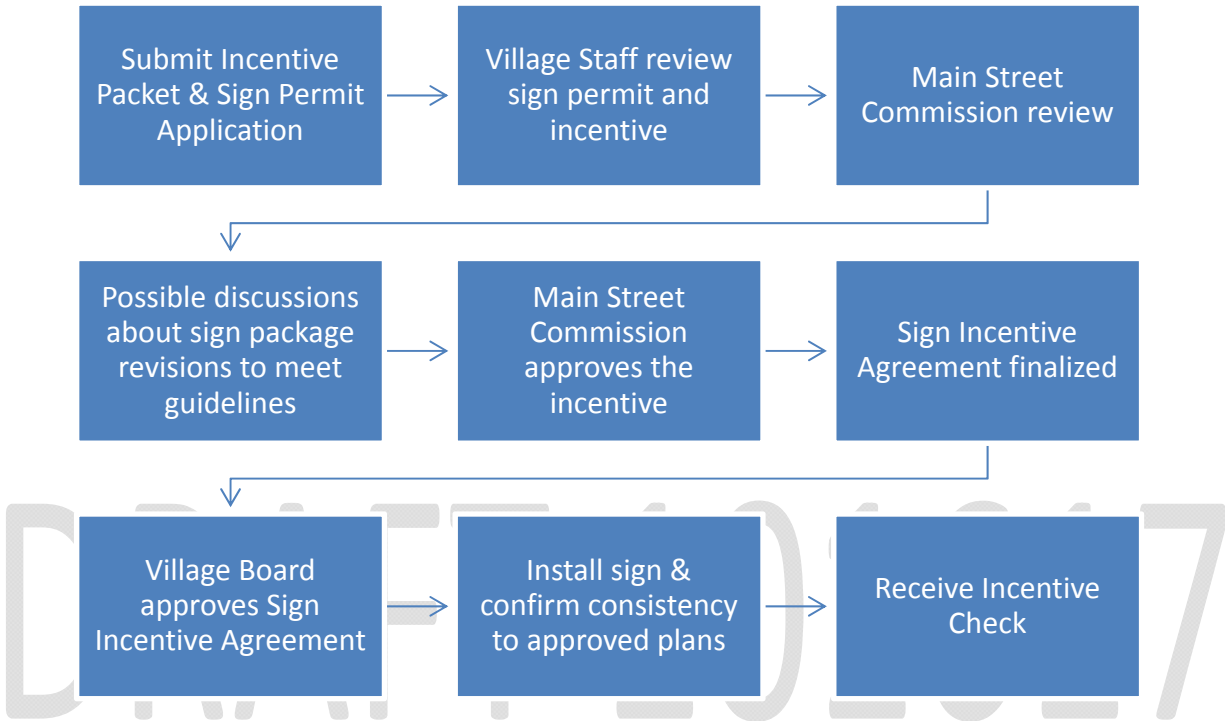
Main Street Sign Incentive Program

Application Process & Approval Procedures

- Pick up and review the following items available on the Village website (www.tinleypark.org) or at the Village's Building Department:
 - Sign Incentive Application
 - Village of Tinley Park Sign Permit Application
 - Village of Tinley Park Projecting Sign Guidelines
- Complete the Sign Incentive Application and the Sign Permit Application and submit a completed application to the Village Community Development Department.
- The Community Development Department will route the permit to Village departments for comments/review. It is important to submit a complete application with all required signatures.
- The Community Development will confirm that there is no outstanding Building Department, Fire Department, or Public Works Department issues with the proposed sign application.
- The Community Development Department will prepare a review of the sign incentive application regarding conformity of the sign to the Downtown Sign Guidelines and the sign incentive amount.
- Permit materials and staff review comments will be e-mailed out to Main Street Commission. The Commission meets monthly and will determine whether or not the sign conforms to the Downtown Sign Guidelines and will recommend a sign incentive amount.
- If the Main Street Commission determines the proposed sign incentive application conforms to the sign code and guidelines, the following process will be followed to finalize approvals:
 - A sign incentive agreement will be drafted by the Community Development Department, reviewed by the Village Attorney, and will be sent onto the Main Street Commission for recommendation to the Village Board
 - Clerk's office will be notified so that the sign incentive agreement can be placed on the next Village Board agenda, after final approval by the Village Attorney.
 - The Finance and Village Clerk Departments will certify that all municipal taxes, fees, and licenses are up-to-date.
- If the Main Street Commission determines that the Projecting Sign Guidelines are not met:
 - The Community Development Department will schedule a meeting with the applicant to discuss the committee's review comments.
 - Applicant will be able to redesign the sign and staff will present the sign back to the committee for approval or until approval is granted.
- In the event that the Main Street Commission finds that application for incentive does not meet the sign guidelines and the applicant is not willing to change the sign to conform to guidelines, the sign incentive will be denied. The Main Street Commission may issue final denial.
- The Village Board must approve the sign incentive agreement through an ordinance approval process.
- Upon approval, the Community Development Department will release a sign permit, contingent on payment of any fees.

Main Street Sign Incentive Program

- Sign must be installed and inspected by Village Building Department.
- Finance Department will release a check to the applicant, contingent on the filing of a W-9 IRS Form with the Village, removal of non-conforming signage, and successful installation of the new signs.



Further Information: For more information regarding the Amplify Tinley Park Façade Improvement Program, please contact:

Patrick Hoban
 Economic Development Manager
 Village of Tinley Park
 16250 S. Oak Park Avenue
 Tinley Park, IL 60477
 (708) 444-5010



Façade Improvement Incentive Program

DRAFT

The Village of Tinley Park is committed to assuring the long term viability of the community, assisting with business expansion and start-up, providing a signature downtown as a community focal point, and supporting tourism. As a means to encourage independent business owners to open specialty retail shops on Oak Park Avenue and in the downtown Tinley core, the Village has adopted a series of Business Incentive Programs:

- Amplify Tinley Retail Grant Program,
- The Façade Improvement Program,
- Main Street Sign Incentive Program,
- Four Season Landscaping Program, and
- Fire Code Assistance Program.

Building upon the Legacy Plan and other land use plans, the key goals for these programs are a pedestrian friendly business district, safe buildings with distinctive architecture and signage, and public spaces with an orientation to music and entertainment. The Main Street Commission and the Economic Development and Marketing Committee have collaborated to adopt ***Downtown Tinley Design Guidelines*** (DTDG) to provide direction for these incentive programs. The Design Guidelines are to be used in tandem with relevant codes.

The Tinley Park Façade Improvement Program is designed to assist owners of existing buildings, or businesses within them in upgrading their building facades. The purpose of the Façade Grant is to improve the appearance of existing buildings. Preference will be given to buildings which are restoring the building to the historic grace with which it was built, and removing false facades and elements which were not original architectural design.

Legacy Code Zoning District



Property owners of Existing properties within the Village's Legacy Plan zoning districts (or the

Façade Improvement Incentive Program

businesses within the properties) are eligible to receive up to \$35,000 in matching grant funds. The total amount of Village participation for any facade improvement shall not exceed 50% of the actual facade project construction costs. Assistance for larger projects may be requested based on an individual TIF Agreement which considers new increment created.

Grant funds may be used for exterior building improvements which increase the pedestrian focus, historic character, design quality, and vitality of Downtown Tinley. Businesses and property owners requesting assistance through this Façade Improvement Program will incorporate the design principles of the Downtown Tinley Design Guidelines into their project.

Property and/or business owners may also concurrently apply for Fire Code Grants.

Eligible Facades: The primary facade of a building is the entire linear exposed exterior surface that fronts a publicly dedicated street right of way and extends from exterior grade to the roofline. (This is the face of the building used for its primary mailing address). Any other facade of the structure exposed to public view may also be authorized for inclusion in the Façade Improvement Program, upon review by the Village of Tinley Park and are considered secondary facades.

Eligible Expenses: Repair or replacement of damaged structural and decorative elements. These should match or be compatible with the original materials and design of the building, or the architectural plans for the structure as approved by the Main Street Commission (MSC), as appropriate.

When a facade is improved or replaced, improvement limits extend from exterior grade to the roofline and do not extend beyond the inside face of the facade. Interior improvements and roof work are not included and do not extend any farther than areas required to be demolished to replace the facade. Construction of an addition that increases square footage of building and improves the buildings relationship to the front lot line will be considered, including the improvement of patio areas and outdoor dining may be considered.

Repair or replacement of damaged structural and decorative elements or additional new construction of structural and decorative elements include but are not limited to:

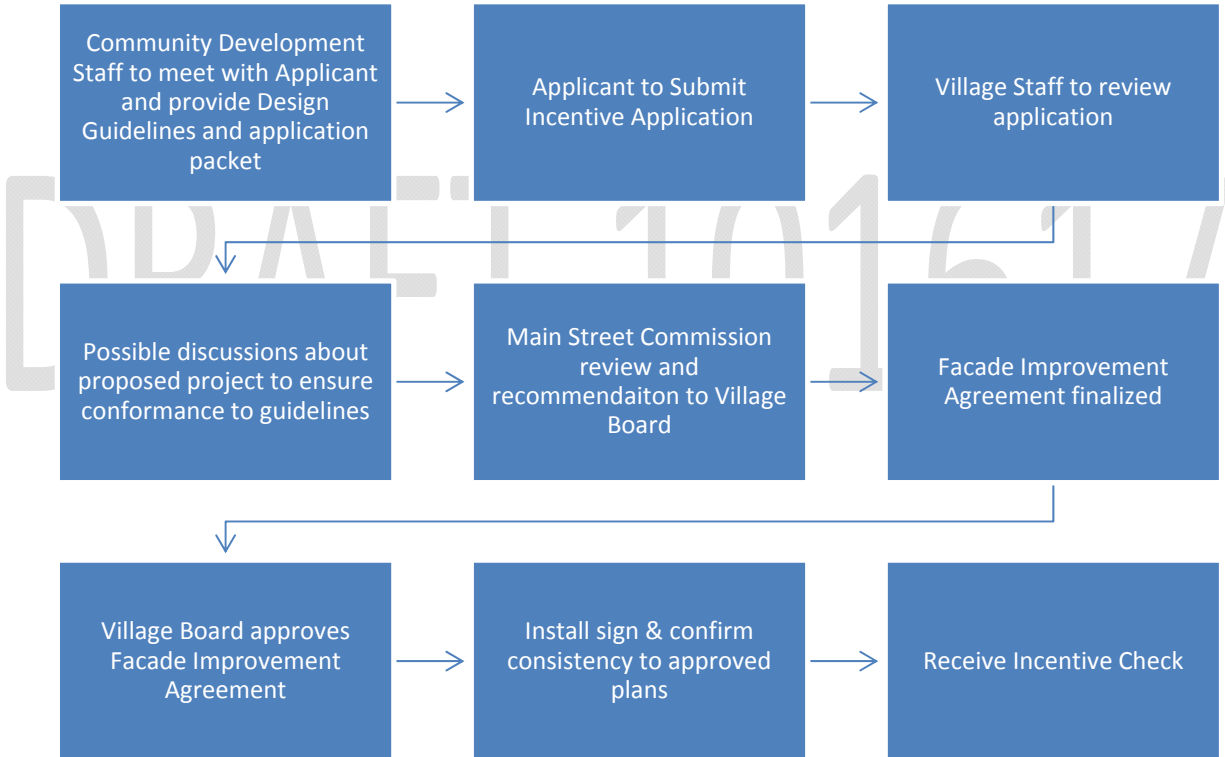
- Siding
- Painting
- Exterior lighting
- Signs and facade graphics
- Windows and doors
- Canopies and awnings
- Landscaping
- Outdoor dining and open public space
- Various facade treatments (i.e. cornices, latticework, shutters etc.)

Façade Improvement Incentive Program

Ineligible Expenses:

- Sandblasting
- Routine Maintenance
- architectural design costs
- permit fees, building fees
- additional architectural work
- construction review fees
- Cleaning/replacing masonry
- Tuckpointing

Budget Limitations / Village Board Approval: The Main Street Commission (MSC) shall consider all facade improvement requests, as appropriate, and make advisory recommendations to the Village Board. All incentives and facade improvement projects are subject to Village Board approval and may also be limited by Village budget constraints. The Village Board reserves the right to reduce or reject any request, regardless of the recommendations of the MSC.



Further Information: For more information regarding the Amplify Tinley Park Façade Improvement Program, please contact:

Patrick Hoban
 Economic Development Manager
 Village of Tinley Park
 16250 S. Oak Park Avenue
 Tinley Park, IL 60477
 (708) 444-5010



Amplify Downtown! Tinley Park Retail Incentive Program

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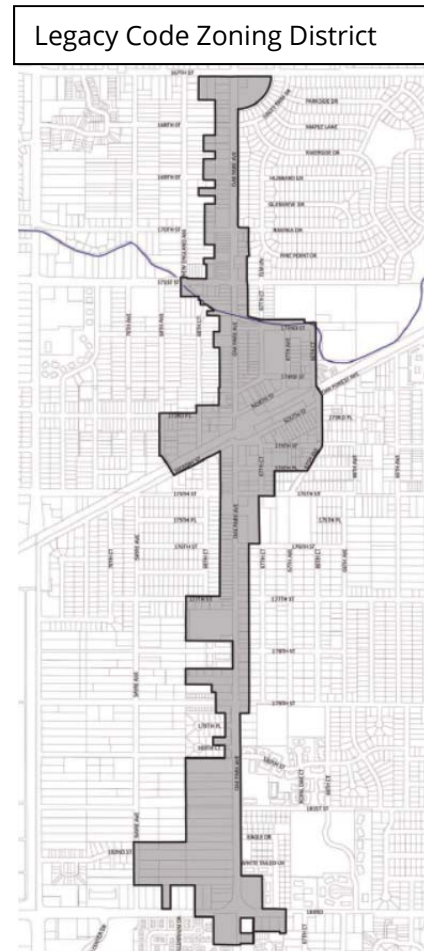
The Village of Tinley Park is committed to assuring the long term viability of the community, assisting with business expansion and start-up, providing a signature downtown as a community focal point, and supporting tourism. As a means to encourage independent business owners to open specialty retail shops on Oak Park Avenue and in the downtown Tinley core, the Village has adopted a series of Business Incentive Programs:

- Amplify Tinley Retail Grant Program,
- The Façade Improvement Program,
- Main Street Sign Incentive Program,
- Four Season Landscaping Program, and
- Fire Code Assistance Program.

Building upon the Legacy Plan and other land use plans, the key goals for these assistance programs are a pedestrian friendly business district, safe buildings with distinctive architecture and signage, and public spaces with an orientation to music and entertainment. The Main Street Commission, Economic Development and Marketing Committee, and Plan Commission have collaborated to adopt ***Downtown Tinley Design Guidelines*** (DTDG) to provide direction for these incentive programs. The DTDG are to be used in tandem with relevant codes.

The Amplify Downtown Tinley Park Retail Grant program is designed to help existing Tinley businesses expand in current space and to attract targeted new retail, entertainment and dining uses, and, by providing them with access to grant funds. Targeted businesses are specialty retail, dining and music into the downtown business mix which ***Amplify*** the vitality of Downtown Tinley. Applicant will have a proven business track record, or own a business with potential to become a strong destination or enhance the pedestrian experience.

Eligible Businesses may receive matching funds up to \$20,000 for expenses. More than just façade



Amplify Tinley Retail Program

and signage elements, the program seeks to assist start-up of small independent retailers and is designed to assist both new and expanding businesses with expenses generally associated with a move into new commercial space. This includes build-out, signage, display windows, and display cases. The intent is to free up capital for cash flow. As some downtown buildings have insufficient utility services, upgrade of utility connections is also an eligible use (for example upgrading a water service).

Proposals shall be evaluated on viability, contribution to the Village's retail and entertainment mix, support to the Village tax base, completeness of the application, and eligibility. Projects requesting assistance through the Retail Recruitment Program will incorporate the design principles of the **Tinley Park Design Guidelines** into their project and business signage will conform to the applicable Village Sign Code and Zoning.

Eligible Businesses: The following criteria would qualify a business for assistance under the Tinley Park Amplify Downtown Retail Assistance Program:

- a) Businesses will locate in properties with Legacy Plan zoning.
- b) Viable business plan (composition of the Review Committee is to be determined, and could include Village Staff, Main Street Commission, Marketing and Economic Development Committee members, and local bankers)
- c) Commitment to extended hours which are perceived as "customer friendly:"
 - i. Open until at least 7PM one night a week Monday – Friday
 - ii. Saturday until 5 PM
 - iii. and Sunday noon to 5 PM
- d) Serving an under-served business segment. The targeted use must be the *principle* use and not accessory to the proposed business.
 - Music oriented retail and services:
 - Instruments and Sheet Music
 - Recording Studio
 - Vinyl Record Store
 - Music School
 - Dance Studio
 - Book store
 - Boutique Grocer
 - Coffee Shop
 - Downtown lodging – boutique-style hotel
 - Independent restaurants: International, American Classics, Seafood
 - Indoor music venue
 - Microbrewery, Microdistillery, Winery
 - Movie theater
 - Specialty retailer such as:

Amplify Tinley Retail Program

- Specialty foods: Spice shop, Cheese, Olive Oil/Vinegars, etc.
- Butcher or Seafood shop
- Kitchen wares / Cooking Classes

Program Requirements: Businesses receiving the Amplify Tinley grants agree to these conditions:

- Recipient businesses will meet with the Small Business Development Center of their choice and prepare a complete Business Plan.
- The Applicant must have a minimum three year lease for first floor retail location along a public street within the Legacy District.
- A grant may not be awarded to any business, individual or property which is currently in violation of Village codes or ordinances or is overdue in any payments to the Village.
- Existing Tinley Park businesses which are in compliance with the targeted business categories must be increasing their net retail floor space by at least 20% to be eligible. The retail business must complete the improvements and be (re)opened for business within six (6) months from the date of the grant approval unless extended by the Village Board.
- Contract work shall be competitively priced and shall not be performed by the applicant, or by a business or person who is directly related to the applicant or has a financial interest in the business without written permission from the Village Administrator. The applicant would need to establish that the labor savings by the applicant is substantial compared to private contract work and that the applicant is qualified to perform the work.

Repayment of Grant should the Business Fail: A tenant lease shall be filed with the Village that provides for the business to remain in the space at least three (3) years after occupancy or the adoption of the resolution approving the grant, whichever is later (commitment date). If the tenant should close the subject business before the aforementioned three (3) year term has expired, the business shall repay the following percentage of the grant funds awarded:

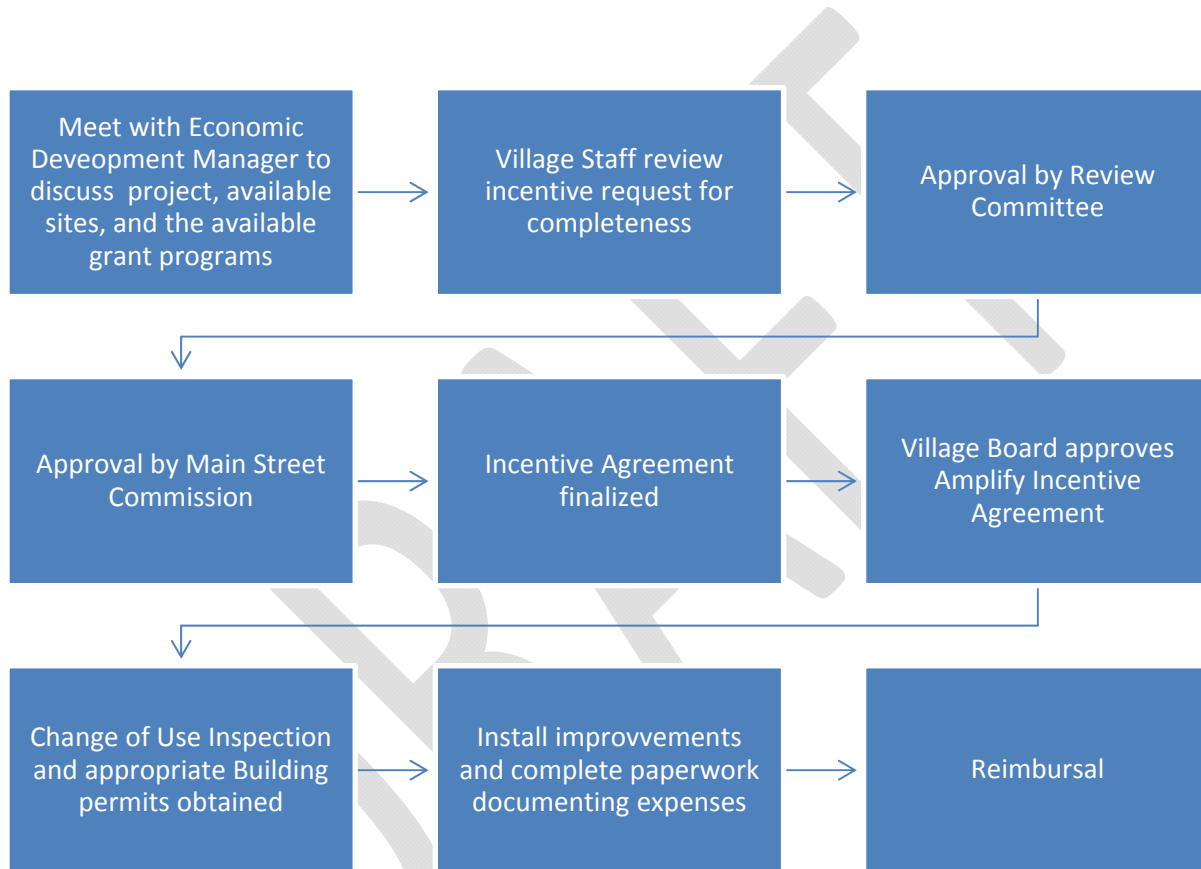
- 100% of grant funds if the business is closed before one (1) year has passed from the commitment date
- 50% of grant funds if the business is closed after one (1) year has passed but before two (2) years from the commitment date
- 25% of grant funds if the business is closed after two (2) years from the commitment date but before three (3) years from the commitment date

Funds available: The Amplify Tinley Park Grant Program is a 50% matching program up to a maximum of \$20,000 for eligible expenses. *Applicants may also apply for loans from the Village's low-interest loan pool (**proposed at this time, not yet developed**) to help finance their project.* A separate application for loan assistance, if desired, should be submitted at the same time as the grant application and will be reviewed by Review Committee as part of the same project. Applicants may

Amplify Tinley Retail Program

also apply for matching grant funds for assistance with Life Safety Code upgrades (Fire Assistance Program).

The grant will be paid on a reimbursement basis once the proposed project has been completed and receipts for eligible expenditures have been verified. Unless the applicant is the owner of the building, prior to disbursement of grant funds, a copy of an executed lease that provides for the business to remain in the space for a minimum of three (3) years after occupancy shall be provided to the Village.



Further Information: For more information regarding the Amplify Tinley Park Retail Grant Program, please contact:

Patrick Hoban
 Economic Development Manager
 Village of Tinley Park
 16250 S. Oak Park Avenue
 Tinley Park, IL 60477
 (708) 444-5010



Fire Code Assistance Program

DRAFT

The Village of Tinley Park is committed to assuring the long term viability of the community, assisting with business expansion and start-up, providing a signature downtown as a community focal point, and supporting tourism. As a means to encourage independent business owners to open specialty retail shops on Oak Park Avenue and in the downtown Tinley core, the Village has adopted a series of Business Incentive Programs:

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- Main Street Sign Incentive Program,
- Four Season Landscaping Program, and
- Fire Code Assistance Program.

Building upon the Legacy Plan and other land use plans, the key goals for these programs are a pedestrian friendly business district, safe buildings with distinctive architecture and signage, and public spaces with an orientation to music and entertainment. The Main Street Commission, Economic Development and Marketing Committee and Plan Commission have collaborated to adopt **Downtown Tinley Design Guidelines** (DTDG) to provide direction for these incentive programs. The DTDG are to be used in tandem with relevant codes.

The goal of the Village of Tinley Park Fire Code Assistance Program is to provide an incentive for property owners to install fire protection systems and improve the quality of the building stock. Installation of fire protection will enhance the safety of their structures and its occupants, and will improve the economic viability of the properties located along Oak Park Avenue and within the Downtown Core Zoning District.

On May 22nd, 2007, the Village amended the 2006 International Building Code with the philosophy of protecting life and property for all in the Village of Tinley Park. The code mandates fire sprinklers in all buildings, new or existing, that meet the requirements set forth in the adopted amended codes

Legacy Code Zoning District



Fire Code Assistance Program

(2007-O-040 and 2016-O-055). This mandate applies to historic buildings, buildings with at-risk populations, buildings using combustible construction or lack proper passive fire protection, and buildings that exceed 3,000 square feet. Fire suppression is particularly important in historic areas where early construction methods did not include proper fire-stopping.

Because the cost for compliance with the Fire Code can be significant the Fire Department works with property owners to address the needs of a specific building, developing long term plans for installation of proper fire suppression and alarm systems. The Tinley Park Fire Code Assistance is designed to assist owners of existing buildings, built prior to 2007 (or businesses within them), with installation of fire suppression systems and/or fire alarms. The program seeks to improve the safety of our older buildings, protect property values, and improve economic viability of older structures.

Upon review of proposed improvements, the Village will consider a reimbursement grant request to help the property owners with a portion of eligible costs, payable after installation. Assistance would be a matching grant of up to 50% of the cost of the fire suppression costs with a maximum of \$35,000.

Increasing Fire Safety downtown and Accessibility is a benefit to the entire district. Without fire barriers, fire can easily spread to neighboring properties. Fire Alarms are integral to prompt response. Every improvement project improves value for the entire block. Therefore , properties may also apply for up to \$2,000 additional funds to assist with the installation of a fire alarm.

Because the appearance of exterior facades and business signage is a key factor in creating a signature business district, businesses and property owners requesting assistance through this Fire Code Assistance Program agree that they will remove non-conforming signage from the property. Existing businesses located within the property may apply for the Village Sign Incentive grant in conjunction with the Fire Code Assistance Program.

Eligible properties: Commercial buildings located within the Legacy District and constructed prior to May 22nd, 2007 are eligible. The Legacy District is comprised of 5 zoning codes, located within the project area also known as the Main Street Business Development District and roughly defined as Oak Park Avenue and the downtown core surrounding the Metra line. Building owners with Retrofit Agreements would be eligible to apply for the grants.

Eligible Expenses: The expenses are eligible for assistance:

- Fire Sprinkler Systems
- Fire Alarm Systems

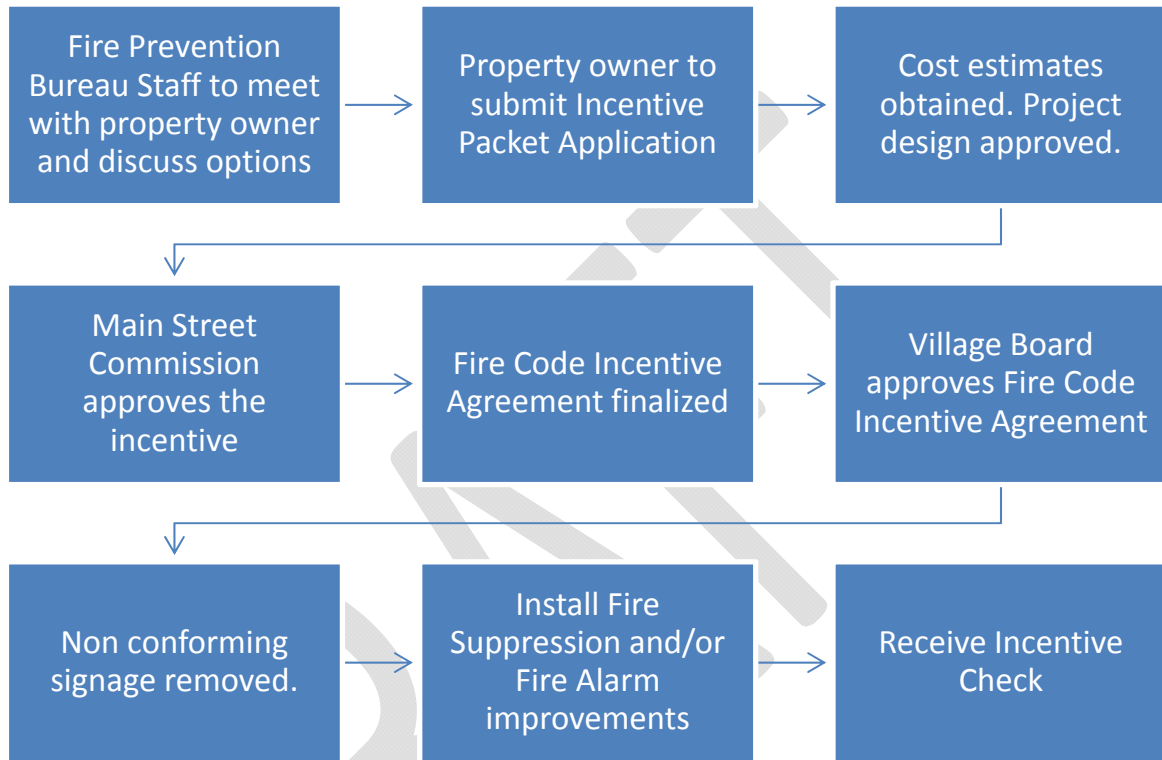
Ineligible Expenses: The expenses are not eligible for assistance:

- Design costs of the improvements

Budget Limitations / Village Board Approval: The Village Board shall consider all Fire Code

Fire Code Assistance Program

Assistance requests. All incentives are subject to Village Board approval and may also be limited by Village budget constraints. The Village Board reserves the right to reduce or reject any request, regardless of the recommendations of the Fire Department and/or Community Development Department.



Further Information: For more information regarding the Amplify Tinley Park Façade Improvement Program, please contact:

Dan Riordan
 Deputy Chief of Fire Prevention
 Village of Tinley Park
 17355 68th Court
 Tinley Park, IL 60477
 (708) 444-5204



Oak Park Avenue Four Season Landscape Grants

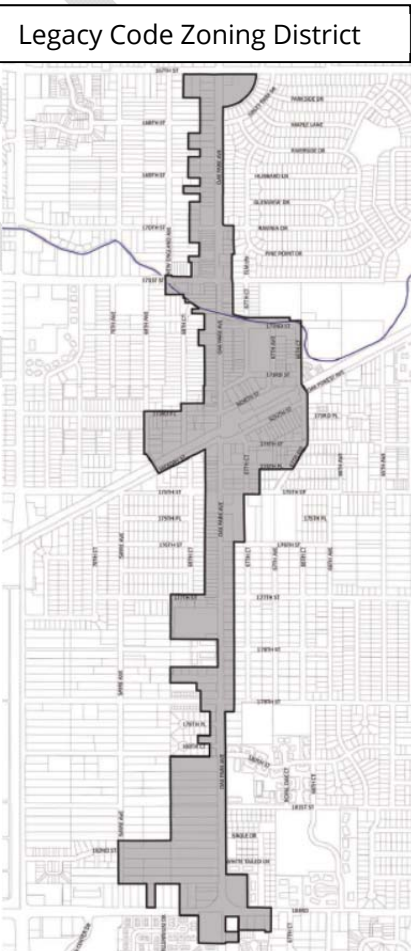
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The Village of Tinley Park is committed to assuring the long term viability of the community, assisting with business expansion and start-up, providing a signature downtown as a community focal point, and supporting tourism. As a means to encourage independent business owners to open specialty retail shops on Oak Park Avenue and in the downtown Tinley core, the Village has adopted a series of Business Incentive Programs:

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Strong downtowns are a mix of uses. Dining, Retail, Services Transit, and residential. Ultimately, downtown sits within the greater community. The first impression of downtown Tinley Park is formed by visitors as they travel through neighborhoods, most frequently along Oak Park Avenue. Therefore the aesthetics of the lots upon which these homes sit is important. Landscaping can play an important role.

The traditional business district allows buildings to be built at the front property line. This uninterrupted line of building façades serves as a visual clue to a pedestrian that additional shops lay ahead. Similarly, landscaping can strengthen the “street wall,” create visual interest, and signal special attention to an area of the Village, as illustrated by the hanging baskets found in downtown Tinley.



Program purpose. The Oak Park Avenue Four Season grant was created to help property owners improve the aesthetics of this major arterial leading to downtown Oak Park and to help buffer traffic for these residential properties. The grant may be used for the planting of

Oak Park Avenue Four Season Landscape Grants

salt resistant Trees, Shrubs, and native perennials. Residential property owners may receive to \$1,000 and commercial property owners may receive up to \$5,000.

Eligible properties. Properties are located along Oak Park Avenue and in the downtown core surrounding the Metra line. Landscaping will be in the front yard.

Design Guidelines: The following design guidelines should be followed in plant selection:

- Four Season Grants should create an interesting visual mix of landscape features along the area immediately abutting the right-of-way of the eligible property. Grants should create a sense of continuity and design. Grants should create attractive, eye-catching additions of colorful perennial plantings.
- Four Season Grants can incorporate plants and other landscape materials to create unique landscape aesthetics. Plant Species can be determined utilizing the Corridor Improvement Commission's Plant Palette. Plants should be hardy perennial, hardy woody plants or bulbs. Native plants are encouraged. Elements Chosen should vary in height and specie. No annuals will be funded but it is recommended the property owner allow for their use in the design; annuals may then be inserted each year and varied as the property owner would desire.
- Four Season Grants should incorporate a variety of perennials, ground covers, bushes, ornamental trees, and shade trees. Each planting should offer bloom of some kind from April through October. Winter interest is encouraged (e.g. ornamental grass foliage). Mass plantings for commercial impact are allowed.

Resources to assist with your planning: The Village Landscaping code contains a list of approved and prohibited species. The latter are designated due to invasive or harmful characteristics. The list, as found in Exhibit G of the code is attached to this document. The Village Landscape code is found here: <http://www.tinleypark.org/index.aspx?nid=232>

To help visualize plants and identify their characteristics (height and width at full growth, seasonal blooms, available colors, etc., there are many on line resources. The Morton Arboretum in Lisle Illinois has included a helpful guide on their website to assist property owners in making plant and tree selection. Take care to choose the "salt spray" option as plants on collector streets are subject to road salt. Here is the link which guides tree selection: <http://www.mortonarb.org/trees-plants/tree-and-plant-advice/tree-selector>. The Arboretum also provides Information on individual species here: <http://www.mortonarb.org/trees-plants/tree-plant-descriptions>.

Oak Park Avenue Four Season Landscape Grants

The University of Illinois Extension Service is a good resource for a wide variety of topics. The horticulture page on their websites includes information on plant selection, plant care, butterfly gardens, ornamental grasses, groundcover use, bulbs, and wildflowers: <http://web.extension.illinois.edu/state/horticulture/index.php>

Prohibited Materials

Note, the use of loose stone, rock or gravel is prohibited within public frontages.

Eligible Expenses: A grant will not be considered for work performed prior to the submittal of a complete application. Any work performed prior to grant approval by the Village is performed at the applicant's own risk. Eligible expenses include:

1. Plants
2. Mulch
3. Retaining Wall and Edging stone

Ineligible Expenses: The following are unacceptable expenditures:

1. Implements
2. Installation
3. Fences
4. Design Professional Fees
5. Machinery & Equipment

Program Requirements: Residential property owners receiving a Four Season Grant agree to perform proper maintenance and watering for the plant material.

Application Procedure

Review Committee: Applicants should submit a **completed Village Application Form which includes** a "to-scale" drawing indicating their home, existing landscaping, and proposed landscaping. The Village Landscape Architect will review the applications for plant placement and species choice. Public Works will review to ensure there are no conflicts with existing utilities. Applications will undergo an administrative due to technical nature and ease/speed of approval for applicants

Procedures:

The applicant must submit a completed application to the Community Development Department. The following steps will occur after staff has reviewed a completed application:

Oak Park Avenue Four Season Landscape Grants

1. Pre-Application Meeting

The applicant should schedule a meeting with the Village Economic Development Manager to discuss the feasibility of the proposal.

2. Submittal of Complete Application

The applicant must submit a complete application:

Application Requirements

- Completed application
 - Tax Identification Numbers
 - Property owner and business owner contact information
- Proposed Plans shall be folded not to exceed 8 ½ " x 14" in area
- Amount of assistance requested
- Itemized list of eligible expenditures

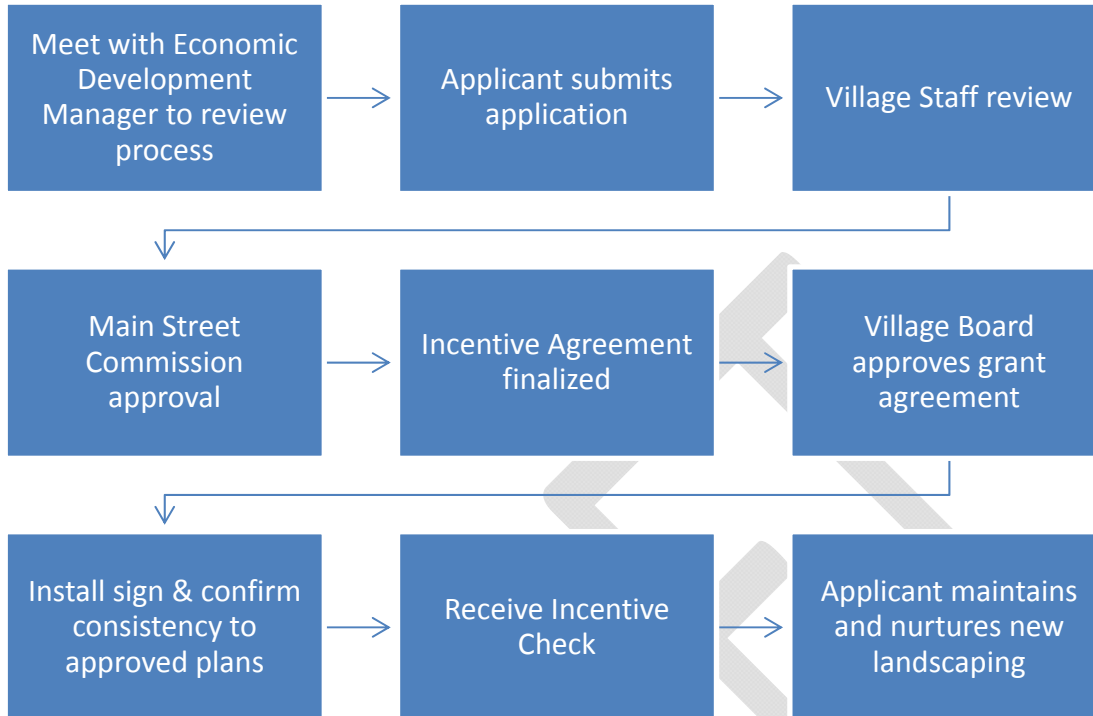
3. Main Street Commission Review

Once a completed application is received, and internal administrative review is completed, the Main Street Commission will evaluate the application and make recommendation to the Village Board. The Commission may request revisions to the applicant. Please note that the committee is advisory and only the Village Board has the final authority to approve or deny an application.

4. Village Board Action

At a regularly scheduled meeting, the Village Board will conduct a public review of the application. Public opinions will be heard at this meeting. Upon the conclusion of the public review, the Village Board will make a determination on the grant amount. Rehab work may commence once the necessary development approvals are obtained.

Oak Park Avenue Four Season Landscape Grants



Further Information: For more information regarding the Oak Park Avenue Four Season Landscape Grant Program, please contact:

Patrick Hoban, Economic Development Manager
Village of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, IL 60477
(708) 444-5010

Oak Park Avenue Four Season Landscape Grants

Species Lists (Appendix G in the Village Landscape Code)

The Village Landscape Architect, with input from the Planning Department, the Village Engineer, and Public Works Director, has developed lists of recommended and prohibited landscape species. The Species Lists are based upon factors including specific plants' hardiness in this climate, their native or invasive nature within this region, and maintenance considerations. The Species Lists may be periodically updated.

Invasive species are prohibited. Refer to the Chicago Botanic Garden website for a comprehensive list of invasive species. http://www.chicagobotanic.org/research/identifying_threats/invasive

Prohibited Species

Species listed on Chicago Botanic Garden website as **R** (Remove ASAP) should not be specified in landscape plans. Species listed as **P** (Phase Out) may or may not be approved by the Village.

Prohibited Trees:

Apple- *Malus* spp (does not include Crabapples)

Ash- *Fraxinus* spp.

Box Elder- *Acer negundo*

Cottonwood- *Populus deltoides*

Siberian Elm- *Ulmus*

Norway Maple- *Acer platanoides*

Silver Maple- *Acer saccharinum*

Mulberry- *Morus* spp.

Autumn Olive- *Eleagnus umbellata*

Russian Olive- *Eleagnus angustifolia*

Osage Orange- *Maclura pomifera*

White Poplar- *Populus alba*

Tree of Heaven- *Ailanthus altissima*

Willow- *Salix* spp.

Recommended Species

The recommended species lists include a range of hardy landscape species appropriate to the Village.

Landscape species that are not on the recommended species lists are encouraged and should be proposed on Landscape Plans, so long as proposed species are not on the Prohibited Species List. Appropriate native species are encouraged.

Trees:

Baldcypress- *Taxodium distichum*

Buckeye, Ohio- *Aesculus glabra*

Chokecherry- *Prunus virginiana*

Canada Red' Crabapple (disease resistant and small fruiting cultivars)- *Malus* spp.

Dawn Redwood- *Metasequoia glyptostroboides*

Elm hybrids (disease resistant cultivars)- *Ulmus* X

Filbert, Turkish- *Corylus colurna*

Ginkgo (male only)- *Ginkgo biloba*

Hackberry- *Celtis occidentalis*

Hawthorn- *Crataegus* spp.

Honeylocust (thornless)- *Gleditsia triacanthos*

Hornbeam, American- *Carpinus caroliniana*

Hornbeam, European- *Carpinus betulus*

Japanese Tree Lilac- *Syringa reticulata*

Kentucky Coffee- *Gymnocladus dioica*

Linden, American- *Tilia Americana*

Linden, Littleleaf- *Tilia cordata*

Linden, Silver- *Tilia tomentosa*

London Planetree- *Platanus x acerifolia*

Maple, Amur- *Acer ginnala*

Oak Park Avenue Four Season Landscape Grants

Maple, Freeman- *Acer x freemanii*
 Maple, Hedge- *Acer campestre*
 Maple, Miyabei- *Acer miyabei*
 Maple, Sugar- *Acer saccharum*
 Newport Plum- *Prunus cerasifera*
 Oak, Burr- *Quercus macrocarpa*
 Oak, Chinkapin- *Quercus muehlenbergii*
 Oak, English- *Quercus robur*
 Oak, Northern Pin- *Quercus ellipsoidalis*
 Oak, Pin- *Quercus palustris*

Oak, Red- *Quercus rubra*
 Oak, Sawtooth- *Quercus acutissima*
 Oak, Shingle- *Quercus imbricaria*
 Oak, Swamp White- *Quercus bicolor*
 Oak, White- *Quercus alba*
 Redbud, Eastern- *Cercis canadensis*
 Serviceberry- *Amelanchier* spp.
 Tuliptree- *Liriodendron tulipifera*
 Zelkova- *Zelkova serrata*

Shrubs:

Arrowwood- *Viburnum dentatum*
 Chokeberry- *Aronia melanocarpa*
 Cotoneaster- *Cotoneaster* spp.
 Red-twig Dogwood- *Cornus sericea*
 Diervilla- *Diervilla lonicera*
 Juniper- *Juniperus* spp.
 Hydrangea- *Hydrangea* spp.
 Dwarf Korean Lilac- *Syringa meyeri*

Ninebark- *Physocarpus opulifolius*
 Knockout Roses- *Rosa* app.
 Japanese Spiraea- *Spiraea japonica*
 Nannyberry Viburnum- *Viburnum lentago*
 Cranberry bush Viburnum- *Viburnum opulus*
 Weigela- *Weigela* spp.
 Yew- *Taxus* spp.

Groundcovers/ Perennials/ Grasses:

Catmint- *Nepeta racemosa*
 Cranesbill- *Geranium* spp.
 Daylily- *Hemerocallis* spp. hybrids
 Lady's Mantle- *Alchemilla mollis*
 Gro-low Sumac- *Rhus aromatica* 'gro low'
 Hosta- *Hosta* spp.
 Karl Forester Grass- *Calmagrostis x acutiflora*
 'Karl Forester'

Little Bluestem- *Schizachyrium scoparium*
 Purple Coneflower- *Echinacea purpurea*
 Prairie Dropseed- *Sporobolus heterolepis*
 Russian Sage- *Perovskia atriplicifolia*
 Switchgrass- *Panicum virgatum*
 Tickseed- *Coreopsis* spp.
 Wild Ginger- *Asarum canadense*



Interoffice Memo

To: Economic Development and Marketing Committee

From: Ellen Weber, Interim Planner
Donna Framke, Marketing Manager

Date: October 24, 2017

Subject: Request for Qualifications Roadway and Pedestrian Wayfinding System

Recommendations from the 2017 Branding, Development, and Marketing Action Plan include transitioning to a new brand identity (logo and tagline), and contracting for the redesign and expansion of the vehicular and pedestrian wayfinding system which incorporates the Village's new Branding initiative – **"Life Amplified!"**

The Wayfinding Plan should increase the ease of visiting by directing visitors to their destination, aiding in the selection of parking, and identifying public amenities at the destination (for example restrooms, box offices, information areas). Signage could include gateway signs, wayfinding within the downtown core, information kiosks, directional signage at Municipal buildings, and seasonal pole banners.

As indicated in the branding plan, the present wayfinding system was installed over 15 years ago and is considered inadequate and in need of improvement and expansion. For example, signs are too small to be read at posted speed limits and visibility and ease of readability could be improved. Gateway signage is old and in the wrong locations due to growth and expansion of the Village. Wayfinding signs at municipal buildings no longer reflect the correct location of Village departments.

A phased approach to Wayfinding is proposed. Phase One would be the creation of the Wayfinding System, design of various signage types, and probable cost estimates of each sign type (which would then be used in future budgeting). Phase Two would be execution of the Plan with sign fabrications and installation as budgets will permit. Preparation of construction documents, oversight of bidding, fabrication, site preparation, ROW acquisition, and installation are not within the scope of this project.

The Village of Tinley Park is committed to assuring the long term viability of the community, providing a signature downtown as a community focal point, and supporting tourism. Therefore, it is recommended Phase One of the Wayfinding Program begin with the release of the attached Request For Qualifications.

The RFQ will identify Qualifications of an individual(s) or firm(s) with professional civic wayfinding expertise to create a wayfinding program which incorporates marketing and branding, *as well as* addressing traffic mitigation and directional needs.

The Request for Qualifications indicates a Scope of Services to be negotiated with the firm most responsive to the Village's needs:

- 1) An assessment of existing signage,
- 2) Identification of user groups and their specific needs and potential wayfinding difficulties,
- 3) Establishment of a destination hierarchy and recommendations for content,
- 4) Identification of needed sign locations,
- 5) Sign design incorporating the "Life Amplified" brand,
- 6) Design of a wide range of sign types,
- 7) Establishment of design standards and specifications that take into account street-level visibility, safety, probable cost to fabricate, maintenance costs, and replacement costs, and
- 8) Statements of probable cost for individual sign types.

The qualifications of the responding firms would be evaluated on these submittal and evaluation factors:

- A. Design Quality (30%)
The chosen firm will demonstrate their creative expertise in designing a wide range of sign types; their ability to interface with a community's branding package; and understanding of urban design and wayfinding principles.
- B. Wayfinding Expertise in Proven and Equal Communities (30%)
Response to this RFQ should demonstrate prior experience in developing a comprehensive Roadway and Pedestrian Wayfinding System for communities of equal size and/or with similar amenities. Responses should demonstrate experience working in mid-sized communities with a destination downtown, and/or convention center, cultural arts and music venues, interstate access, and commuter rail service.
- C. Complete Capabilities (20%)
The chosen firm will demonstrate their capacity to deliver the range of products and services described in the RFQ.
- D. References (10%)
- E. Current Work Load and ability to meet deadlines. (10%)

This timeline is proposed for the project:

<u>Task</u>	<u>Completion Date</u>
a) Review by the Village's Economic Development and Marketing Committee	October 24, 2017
b) RFQ Issuance	October 27, 2017
c) Deadline for any questions	Friday, November 3, 2017
d) RFQ due @ 4:30 p.m.	November 13, 2017
e) Firm Interviews	tentatively the week of December 14, 2017
f) Firm recommendation to Village's Economic Development and Marketing Committee	January 23, 2018
g) Approval at Village Board Meeting	February 6, 2018

It is Staff's opinion that the attached Request for Qualifications will identify a consultant with the planning and design skills needed to set the framework for this important branding initiative. Staff requests direction regarding the document and approval to release this week. Firms would undergo an interview process. Any recommendations for a written contract would be brought forward for approval by the Village Board.



Village of Tinley Park, Illinois

REQUEST FOR QUALIFICATIONS

RFQ NUMBER 2017-RFQ-011

Roadway and Pedestrian Wayfinding System

This Request for Qualifications (RFQ) is to identify an individual or firm with professional civic wayfinding expertise to assist the Village in developing a **Roadway and Pedestrian Wayfinding System** (hereafter also referred to as the “**Wayfinding Plan**”), which incorporates the Village’s new music-focused Branding initiative– “**Life Amplified!**” Signage could include gateway signs, wayfinding within the downtown core, information kiosks, and seasonal pole banners.

To create the Wayfinding Plan, the scope of services to be provided by the chosen consultant will include: 1) An assessment of existing signage, 2) Identification of user groups and their specific needs and potential wayfinding difficulties, 3) Establishment of a destination hierarchy and recommendations for content, 3) Identification of needed sign locations, 4) Sign design incorporating the “Life Amplified” brand, 5) Design of a wide range of sign types, 6) Establishment of design standards and specifications that take into account street level visibility, safety, probable cost to fabricate, maintenance costs, and replacement costs, and 7) Statements of probable cost for individual sign types.

GENERAL REQUIREMENTS:	Responders are to submit ten (10) packets, to be opened and evaluated in private. Submit one (1) original plus nine (9) complete copies of the qualifications.
SUBMISSION LOCATION:	Village of Tinley Park—Clerk’s Office 16250 South Oak Park Avenue Tinley Park, IL 60477
SUBMISSION DATE:	Monday, November 13, 2017 by 4:30 p.m. Responses received after the time specified will not be opened.
CONTACT/QUESTIONS:	Absolutely no informal communication shall occur regarding this RFQ, including requests for

information, or speculation between Offeror's or any of their individual members and any Village elected official or employee. Submit questions via email to The Village of Tinley Park, attention Donna Framke, at dframke@tinleypark.org.

Questions may be submitted no later than Friday, November 3, 2017. All questions will be answered, with a copy of the question and answer, to all known responders. To ensure receipt of any additional information distributed, firms intending to submit a response should indicate their intent via writing to Donna Framke, at dframke@tinleypark.org by Friday, November 3, 2017. Addenda will be posted at www.tinleypark.org/RFP.

CONTENTS:

The following sections, including the cover sheet, shall be considered integral parts of this solicitation:

- *Notice of RFQ (2 Pages)
- *General Terms and Conditions (5 Pages)
- *Project Overview (5 Pages)
- *Submission Requirements (3 Pages)
- *Traffic Count Map (1 Page)

GENERAL TERMS AND CONDITIONS

- **Negotiations:**
The Village of Tinley Park reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ.
- **Confidentiality.**
RFQ's and the responses thereto, are subject to the Illinois Freedom of Information Act.
- **Reserved Rights:**
The Village of Tinley Park Reserves the right at any time and for any reason to cancel this RFQ or any portion thereof, to reject any or all RFQ's, and to take any other action determined to be in its best interests. The Village reserves the right to waive any immaterial defect in any RFQ. The Village may seek clarification from a responder at any time, after the submission date, and failure to respond promptly is cause for rejection. The Village reserves the right to negotiate with the highest ranked responsive responsible responder. However, should the Village not be able to negotiate a fair and reasonable price with the highest ranked responsive, responsible responder, it reserves the right to proceed to negotiations with the next highest ranked responsive, responsible responder.
- **Incurred Costs:**
The Village of Tinley Park will not be liable for any costs incurred by responders in replying to this RFQ.
- **Award:**
Award will be based on the highest ranked responsive, responsible responder as determined by the Village of Tinley Park. The award, if any, will be based on the Village's determination as to the best qualified and most cost effective responder.
- **Discussion of RFQ:**
The Village of Tinley Park may conduct discussions with any responder who submits a response. During the course of such discussions, the Village shall not disclose any information derived from one RFQ to any other responder.
- **Contract Period:**
Time is of the essence. The responder shall be able to devote sufficient resources to this project.
- **Responsibility & Default:**
The responder shall be required to assume responsibility for all items listed in this RFQ. The successful responder shall be considered the sole point of contact purposes for this contract.
- **Payments:**
Payments shall be made in accordance with the Local Government Prompt Payment Act.

- **Interpretations or Correction of Request for Qualifications:**

Responders shall promptly notify the Village of any ambiguity, inconsistency, or error that they may discover upon examination of the RFQ's. Interpretation, correction and changes to the RFQ's will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.

- **Addenda:**

Addenda are written instruments issued by the Village of Tinley Park prior to the date of receipt of responses to the RFQ, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections. Addenda will be placed on the Village website at www.tinleypark.org/RFP.

- **Taxes:**

The Village is exempt from paying certain Illinois State Taxes

- **Non-Discrimination:**

Responders shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause and the Illinois Drug Free Workplace Act, Title 44, Chapter 10.

- **Insurance: *Please submit certificate with your response.***

The responders must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois and provide the Village with evidence of insurance. Insurance in the following types and amounts is necessary:

- **Worker's Compensation Insurance** covering all liability of the Responder arising under the Worker's Compensation Act and Worker's Occupational Disease Act at statutory limits.

- **General Liability:**

General Aggregate Limit	\$2,000,000
Each Occurrence Limit	\$1,000,000

- **Professional Liability** to include, but not limited to, coverage for Errors and Omissions to respond to claims for loss therefrom.

General Aggregate Limit	\$2,000,000
Each Occurrence Limit	\$1,000,000

- **Comprehensive Automobile Liability, Bodily Injury, Property Damage:**

General Aggregate Limit	\$1,000,000
Each Occurrence Limit	\$500,000

Responder agrees that with respect to the above required insurance, The Village of Tinley Park shall:

- Be named as additional insured **by endorsement** as their interest may appear;
 - Be provided within thirty (30) days notice, in writing, of cancellation or material change; and
 - Be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.
- **Change in Status:**

The responder shall notify The Village of Tinley Park immediately of any change in its status resulting from any of the following: (a) responder is acquired by another party; (b) responder becomes insolvent; (c) responder, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) responder ceases to conduct its operations in normal course of business. The Village of Tinley Park shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.
 - **Precedence:**

Where there appears to be variances or conflicts, the following order of precedence shall prevail: The Owner and Responder Agreement; The Village of Tinley Park Request for Qualifications; and the Responders Response to RFQ.
 - **Submittal and Evaluation Factors:**

The contract will be awarded to the responder determined by the Village of Tinley Park to be in the best interest of the Village, who meets or exceeds the criteria and provisions sought by the Village. The Village reserves the right to reject any or all responses or to waive any details in the responses received whenever such rejection or waiver is in the best interests of the Village. The Village also reserves the right to reject the RFQ of a responder who has previously failed to satisfactorily perform a contract.

In determining the most qualified responder, the following criteria will be considered by the Village. The relative importance of each evaluation criteria is shown in parenthesis to the right of each selection criteria:

A. Design Quality (30%)

The chosen firm will demonstrate their creative expertise in designing a wide range of sign types; their ability to interface with a community's branding package; and understanding of urban design and wayfinding principles. Responses should provide examples of signage executed in other communities and include a discussion of the costs to fabricate and the expected maintenance costs associated with those sign programs, if known.

The Village will be interested in knowing the chosen firm's:

- ability to provide unique design services which interface with the Village's new branding package,
- incorporation of new technologies into designs
- understanding of long term maintenance needs for the signage proposed in the new Wayfinding System, and
- experience in design of durable products with predictable longevity.

B. Wayfinding Expertise in Proven and Equal Communities (30%)

Response to this RFQ should demonstrate prior experience in developing a comprehensive Roadway and Pedestrian Wayfinding System for communities of equal size and/or with similar amenities. Responses should demonstrate experience working in mid-sized communities with a destination downtown, and/or convention center, cultural arts and music venues, interstate access, and commuter rail service. The Village seeks wayfinding signage which provides continuity to a visitor moving through the community, without benefit of a GPS system, identifying complete routes to major venues for those traveling by automobile.

The Village will be interested in knowing the chosen firm's:

- proven record of effectively assisting similar communities with development of a Roadway and Pedestrian Wayfinding System, including facilitation of public discussion and recommendations for sign content and placement,
- understanding of urban design and wayfinding principles,
- expertise in certain sign types: arenas, convention centers, and others referenced in this RFQ,
- use of subcontractors (and, if so, for what), and
- ability to execute certain tasks associated with execution of a wayfinding sign program which are not included within the design scope of this project:
 - understanding of and experience in addressing infrastructure requirements for sign installation,
 - understanding of and experience in preparing construction documents,
 - overseeing bids and fabrication, and
 - overseeing installation.

C. Complete Capabilities (20%)

The chosen firm will demonstrate their capacity to deliver the range of products and services described in this RFQ including:

- Assessment of existing signage,
- Identification of user groups and their specific needs and potential wayfinding difficulties,
- Development of a Roadway and Pedestrian Wayfinding System to include, but not limited to:

- Establishment of a destination hierarchy and recommendations for content
- Identification of needed sign locations
- Sign graphics incorporating the Village brand – ***Life Amplified!***
- Design of a wide range of sign types for a wide variety of tourism uses including downtown business district wayfinding, convention centers, music venues, and civic buildings
- Establishment of sign standards and specifications that take into account street level visibility, safety, probable cost to fabricate, maintenance costs, and replacement costs, and
- Experience preparing a statement of probable cost for the fabrication, installation, and maintenance of the system, including number of various sign types and locations.

Preparation of construction documents, oversight of bidding, fabrication, site preparation, ROW acquisition, and installation are not within the scope of this project. The chosen's firm experience in these aspects of implementing a Wayfinding System will be considered a plus.

D. References (10%)

References will be contacted to determine the character, integrity, reputation, judgement, experience and efficiency of the responder.

E. Current Work Load and ability to meet deadlines. (10%)

The Village is interested in the chosen firm's ability to dedicate sufficient resources to The Village.

PROJECT OVERVIEW:

1. Intent:

The Village seeks professional civic wayfinding expertise to assist the Village in developing a Roadway and Pedestrian Wayfinding System which incorporates the Village's new Branding initiative- **"Life Amplified!"** Signage could include gateway signs, wayfinding within the downtown core, information kiosks, and seasonal pole banners.

To create the Wayfinding Plan, the scope of services provided by the chosen consultant will include 1) an assessment of existing signage, 2) Identification of user groups and their specific needs and potential wayfinding difficulties, 3) Establishment of a destination hierarchy and recommendations for content, 3) Identification of needed sign locations, 4) sign design incorporating the "Life Amplified" brand, 5) Design of a wide range of sign types, 6) establishment of design standards and specifications that take into account street level visibility, safety, probable cost to fabricate, maintenance costs, and replacement costs, and 7) statements of probable cost for individual sign types.

Preparation of construction documents, oversight of bidding, fabrication, site preparation, ROW acquisition, and installation are not within the scope of this project. The chosen's firm experience in these aspects of implementing a Wayfinding System will be considered a plus.

2. Background information

The Village is a dynamic, growing community of 57,000, located at the southwest edge of the Chicago metropolitan market. The Village is the 20th largest city in Illinois and the 14th largest city in metropolitan Chicago. Two METRA stations in the Village provide access to downtown Chicago and extend outbound to Joliet. Easy access to Interstates 57, 80, and 294, the Village has brought significant commercial development, especially on 159th Street, 183rd Street, Harlem Avenue, and LaGrange Road. Visitors may also arrive via bicycle as the Village has adopted a "Complete Streets" policy and continues to add to the Bicycle Trail system.

The Village of Tinley Park is committed to assuring the long term viability of the community, providing a signature downtown as a community focal point, and supporting tourism. Through the vision of the community leaders and support of dedicated residents, the Village completed a branding initiative in February 2017. The initiative identified that regionally the Village of Tinley Park is known for music. Information on the Village 2017 Branding, Development, and Marketing Action Plan is at: www.tinleypark.org/branding.

While Chicago and other urban centers are steeped in the music industry, few smaller communities are known for their local music scene. Extensive marketing from the Hollywood Casino Amphitheater has raised regional awareness of Tinley Park as one of the top venues for big name entertainment in the greater Chicago area, and in the neighboring states of Wisconsin, Iowa, and Indiana. Additionally, Tinley Park clubs and restaurants are well known for hosting live music and the Village produces numerous special events centered on music. Even our schools are known for their music skill as exhibited in concerts and competitions

Recommendations from the 2017 Branding, Development, and Marketing Action Plan include transitioning to a new brand identity (logo and tagline), and contracting for the redesign and expansion of the vehicular and pedestrian wayfinding system which incorporates the Village's new Branding initiative – **“Life Amplified!”**

The present wayfinding system was installed over 15 years ago and is considered inadequate and in need of improvement and expansion. For example, signs are too small to be read at posted speed limits and visibility and ease of readability could be improved. Gateway signage is old and in the wrong locations due to growth and expansion of the Village. Wayfinding signs at municipal buildings no longer reflect the correct location of Village departments. The Village's intent is to create a wayfinding program which incorporates marketing and branding, *as well as* addressing traffic mitigation and directional needs. The Wayfinding Plan should increase the ease of visiting – by directing visitors to their destination, aiding in the selection of parking, and identifying public amenities at the destination (for example restrooms, box offices, information areas).

Tinley Park has a daytime employment of about 49,000, including 22,600 workers and 27,000 residents (source: ESRI). A traffic count map is included as an Exhibit with this document. Ten hotels are located in the Village with 990 available rooms. Downtown Tinley Park welcomes tens of thousands of visitors each year with an exciting array of events to entertain families and friends during the winter, spring, summer, and fall. Major events in Downtown Tinley include the Music in the Plaza concert series, Classic Car Shows, Parades, the Tinley Farmer's Market, the annual Block Party, Public Art, Parades, Bridal Showcase, St. Patrick's Day, Easter, Halloween, and Christmas celebrations.

Many visitors are here to enjoy Downtown Tinley Park, the Tinley Park Convention Center (which hosts 1300 events a year), the Hollywood Casino Music Amphitheater (which hosts 30 concerts a year (note, this is a music venue for which naming rights were purchased, not an active casino), the Odyssey Fun World, and the 550,000 SF Brookside Marketplace Open Air Shopping Center. The Village would like to encourage visitors to these major destinations to also patronize Downtown Tinley.

3. Project Scope of Services:

The Village seeks an individual or firm with professional civic wayfinding expertise to design, a comprehensive roadway and pedestrian wayfinding system which incorporates the Village's new Branding initiative – **“Life Amplified!”** While personal GPS systems in vehicles and cars are used to assist visitors, the Wayfinding Plan is intended to also educate visitors on what is available in the Village and reinforce branding activities.

The wayfinding signage program will be directional as well as educational. Services will include facilitation of decision making and recommendations for destinations to be included in the program. For example, which government facilities will be included? Will private venues be included? Is there a threshold square footage, for example, for shopping centers to be included on the destination list?

The chosen firm will assist the Village in these actions:

- Assessment of current wayfinding signage.
- Identification of user groups, and their specific needs and potential wayfinding difficulties.
- Development of the Wayfinding Plan which will include. This will include
 - Policy recommendations for Wayfinding Plan content/destinations
 - Recommendations for the list of locations for sign installation (both public and private property) for individual sign types. Note, the Village has a map of all traffic poles and existing signage.
- Graphic Design of a wide range of sign types for a wide variety of tourism uses including downtown business district wayfinding, convention centers, music venues, and civic buildings. Design will incorporate the Village brand – Life Amplified!
- Preparation of “Statements of Probable Cost” for the fabrication, installation, and maintenance of the system, including number of various sign types and locations.

As noted, the scope of work does not cover preparation of construction ready sign specifications and documents, oversight of bids, fabrication, site preparation, ROW acquisition, installation, or development of a maintenance program. As qualifications of responding firms are assessed, however, the Village is interested in knowing if firms are capable of this type work.

At a minimum, the Village desires signage for these locations:

1. Village Buildings and Facilities signage needs:
 - Directional signage to each location throughout the Village
 - Building signage at Village Hall indicating which departments are at certain entrances
 - Directional sign in the Village Hall parking lot indicating location of each department
2. The Tinley Park Convention Center
3. The Hollywood Casino Music Amphitheater
4. Tinley Park Library
5. Vogt Visual Arts Center
6. Brookside Marketplace at 191st Street and Harlem Avenue
7. White Water Canyon Water Park
8. Directional signage to the Village’s ten (10) Local Hotels
9. Downtown Tinley (centered on Oak Park Avenue between 167th and 183rd Streets):
 - Commercial business clusters off Oak Park Avenue (“more shops this way....”)
 - Downtown parking
 - Downtown public bathrooms (eventually)

10. Downtown METRA Train Station
11. 80th Avenue METRA Train Station
12. Victor J. Andrew High School and Tinley Park High School
13. The Odyssey Fun World
14. Sporting Fields
15. Temporary signs to be used downtown during special events to identify closed streets, and direct visitors to parking. These signs could be placed on existing poles or saw horses.
16. Temporary signs which would be used to indicate “stores and businesses” are open during utility repairs which close sidewalks, road closures for utility and/or train line work/repairs. These signs could be placed on existing poles or saw horses.

It is recognized that a Wayfinding Plan could potentially include additional destinations and the consultant will assist the Village with policy recommendations for inclusion of these types of amenities and destinations:

- Shopping Centers
- Public Schools
- Public and Private recreational facilities including golf, bowling, skating
- Banquet facilities and dining
- Country Clubs
- Park District facilities
- Cultural venues (for which tickets are purchased)
- Local colleges
 - DeVry University's Tinley Park Campus
 - Moraine Valley Community College Tinley Park Campus
 - Fox College
 - Chamberlain College of Nursing Tinley Park Campus

Note for future reference that the Village will request the following requirements be implemented in any designs that are submitted by the chosen firm:

- Incorporate the Village’s Branding Initiative – “Life Amplified!” Design will be changeable
- Use the international symbols for parking, restrooms and ATM locations.
- Incorporate durable, long-lasting materials which do not require yearly maintenance.
- Respect the surroundings
- Adhere to all IDOT, CDOT, WDOT, and Village requirements
- Shall conform to Section 9 of the Village Zoning Ordinance and be consistent with commercial sign requirements.
- Be legible by passing motorists who are traveling at 45 mph
- The Village requires 2 s.f. of landscaping with every 1 s.f. of a freestanding sign face area (as measured on one side). Therefore, depending on type, wayfinding signs may contain landscaping adjacent to or surrounding the sign. For certain locations a design concept, with and without, landscaping may be requested, depending on

specific location and available space. Landscaping materials must be no/low maintenance perennials. Landscape design will incorporate salt tolerant plants.

- Gateway signage may incorporate solar-powered LED lighting for night time visibility

Please note the task list above does not represent the final scope of the work. The Village will begin negotiations with the top firm(s) on actual scope and fee.

SUBMITTAL REQUIREMENTS

The Village seeks a creative firm capable of designing a Wayfinding Plan that is unique to Tinley Park, designing signage, and providing probable cost estimates for individual sign types. The new Roadway and Pedestrian Wayfinding System will incorporate the Village's new Branding initiative—***"Life Amplified!"***

Responders are instructed to submit their Qualifications in a bound format. To simplify the evaluation process, the firm's response shall be submitted in the format outlined below:

- Letter of Transmittal – The cover letter shall be addressed to the contact listed and shall include the complete name of the firm or person(s) submitting the response to the RFQ, the main office address, primary contact person's name, title, telephone number, and email, as well as a signature of the representative legally authorized to bind the response.
- Table of Contents – Clearly defined sections and pages numbered.
- Executive Summary – Include a summary of the firm's qualifications and the firm's understanding of the request. Include a brief summary which describes and highlights your firm's experience, qualifications, and expertise and why your team would be the best choice for the Village.
- Company Profile and Qualifications – Include executive information, including management team, resumes, and qualifications of key staff that would be assigned to the project. Please state your firm's business organization type (Sole Proprietor, Partnership, Corporation, etc.).
- Experience – In replying to this RFQ, provide examples of work installed elsewhere including budgets from these communities. Address the firm's experience with design of these types of products:
 - Community and downtown gateways.
 - Community destinations.
 - Vehicular directional signage.
 - Amenities wayfinding at Convention Centers and/or Music Amphitheaters (public parking, restrooms, reader boards, and visitor information kiosks, etc.)
 - Bike Trail signage.
 - Downtown Business District pedestrian wayfinding.
 - Signage to encourage visitors and shoppers to explore side streets.
 - Clear identification of limited time and "All day parking" signage downtown.
 - Bus Shelter and Train Station signage welcoming visitors and indicating nearby amenities.

- Redesign of typical regulatory street signs including “do not enter” and “left turn only” and other traffic signs to fit the brand. Decorative posts may be a consideration.
 - Marquee or “place identifiers” in front of public buildings, services, and parks.
 - Visitor information kiosks, with weather resistant brochure distribution, in various locations throughout the community, including downtown and destinations like a Convention Center, Music Amphitheater, or Hotel.
 - Seasonal pole banners. (Spring, Summer, Fall and Holidays)
 - Signage identifying the location of individual departments at municipal buildings.
 - Signage for use during special events to indicate road closures and re-routes
 - Signage for use during construction indicating businesses remain open
- Methodology – Explain your methodology and approach to creating a Roadway and Pedestrian Wayfinding System, including how you will identify and create a hierarchy of destinations, identify sign locations, set standards, and design signage.
 - Subcontractors – Does your firm typically use any subcontractors? If so, for what function?
 - Capability to complete additional work for Wayfinding Signage. As qualifications of responding firms are assessed, the Village is interested in knowing if firms are capable of additional related work which is not within the scope of this project. Therefore, though not in the work scope of this project, would you please identify your firm’s ability and/or experience with developing construction ready sign specifications and documents, oversight of bids, fabrication, site preparation including utility extension and ROW acquisition, sign installation, and development of a maintenance program. Timeline – indicate a timeline for each phase of the project.
 - Cost of Services – The Village will select a consultant to begin discussions with based on their presented Qualifications. A Scope of Services will be negotiated with the consultant determined to best meet the qualifications as in the **Submittal and Evaluation Factors** section of this RFQ. Would you please, however, indicate:
 - The hourly billing rates of the key staff who will be assigned to this project
 - An estimated hours for these project deliverables:
 - Assessment of current wayfinding signage
 - Identification of user groups, and their specific needs and potential wayfinding difficulties
 - Development of the Wayfinding Plan (content/destinations and location) which will include policy recommendations for Wayfinding destinations and recommendations for the list of locations for sign installation (both public and private property).
 - Graphic Design incorporating the Village brand – **Life Amplified!**

- Preparation of “Statements of Probable Cost” for the fabrication, installation, and maintenance of the system, for each sign type proposed in the Wayfinding Plan.
 - A timeline for project completion.
- References – Provide at least five (5) references of current clients of similar scope with the response. Include name, title, address, phone number and email of contact person.
- Additional Information – Please provide any other information you feel is important for consideration during our evaluation of responses.

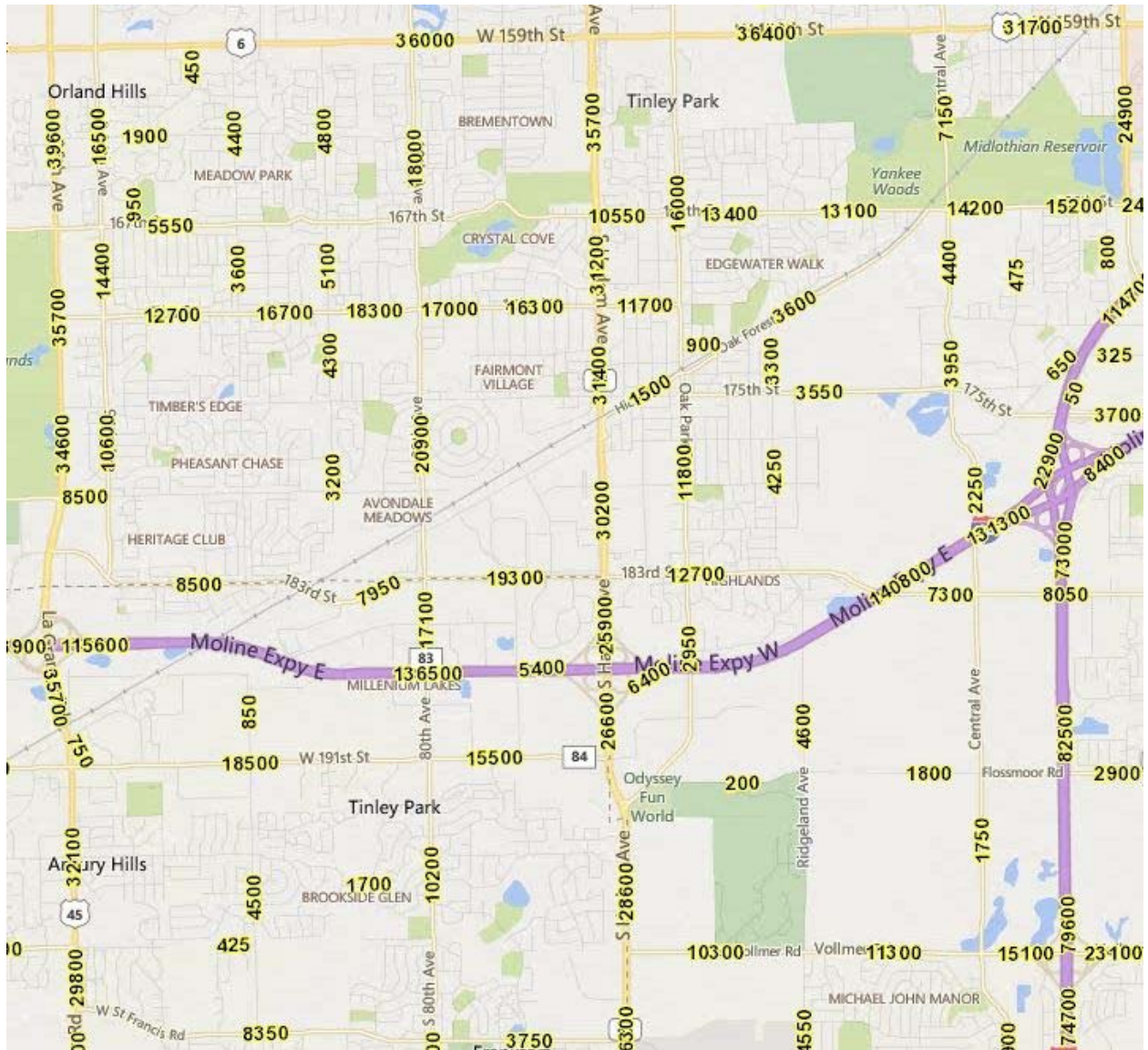
4. Preliminary Selection Schedule

<u>Task</u>	<u>Completion Date</u>
a) Review by the Village’s Economic Development and Marketing Committee	October 24, 2017
b) RFQ Issuance	October 27, 2017
c) Deadline for any questions	Friday, November 3, 2017
d) RFQ due @ 4:30 p.m.	November 13, 2017
e) Firm Interviews (as necessary)	tentatively the week of December 14, 2017
f) Firm recommendation to Village’s Economic Development and Marketing Committee	January 23, 2018
g) Approval at Village Board Meeting	February 6, 2018

Exhibit A

Traffic Counts

Tinley Park, Illinois





Interoffice Memo

Date: October 19, 2017

To: Economic Development and Marketing committee

From: Donna Framke

Subject: Holiday Market Tent Quote

As part of the Village's Holiday Happenings weekend scheduled for Friday, December 1st through Sunday, December 3rd, the Village will be hosting the 13th annual Tinley Park Holiday Market under a large tent that is put up in the southwest Metra lot of the Oak Park Avenue train station. This summer, staff requested a quote from the two Chicago-area providers that provide large 200' clear span tents available for rental - Partytime Productions and Arena Americas,. We have used both companies in the past. The Village hired Arena last year and had a couple of issues including communication, installation and gutter system problems. The quote request was for a 40' x 200' clear span tent and a 30' x 90' tent connected by multiple marquees plus lights, stage and heaters. Arena Americas quote came in at \$20,501 and Partytime quoted \$20,155. Staff recommends that we move forward with the rental of the tent from Partytime. Installation of the tent will begin on Wednesday, Nov 29 and the tent will be completely taken down by Monday, December 4.



6150 West Howard Street phone: 847-967-6800
 Niles, Illinois 60714-3402 fax: 847-967-6805

Equipment Lease Agreement

Lessee: Village of Tinley Park Vicki Sanchez 16250 S. Oak Park Avenue Tinley Park, Illinois 60477	Work: (708) 444 - 5044 Mobile: Home: Fax: (708) 444 - 5099 E-Mail: vsanchez@tinleypark.org	Proposal No.: 040090 Date Printed: Fri, Oct 6, 2017 Page: 1 of 4 Client Of: JAK
Site Name and Address: Village of Tinley Park Oak Park Street Train Station 6700 S. South Street Tinley Park, Illinois 60477	Site: Contact: Sue Pall, Viki Sanchez Surface: Asphalt Guests#:	Event Date(s): December 1 - 3, 2017 Event Time: Used Daily Setup Date(s): November 29 - 30, 2017 Setup Time: 7:00 a.m.
Delivery Instructions: 294 South to the NEW Southbound exit for I-57, South to I-80, West to Harlem Avenue, North to Hickory ~ South Street, Right to site on left.		Removal Date(s): December 4, 2017 Removal Time: 7:00 a.m. Week No.: Week 49, 2017

Quantity	Equipment and Service	Price	Total
	• ENTRANCE AT EAST END OF 40' x 200' TENT		
1	9' x 10' White Fiesta Marquee	129.00	129.00
1	Globe Lighting System for 9' x 10' Marquee	33.00	33.00
2	Sections of 7' x 10' White Sidewall	20.00	40.00
	• HOLIDAY MARKET TENT		
3	Double Frame Glass Window Self Closing Tent Door	750.00	2,250.00
1	Patio Door (single door) used in the 40' x 200' on the South wall, west side	200.00	200.00
1	40' x 200' White Clearspan Tent on 8' Sides	9,150.00	9,150.00
1	30' x 90' White Clearspan Tent on 8' Sides	2,965.00	2,965.00
3	9' x 5' White Fiesta Marquee	98.00	294.00
1	Ambient Lighting throughout 40' x 200 tent achieved through the use of 10-400 watt metal halide light fixture suspended down center ridgeline of tent - one every 20'	1,290.00	1,290.00
1	Ambient Lighting throughout 30' x 90 tent achieved through the use of 4-400 watt metal halide light fixture suspended down center ridgeline of tent - one every 20'	515.00	515.00
8	Illuminated Exit/Emergency Lights	135.00	1,080.00
7	ABC Dry Chemical Fire Extinguisher - One at each outside exit and one on each side of the 9' x 5' marquees with exit signs	65.00	455.00
57	Sections of 8' x 10' White Side Panel	27.00	1,539.00
9	Sections of 8' x 10' Clear Side Panel - for North side of 30'x 90' (use older walls)	45.00	405.00
2	Sections of 8' x 10' French Window Side Panel (use older walls)	55.00	110.00
4	Sections of 7' x 5' White Sidewall for 9' x 5' marquees	12.00	48.00
	• STAGING		
1	20' x 24' x 6" Bandstand ~ Stage (with black astroturf covering - N/C)	670.00	670.00

Accidental Damage Waiver (ADW) (Initial One)
 Lessee accepts or declines Lessor's waiver of Lessee's responsibility for accidental damage to Lessor's equipment.
 Waiver fee is five percent (5%) of contract price. See paragraph 3 of Terms and Conditions (on reverse side) Accepts Declines

This proposal shall represent the full and complete Agreement between the parties when signed by the Lessee and returned to Partytime-HDO Operations LLC. Notwithstanding the foregoing, the Agreement is subject to availability of the material and equipment described herein as of the date the fully executed Agreement is received by Partytime-HDO Operations LLC. The contract price will be adjusted to reflect the addition or reduction of equipment or service.

This Agreement is subject to the terms and conditions set forth on the back page hereof, which terms and conditions are made part of this Agreement.

Lessor Partytime-HDO Operations LLC

Lessee _____

By  _____

By _____ Date _____

Sign and return to Partytime-HDO Operations LLC



6150 West Howard Street phone: 847-967-6800
 Niles, Illinois 60714-3402 fax: 847-967-6805

Equipment Lease Agreement

Lessee: Village of Tinley Park Vicki Sanchez 16250 S. Oak Park Avenue Tinley Park, Illinois 60477	Work: (708) 444 - 5044 Mobile: Home: Fax: (708) 444 - 5099 E-Mail: vsanchez@tinleypark.org	Proposal No.: 040090 Date Printed: Fri, Oct 6, 2017 Page: 3 of 4 Client Of: JAK
Site Name and Address: Village of Tinley Park Oak Park Street Train Station 6700 S. South Street Tinley Park, Illinois 60477	Site: Contact: Sue Pall, Viki Sanchez Surface: Asphalt Guests#:	Event Date(s): December 1 - 3, 2017 Event Time: Used Daily Setup Date(s): November 29 - 30, 2017 Setup Time: 7:00 a.m.
Delivery Instructions: 294 South to the NEW Southbound exit for I-57, South to I-80, West to Harlem Avenue, North to Hickory ~ South Street, Right to site on left.		Removal Date(s): December 4, 2017 Removal Time: 7:00 a.m. Week No.: Week 49, 2017

Quantity	Equipment and Service	Price	Total
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removal from event site.

The event site must be cleared of obstacles that prevent the installation of tenting and equipment. Additional charges of \$40.00 per man, per hour, may apply if installation site is not ready as scheduled. This includes snow and ice.

Tents do not carry snow load ratings. In the event of snow and/or ice storms, heaters will need to run continuously to melt any accumulations on roof of tent. Lessee agrees to supply propane to fuel heaters to facilitate heating of tent.

Partytime-HDO Productions, Inc. is not responsible for damage to underground obstructions, such as sprinkler systems and septic fields, unless Lessee supplies an exact depth and location plan for all obstructions.

Unless otherwise arranged for, Lessee is responsible for obtaining any and all necessary permits.

Depending on weather conditions, additional heating units may be required. Client/Lessee to supply all propane for heaters.

All costs are inclusive of listed equipment, services and delivery. Any equipment or service additions, changes or deletions from this contract will be adjusted accordingly.

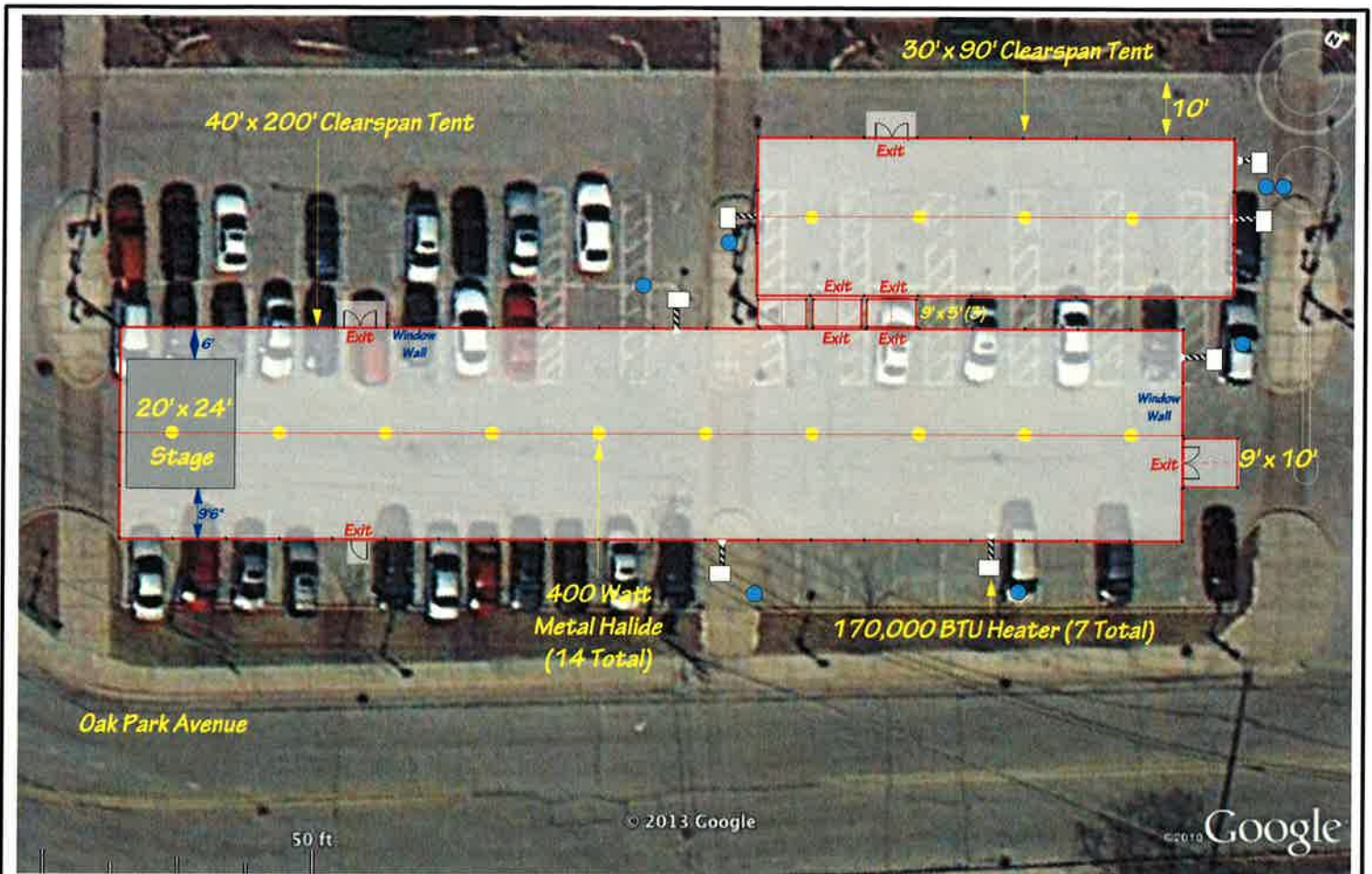
Accidental Damage Waiver (ADW) (Initial One)
 Lessee accepts or declines Lessor's waiver of Lessee's responsibility for accidental damage to Lessor's equipment.
Waiver fee is five percent (5%) of contract price. See paragraph 3 of Terms and Conditions (on reverse side) Accepts Declines



This proposal shall represent the full and complete Agreement between the parties when signed by the Lessee and returned to Partytime-HDO Operations LLC. Notwithstanding the foregoing, the Agreement is subject to availability of the material and equipment described herein as of the date the fully executed Agreement is received by Partytime-HDO Operations LLC. The contract price will be adjusted to reflect the addition or reduction of equipment or service.

This Agreement is subject to the terms and conditions set forth on the back page hereof, which terms and conditions are made part of this Agreement.

Lessor Partytime-HDO Operations LLC
 By JAKITE Lessee _____
 By _____ Date _____

Sign and return to Partytime-HDO Operations LLC



	Tinley Park Winter Market			
	Client: Village of Tinley Park Event Date: December 1-3, 2017 Site: Oak Park Street Metra Tinley Park, Illinois	Proposal Number: 40090	Drawn By: J.A.K. Date: 10/9/17 Scale: 1" = 20' Revised:	



Interoffice Memo

To: Cynthia Berg, Chair Economic Development and Marketing Committee

From: Donna Framke, Marketing Director

cc: Village Board
David Niemeyer, Village Manager *DM*
Patrick Carr, Assistant Village Manager
Patrick Connelly, Village Attorney

Date: October 20, 2017

Subject: **Creation of a stand-alone Marketing and Branding Commission**

The Branding Action Plan calls for the creation of an active Brand Leadership Team (BLT) tasked with being the “voice of the brand”, working in a hands-on capacity as advocates for the brand vision and being instrumental in fulfilling the recommendations set forth in the branding plan.

At the time the Brand Leadership Team was created, it was structured as a sub-committee of the MainStreet Commission. Three of the (then seven) MSC commissioners opted to participate with the brand leadership team.

The BLT has been a very active group, often meeting twice per month – once as the full BLT and then as working subcommittees. The time demands on the commissioners that are serving on both groups has become burdensome.

Staff would like to recommend that the BLT be spun off into a stand along Branding and Marketing commission with the following objectives:

- To assist in increasing the local tax base and improving the quality of life in Tinley Park by supporting and expanding the Village’s music brand through the arts, culture and events held within the Village of Tinley Park
- To encourage, assist, inform and make recommendations to the village board and staff on matters pertaining to the marketing of Tinley Park to its current and prospective residents, businesses and tourists/visitors;

The commission would be comprised of up to 11 marketing-focused professionals representing different sectors of the community such as:

- Downtown/independent business community
- Chamber of Commerce
- Tourism - hotels, convention center, attractions
- Entertainment and Music
- Transportation
- Schools and Colleges
- Park District
- Legislators
- Residents

The existing, appointed members of the BLT are active and meet this criteria so the recommendation would be to retain that existing group of volunteers and spin them off into a separate, stand-alone commission. Of the three commissioners that are on both the BLT and the MSC, one is no longer on the MSC and the two remaining commissioners would remain with the branding and marketing commission, leaving three MainStreet Commissioners. Recommendations for new appointees to the MainStreet Commission will be forthcoming at a future meeting.

A draft ordinance creating this stand-alone commission is attached for consideration.

THE VILLAGE OF TINLEY PARK
Cook County, Illinois
Will County, Illinois

ORDINANCE
NO. _____

**AN ORDINANCE ESTABLISHING THE MARKETING AND BRANDING
COMMISSION OF THE VILLAGE OF TINLEY PARK**

JACOB C. VANDENBERG, PRESIDENT
KRISTIN A. THIRION, VILLAGE CLERK

MICHAEL J. PANNITTO
BRIAN H. YOUNKER
CYNTHIA A. BERG
WILLIAM P. BRADY
MICHAEL W. GLOTZ
MICHAEL J. MANGIN
Board of Trustees

Published in pamphlet form by authority of the President and Board of Trustees of the Village of Tinley Park
Peterson, Johnson, and Murray Chicago, LLC, Village Attorneys
200 W. Adams, Suite 2125 Chicago, IL 60606

VILLAGE OF TINLEY PARK
Cook County, Illinois
Will County, Illinois

ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING THE MARKETING AND BRANDING
COMMISSION OF THE VILLAGE OF TINLEY PARK**

WHEREAS, Section 6(a) of Article VII of the 1970 Constitution of the State of Illinois provides that any municipality which has a population of more than 25,000 is a home rule unit, and the Village of Tinley Park, Cook and Will Counties, Illinois, with a population in excess of 25,000 is, therefore, a home rule unit and, pursuant to the provisions of said Section 6(a) of Article VII, may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to tax and to incur debt; and

WHEREAS, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have determined that it is in the best interests of said Village of Tinley Park to establish and create a Marketing and Branding Commission of the Village of Tinley Park; and

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, AS FOLLOWS:

SECTION 1: The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION 2: That Marketing and Branding Commission of the Village of Tinley Park is hereby established as follows:

§ ____ MARKETING AND BRANDING COMMISSION

____ Purpose.

The policy of this Village is to encourage, assist, inform and make recommendations to the village board and staff on matters pertaining to the marketing of Tinley Park to its current and prospective residents, businesses and tourists/visitors. In addition, it is the policy of this Village to assist in increasing the local tax base and improving the quality of life in Tinley Park by supporting and expanding the Village's music brand through the arts, culture and events held within the Village of Tinley Park.

___ ESTABLISHMENT.

This is created a Marketing and Branding Commission.

___ MEMBERSHIP.

The commission will be comprised of up to 11 marketing professionals representing different sectors of the community all of whom shall be appointed. The Chairman of the Commission shall be designated by the President with the advice and consent of the Board of Trustees.

Departments and offices represented on the Committee shall include but limited to those listed below:

- Downtown business community
- Independent business community
- Auto Dealers
- Chamber of Commerce
- Tourism – hotels, convention center, attractions
- Entertainment and Music
- Transportation – e.g., Metra, Pace/RTA
- Schools and Colleges
- Park District
- Legislators
- Residents

The committee will also include associate members.

___ POWERS AND DUTIES.

To prepare and recommend to the President and Board of Trustees of the village any and all plans which the Commission shall deem proper for the fulfillment of its purpose, specifically including recommending the marketing and branding of Tinley Park through the Village's music brand through arts, culture and events held within the Village of Tinley Park.

- (A) Identify specific Village assets available for marketing and desirable to potential commercial partners;
- (B) Prioritize these assets in terms of ease of marketing and short and/or long-term commercial value;
- (C) Develop a marketing plan for these assets;
- (D) Seek out commercial partners for asset-based transactions;
- (E) Structure marking programs

___ MEETINGS.

The commission shall hold meetings as may be necessary, and the meetings shall be held in the village hall or in some other suitable place. The commission has established a regular meeting date of the third Monday of every month. The commission shall keep written records of its

proceedings. All Committee members involved agree to undertake a care, thorough, collaborative and deliberative process to preserve the character of the Village and its assets.

____. ____ TERMS AND VACANCIES.

The term of the office for the commissioners will be one year. A commissioner having been duly appointed shall continue to serve after the expiration of their term until their successor has been appointed. Vacancies shall be filled by appointments for unexpired terms only.

____. ____ TRUSTEE LIAISON.

The Chairman of the Village Board's Marketing and Economic Development committee with input from the Mayor and Board (in support of the strategic plan).

SECTION 3: Any policy, resolution or ordinance of the Village that conflicts with the provisions of this Ordinance shall be and is hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS ___ day of _____, 2017.

AYES:

NAYS:

ABSENT:

APPROVED THIS ___ day of _____, 2017.

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

STATE OF ILLINOIS)
COUNTY OF COOK) SS
COUNTY OF WILL)

CERTIFICATE

I, KRISTIN A. THIRION, Village Clerk of the Village of Tinley Park, Counties of Cook and Will and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No. _____, “AN ORDINANCE ESTABLISHING THE MARKETING AND BRANDING COMMISSION OF THE VILLAGE OF TINLEY PARK,” which was adopted by the President and Board of Trustees of the Village of Tinley Park on _____, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this ____ day of _____, 2017.

KRISTIN A. THIRION, VILLAGE CLERK

**COMMENTS FROM
THE PUBLIC**

ADJOURNMENT