# **NOTICE OF**

# **STANDING COMMITTEES**

Scheduled for Tuesday, April 24, 2018, beginning at 6:30 p.m. in

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

### Economic Development & Marketing Committee Administration & Legal Committee

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

Kristin A. Thirion Clerk Village of Tinley Park

#### NOTICE OF REGULAR MEETING OF THE ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE

Notice is hereby given that a regular 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, April 24, 2018, 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 REGULAR ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE MEETING HELD ON FEBRUARY 27, 2018.
- 3. DISCUSS THE OAK PARK AVENUE PLAYBOOK GRANT PROGRAM.
- 4. DISCUSS DESIGN GUIDELINES FACADE PROGRAM-SIGN GUIDELINES.
- 5. DISCUSS AMENDING MAINSTREET COMMISSION AND ECONOMIC COMMERCIAL COMMISSION ORDINANCES.
- 6. DISCUSS SPECIAL EVENT PERMITTING PROCESS.
- 7. DISCUSS BONDING TRANSFER TO WILL KANKAKEE REGIONAL DEVELOPMENT AUTHORITY.
- 8. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION VILLAGE CLERK

#### MINUTES Economic Development and Marketing Committee February 27, 2018 - 6:30 p.m. Village Hall of Tinley Park – Council Chambers 16250 S. Oak Park Avenue Tinley Park, IL 60477

Members Present:	C. Berg, Chairman M. Mangin, Village Trustee M. Pannitto, Village Trustee
Members Absent:	None
Other Board Members Present:	None
Staff Present:	<ul> <li>D. Niemeyer, Village Manager</li> <li>P. Carr, Assistant Village Manager</li> <li>B. Bettenhausen, Village Treasurer</li> <li>P. Hoban, Economic Development Manager</li> <li>P. Connelly, Village Attorney</li> <li>L. Godette, Deputy Village Clerk</li> <li>L. Carollo, Commission/Committee Secretary</li> </ul>

Item #1 - The Economic and Marketing Committee Meeting was called to order at 7:01 p.m.

#### Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE REGULAR ECONOMIC AND MARKETING COMMITTEE MEETING HELD ON JANUARY 23, 2018 – Motion was made by

Trustee Pannitto, seconded by Trustee Mangin, to approve the minutes of the Economic and Marketing Committee Meeting held on January 23, 2018. Vote by voice call. Chairman Berg declared the motion carried.

**Item #3 – DISCUSS COOK COUNTY CLASS 7 BOUNDARIES** - The Class 7a and 7b incentives of the Cook County Real Property Assessment Classification Ordinance are intended to encourage investment in areas determined to be "in need of commercial development." The class 7a incentive is for investment projects under \$2,000,000 and the Class 7b is for investment projects over \$2,000,000.

The Economic Commercial Commission (ECC) recommended two (2) areas for special designation areas within the Village, 159th and Harlem and 183rd and LaGrange. 159th and Harlem is suffering from multiple vacancies as well as property taxes 60% higher than in Tinley Park's Will County retail areas. 183rd and LaGrange is suffering due to its close proximity to Will County and property taxes 60% higher than Tinley Park's Will County retail areas. Incentives are needed to encourage redevelopment in both of these retail areas.

The Economic Development and Marketing Committee received the Cook County's Class 7a and 7b special assessment requirement eligibility bulletins.

Staff requests direction from the Committee regarding which areas should be recommended for redevelopment within the Village. After discussion, the consensus of the Economic Development and Marketing Committee was to recommend 159th and Harlem and 183rd and LaGrange as special designation areas brought forward to the Board for future Village Board approval.

### Item #4 – DISCUSS INTEGRATION OF THE MAIN STREET COMMISSION INTO THE

**ECONOMIC COMMERCIAL COMMISSION** - In the Special Meeting of the Economic Development and Marketing Committee Meeting held on November 28, 2017, consideration for combining the Economic Commercial Commission (ECC) and Main Street Commission (MSC) was discussed as Chairman Berg felt a redundancy between the two commissions. The ECC and MSC are both business-related commissions. The ECC has a community-wide focus supporting the business environment in Tinley Park, which includes the identification of programs supporting employment and the review and recommendation of business incentive programs. The MSC focuses entirely on Downtown Tinley and the commission reviews and makes recommendations on prospective developments in Downtown Tinley Park. If the Economic Development and Marketing Committee recommend the ECC and MSC to be combined, staff requests direction as to whether the MSC will become a subcommittee of the ECC and how many MSC commissioners should be added to the ECC.

Trustee Mangin stated the key element would be to have a combination of members in place meeting criterion to encompass the residential, business and downtown aspects for integration between the two (2) commissions. After discussion, the consensus of the Economic Development and Marketing Committee was to recommend one (1) commission with nine (9) committee members and four (4) associates.

Motion was made by Trustee Mangin, seconded by Trustee Pannitto, to recommend integration of the Economic Commercial Commission and Main Street Commission into one (1) commission with nine (9) committee members and four (4) associates be brought forward to the Board for future Village Board approval. Vote by voice. Chairman Berg declared the motion carried.

#### Item #5 – REVIEW CONTRACT WITH THE TINLEY PARK CONVENTION CENTER FOR

**DISCOVER TINLEY EVENT** - The Economic Development and Marketing Committee received the convention center rental contract to host the Discover Tinley 2018 event on Saturday, April 7, 2018. The contract reflected comprehensive charges from 2017. Staff notes all base fees have remained constant and other fees such as equipment, electric and food will depend upon the response of participating vendors. The Discover Tinley event estimate charges are \$21,433.49. Chairman Berg asked the Committee if there were any questions. No one came forward.

Motion was made by Trustee Mangin, seconded by Trustee Pannitto, to recommend the convention center rental contract to host the Discover Tinley 2018 event on Saturday, April 7, 2018, be brought forward to the Board for potential Village Board approval on March 6, 2018. Vote by voice. Chairman Berg declared the motion carried.

#### Item #6 - RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

#### ADJOURNMENT

Motion was made by Trustee Pannitto, seconded by Trustee Mangin, to adjourn this meeting of the Economic Development and Marketing Committee. Vote by voice call. Chairman Berg declared the motion carried and adjourned the meeting at 7:18 p.m.

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Date:	April 24, 2018
То:	Economic Development and Marketing Committee
Cc:	David Niemeyer, Village Manager Paula Wallrich, Community Development Director
From:	Patrick Hoban, Economic Development Manager
Subject:	Oak Park Playbook Grants

#### Background/History

In June of 2017, Mayor Vandenberg met with Staff to discuss the creation of economic development strategies to assist downtown businesses and address vacancies along Oak Park Avenue. Since that time Staff has been working with the Economic and Commercial Commission and the Economic Development and Marketing Committee to develop specific programs that will meet the Mayor's goals. Initially seventeen (17) different tactics were identified that were aimed at assisting downtown businesses. (Attachment A provides a complete list of all 17 concepts). After some discussion and further analysis, Staff focused their efforts on five (5) specific grant programs referred to as the *Oak Park Playbook Grants*. Based on discussions and feedback from residents and Commission/ Committee members, modifications were made to the programs which are reflected in the final versions of the grant programs as attached.

The five (5) grant programs are described as follows:

- 1. <u>Façade Grant</u>: Provides funding to assist owners of existing buildings, or businesses within them to upgrade their building facades. The goal of the Façade Grant Program is to improve the appearance of existing buildings consistent with the Village's Architectural Guidelines.
- <u>Code Compliance Grant</u>: Provides funding to enhance the pedestrian experience and aesthetic quality of the downtown Legacy Districts. The goal is to provide an incentive for property owners to bring their buildings into conformance with Village Building and Fire Code by installing such things as fire protection systems and alarms to improve the quality of the building stock.
- 3. <u>Retail Grant</u>: Provides funding to assist owners of existing buildings with retail businesses to upgrading their building. The goal of the Retail Grant Program is to assist with the start-up of small independent retailers with expenses generally associated with a move into new commercial space.
- 4. <u>Sign Grant</u>: Provides funding to enhance the pedestrian experience and aesthetic quality of the downtown Legacy Districts. The goal is to introduce creative and attractive signs that will complement the downtown (consistent with the Village's Sign Design Guidelines) and remove non-conforming signs.

5. <u>Landscape Grant</u>: Provides funding to assist owners of existing buildings, or businesses within them by upgrading their landscaping. The goal of the Landscape Grant Program is to help property owners improve the aesthetics of downtown Tinley Park.

One of the major revisions made to the initial program proposals is the delineation of the qualifying boundary; this has been reduced from the entire Legacy District area to just the Downtown Core and Downtown Flex Legacy Districts. This was due to the limitation of commercial uses outside of these two zones if the property is not identified as a Heritage Site. (Heritage sites are defined as those properties where the cost of improvements exceed 50% of the market value of the property). In addition, there is a 'claw back' on the Retail Grant which will require a business to pay back a portion of the grant if they close their business within three (3) years of receiving the grant money. The status of all grants will be included in the monthly Community Development Report so as to keep the community and elected officials apprised of the status of each grant program recipient. Lastly, there will be the creation of both Design and Sign Guidelines to assist grant applicants when presenting projects to staff to ensure they are compatible with the downtown vision as outlined in the Legacy Plan.



#### **Discussion**

Attached are the final drafts of each of the five (5) Oak Park Playbook Grant Programs that have incorporated input gathered over the last year. Funding for the programs has been approved with the new fiscal budget and will be available beginning May 1, 2018. The New Bremen TIF District has been identified as the long term funding source for these programs with the potential to also use General Funds to kick start programs. Below please find highlights of the program's goals, funding levels, process for submitting and accepting applications and reporting protocols on the status of projects funded under the programs.

#### GOALS:

Key goals for these grant 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;
- Encourage start-up, attraction, and expansion of sales tax producing businesses;
- Build public spaces with an orientation to music and entertainment; and
- Enhance the aesthetics of the entire corridor, including landscaping on commercial properties.

#### FUNDING:

The approved budget provided a total funding level of \$350,000 for the Oak Park Playbook grants distributed in the following categories:

\$55,000 for matching Signage Grants up to \$5,000 each.
\$70,000 for matching Façade Improvement Grants up to \$35,000 each.
\$140,000 for matching Code Compliance Grants up to \$35,000 each.
\$70,000 for matching Retail Grants up to \$35,000 each.
\$15,000 for matching Landscape Grants up to \$5,000 each.

#### CAP:

A maximum of \$70,000 in matching grants per year will be approved per property; a property is not eligible for grants if subject to an incentive over the past 10 years.

#### PROCESS:

The Applicant must submit a completed application to the Community Development Department. The following steps will occur after Staff has verified the application is complete:

- Pre-Application Meeting
- Submittal of Complete Application
- Staff Review
- Economic and Commercial Commission review
- Economic and Marketing Committee review
- Village Board review/approval
- Reimbursement

#### PRIORITY:

If applications exceed the Village's funding budget, the following factors shall be taken into consideration to rank businesses for grant awards:

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

#### APPLICATION CRITERIA:

A grant may be awarded to any business, individual or property which meets the following:

- The property is a tax paying entity;
- The property is in compliance with Village codes or ordinances;
- The property owner is not overdue in any payments to the Village;
- The Applicant provides a "but for" narrative with financial data in support of their request; and
- If the subject business is a "start-up" business it must have a business plan from a local SBA Center or SCORE Counselor.

#### **REPORTING**:

Status reports on grant applications and funding levels will be included in the Community Development's monthly Active Projects Report and presented at Economic and Commercial Commission meetings.

#### RECOMMENDATION

Recommend to the Village Board approval of the proposed five (5) Oak Park Playbook Grant Programs.

#### Attachment A

Economic Development Concepts for the Legacy Districts

- 1. Creation of a Small business development center (SBDCs) for start-ups and/or current business owners.
- 2. Start a local Service Corps of Retired Executives (SCORE) mentoring program in town having a counselor meeting with people at Village Hall.
- 3. Relaunch the Business Retention and Expansion program, starting with downtown businesses.
- 4. Revamp the current Interest Buy-Down Program which uses the Village's credit to lower loan costs.
- 5. Identify Small Business Administration (SBA) lenders in the area who offer low interest commercial loans.
- 6. Start a revolving loan fund in which local banks to create low interest gap financing.
- 7. Create blade sign grants and design guidelines to encourage the removal of monument signs downtown and replace them with blade signs.
- 8. Improve Facade grants with design guidelines.
- 9. Create a Sprinkler system grant program to bring older building stock up to code.
- 10. Create an ADA compliance grant program to bring the older building stock up to code.
- 11. Create a retail grant program to recruit targeted retailers to downtown.
- 12. Determine which buildings are too far gone and should be demolished.
- 13. Make code amendments to the Legacy Plan.
- 14. Revise legacy code districts, including the Neighborhood General.
- 15. Have better wayfinding around town, and have them match our brand.
- 16. Fund murals showcasing some of the musicians that have performed in Tinley.
- 17. Create landscaping grants to beautify the corridor.



#### PROGRAM SUMMARY:

The Village of Tinley Park has established a Sign Grant Program to enhance the pedestrian experience and aesthetic quality of the downtown Legacy Districts. The goal is to introduce creative and attractive signs that will complement the downtown with the intent to remove non-conforming signs.

The Sign Grant Program provides a matching sign grant of 50% or a maximum of \$5,000 per tax paying business. Funding is provided on a per business basis; if located within a multi-tenant center each business is eligible to apply. One site can use up to \$70,000 in matching grants per year. A site is not eligible for grants if they received an incentive over the past 10 years.

Grants will be awarded on a first-come, first-served basis contingent on available funds and eligibility. Property owners/tenants receiving grants must meet the Downtown Tinley Sign Guidelines and the Village's Legacy Code signage regulations. A written agreement (Sign Grant Program Agreement) between the business owner/property owner (if tenant is leasing) and Village is required; tenants must provide an executed lease; the grant application is reviewed by the Economic Commercial Commission and the Economic Development & Marketing Committee prior to Village Board approval. This program is not eligible for signs that are already installed or for non-property tax paying entities.

The Village will determine the appropriate level of funding available for the Sign Grant Program during the annual budget process; applications will be accepted by the Community Development Department beginning May 1 each year. The grant will be paid on a reimbursement basis once the proposed project has been completed and receipts for eligible expenditures have been verified.

#### ELIGIBILITY:

The Applicant must be located along a public street within the Downtown Core or Downtown Flex Districts. The grant is for new signage only; maintenance or repair costs are not eligible expenses. 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, wall, and freestanding hanging signs with a minimum 10' setback are eligible for the Sign Grant Program (refer to Section XII. Section 4.D. for sign definitions.





## Sign Grant Program

Signs may be for a new or existing business. Funding priority is given to existing businesses in buildings with non-conforming signs. 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.

#### **ELIGIBLE EXPENSES**:

Funds may be used for:

- Sign design
- Fabrication
- Installation
- Materials/labor
- Removal of non-conforming signage and restoration of affected site or building

#### PROCESS:

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

1. Pre-Application Meeting

The applicant is encouraged to meet with Community Development Staff to discuss the feasibility of the proposal.

- 2. Submittal of Complete Application
  - Complete application (attached)
    - o Tax Identification Numbers
    - o Property owner and business owner contact information
    - Proposed Sign Plans shall be folded not to exceed 8 1/2 " x 14" in area
  - Amount of assistance requested
  - Itemized list of eligible expenditures
  - Applicant Affidavit of ownership or authorization by the Owner to apply for funding
  - Business Plan (if start up)

#### 3. Staff Review

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Once Staff verifies the application is complete, an inspection of the subject property will be scheduled to ensure the property/structure is in compliance with Village Codes. After all deficiencies have been identified the Staff Review Committee will evaluate the application based on the following criteria:

• 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.





- Applicant demonstrates preparedness to move forward with the proposal by providing proof
  of lease or purchase; preparation of a business plan, sign proposal, and all non-conforming
  zoning and building issues addressed.
- The proposed sign(s) meets the standards of the **Downtown Tinley Design Sign Guidelines**.
- Property owner/tenant has verified that there is no outstanding debt due to the Village.
- Agreement to bring all non-conforming signage associated with the subject business and/or property will be brought into conformance with the Legacy Code signage regulations and the Downtown Tinley Sign Guidelines.

#### 4. Commission/Committee Review

Upon Commission/Committee review, revisions to the application may be requested. Please note that the Commission/Committee is advisory and only the Village Board has the final authority to approve or deny an application. When the required revisions have been made, the application will be forwarded to the Village Board.

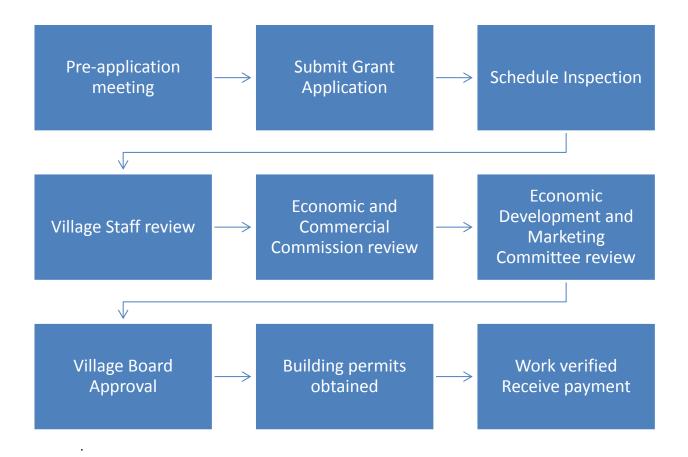
#### 5. Village Board Action

The Village Board will conduct a public review of the application. Upon the conclusion of the public review, the Village Board will make a determination on the grant amount and authorize the execution of the Sign Grant Program Agreement.

#### 6. Reimbursement

The grant will be paid on a reimbursement basis once the proposed project has been completed, all outstanding violations have been corrected and receipts for eligible expenditures have been verified.





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

Patrick Hoban Economic Development Manager (708) 444-5010 phoban@tinleypark.org



### Sign Grant Program

#### **Application Form**

#### A. Applicant Information

If Applicant is not the owner of the subject property the owner must sign this application (below) signifying they are aware of the improvements proposed as part of this grant application. Name:

	Mailing Address:	
	City, State, Zip:	
	Phone Number:	
	Fax Number:	
	Email Address:	
В.	Property Information Property Owner(s):	
	Mailing Address:	
	City, State Zip:	
	Property Address:	
	Permanent Index No. (PINs):	
	Existing land use:	
	Zoning District:	
	Lot dimensions and area:	

#### C. Application Information

Description of proposed project (use additional sheets or attach a Project Narrative if necessary).

Is the applicant aware of any Variances required from the terms of the Zoning Ordinances? Yes No If yes, explain (note that a separate Variation application will be required to be submitted:

Is the applicant aware of any Village Code deficiencies of the property or structure? Yes No If yes, explain:

The Applicant certifies that all of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.

Signature of Applicant

Date



By signing below, the owner of the property, (if not the Applicant) is aware of the Applicant's proposed improvements and approves of the Applicant's request for funding under the Village of Tinley Park's Sign Grant Program.

Signature of Owner

Date

#### Application Requirements

A complete application for approval consists of the following items submitted in a comprehensive package:

- 1. The application form, completed and signed by the Applicant and/or property owner(s) of record.
- 2. A written project narrative describing the general nature of the project and outlining specific aspects of the proposal and matching grant funds requested.
- 3. Plans and any other information pursuant to the Submission Checklist (below).

An application will not be accepted or processed until all of the items above have been submitted.

#### **Checklist for Main Street Sign Grant Submission**

The following items must be submitted with this application:

- One completed Permanent Sign Permit Application.
- One (1) color copy of the sign plan, including all dimensions and the square footage of the sign.
- □ Information on color, sign material, lighting method and installation method.
- One (1) color rendering of the sign as it is proposed on the building or on the property.
- An aerial photograph, current Plat of Survey, and/or Site Plan with the sign location marked.
- UL Listing or documentation from a nationally-recognized testing laboratory.
- Completed Sign Information Page for each sign (included in Permanent Sign Permit Application).



### Façade Improvement Grant Program

#### **PROGRAM SUMMARY:**

The Village of Tinley Park established a Façade Improvement Grant Program to assist owners of existing buildings, or businesses within them in upgrading their building facades. The goal of the Façade Grant is to improve the appearance of existing buildings.

The Façade Improvement Grant Program provides a matching grant of 50% or a maximum of \$35,000 per tax paying business. Funding is provided on a per business basis; if located within a multi-tenant center each business is eligible to apply. One site can use up to \$70,000 in matching grants per year. A site is not eligible for grants if they received an incentive over the past 10 years.

Grants will be awarded on a first-come, first-served basis contingent on available funds and eligibility. Property owners/tenants receiving grants must meet the Downtown Tinley Design Guidelines and the Village's Legacy Code. A written agreement (Façade Improvement Grant Program Agreement) between the business owner/property owner (if tenant is leasing) and Village is required; tenants must provide an executed lease; the grant application is reviewed by the Economic Commercial Commission and the Economic Development & Marketing Committee prior to Village Board approval. This program is not eligible for non-property tax paying entities.

The Village will determine the appropriate level of funding available for the Façade Improvement Grant Program during the annual budget process; applications will be accepted by the Community Development Department beginning May 1 each year. The grant will be paid on a reimbursement basis once the proposed project has been completed and receipts for eligible expenditures have been verified.

#### **ELIGIBILITY**:

The Applicant must be located along a public street within the Downtown Core or Downtown Flex Districts. 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 Facade Improvement Program, upon review by the Village of Tinley Park and are considered secondary facades.





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. 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.

#### **ELIGIBLE EXPENSES**:

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

#### **INELIGIBLE EXPENSES:**

- Sandblasting
- Routine Maintenance
- Architectural design costs
- Permit fees, building fees
- Additional architectural work
- Construction review fees
- Cleaning/replacing masonry
- Tuckpointing





#### PROCESS:

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

#### 1. Pre-Application Meeting

The applicant is encouraged to meet with Community Development Staff to discuss the feasibility of the proposal.

#### 2. Submittal of Complete Application

- Completed application (attached)
  - 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
- Applicant Affidavit of ownership or proposed lease agreement terms
- Business Plan (if start up)

#### 3. Staff Review

Once Staff verifies the application is complete, an inspection of the subject property will be scheduled to ensure the property/structure is in compliance with Village Codes. After all deficiencies have been identified the Staff Review Committee will evaluate the application based on the following criteria:

- Applications will be reviewed on a first come, first served. If requests exceed the amount of available funds, priority will be given to applications from businesses that best complement targeted business categories. Preference will be given to businesses that fill a particular niche and do not compete directly with existing Tinley Park businesses.
- Applicant demonstrates preparedness to move forward with the proposal by providing proof of lease or purchase; preparation of a business plan, sign proposal, and all non-conforming zoning and building issues addressed.
- The proposed sign(s) meets the standards of the **Downtown Tinley Design Guidelines**.
- Property owner/tenant has verified that there is no outstanding debt due to the Village.

#### 4. Commission/Committee Review

Upon Commission/Committee review, revisions to the application may be requested. Please note that the Commission/Committee is advisory and only the Village Board has the final authority to approve or deny an application. When the required revisions have been made, the application will be forwarded to the Village Board.

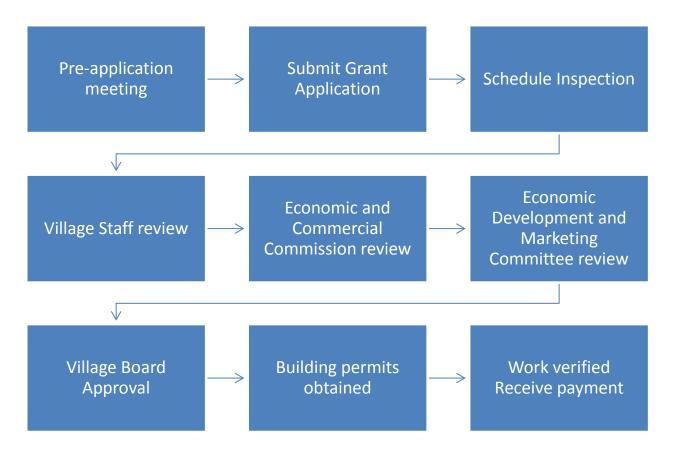
#### 5. Village Board Action

The Village Board will conduct a public review of the application. Upon the conclusion of the public review, the Village Board will make a determination on the grant amount and authorize the execution of the Façade Improvement Grant Program Agreement.

#### 6. Reimbursement

The grant will be paid on a reimbursement basis once the proposed project has been completed, all outstanding violations have been corrected and receipts for eligible expenditures have been verified.





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

Patrick Hoban Economic Development Manager (708) 444-5010 phoban@tinleypark.org



#### **Application Form**

#### A. Applicant Information

If Applicant is not the owner of the subject property the owner must sign this application (below) signifying they are aware of the improvements proposed as part of this grant application. Name: Mailing Address:

	City, State, Zip:	
	Phone Number:	
	Fax Number:	
	Email Address:	
в.	Property Information	
	Property Owner(s):	
	Mailing Address:	
	City, State Zip:	
	Property Address:	
	Permanent Index No. (PINs):	
	Existing land use:	
	Zoning District:	
	Lot dimensions and area:	

#### C. Application Information

Description of proposed project (use additional sheets or attach a Project Narrative if necessary):

Is the applicant aware of any Variances required from the terms of the Zoning Ordinances? Yes No If yes, explain (note that a separate Variation application will be required to be submitted:

Is the applicant aware of any Village Code deficiencies of the property or structure? Yes No If yes, explain:

The Applicant certifies that all of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.

Signature of Applicant

Date



By signing below, the owner of the property, (if not the Applicant) is aware of the Applicant's proposed improvements and approves of the Applicant's request for funding under the Village of Tinley Park's Façade Improvement Grant Program.

Signature of Owner

Date

#### **Application Requirements**

A complete application for approval consists of the following items submitted in a comprehensive package:

- 1. The application form, completed and signed by the Applicant and/or property owner(s) of record.
- 2. A written project narrative describing the general nature of the project and outlining specific aspects of the proposal and matching grant funds requested.
- 3. A recent Plat of Survey of the subject property. This survey must have been prepared by a registered Illinois Land Surveyor, and include all existing structures and improvements on the subject property.
- 4. Plans and any other information pursuant to the Submission Checklist (below).

An application will not be accepted or processed until all of the items above have been submitted.

#### Checklist for Facade Improvement Grant Submission

Plan Submission for Staff Review requires \_\_\_\_\_ copies (11" x 17") of the following plans:

- Plat of Survey of existing conditions.
- □ Building elevations of all four sides of all buildings; also include trash enclosure. Note that the elevations should be fully dimensioned including height, width and depth of all major building elements and components, as well as identification of all building materials.
- □ Colored rendering of proposed site improvement.
- Samples of all exterior building materials including, but not limited to, bricks (include model and color ID numbers); light fixtures; windows and moldings; shutters; awnings, etc. Material samples may be submitted after initial staff review but prior to placement on Economic and Commercial Commission agenda.

#### In the case of extensive exterior modification and/or additions, please submit the following:

- Site Plan of proposed condition , including;
  - Fully dimensioned property boundaries;
  - All building elements and physical improvements;
  - Setbacks from all property lines, measured at right angle to property line at closest points; and
  - Identification as to whether all elements are "Existing" or "Proposed."
- □ If application dimension floor plans of all building levels even if conceptual in nature at this preliminary state. Submission of a floor plan will laid in the calculation of minimum parking requirement, etc.



### **Code Compliance Grant Program**

#### **PROGRAM SUMMARY:**

The Village of Tinley Park has established a Code Compliance Grant Program to enhance the pedestrian experience and aesthetic quality of the downtown Legacy Districts. The goal is to provide an incentive for property owners to install fire protection systems and improve the quality of the building stock.

The Code Compliance Grant Program provides a matching sign grant of 50% or a maximum of \$35,000 per tax paying business. Funding is provided on a per business basis; if located within a multi-tenant center each business is eligible to apply. Properties may also apply for up to \$2,000 additional funds to assist with the installation of a fire alarm. One site can use up to \$70,000 in matching grants per year. A site is not eligible for grants if they received an incentive over the past 10 years.

Grants will be awarded on a first-come, first-served basis contingent on available funds and eligibility. A written agreement (Code Compliance Grant Program Agreement) between the business owner/property owner (if tenant is leasing) and Village is required; tenants must provide an executed lease; the grant application is reviewed by the Economic Commercial Commission and the Economic Development & Marketing Committee prior to Village Board approval. This program is not eligible for non-property tax paying entities.

The Village will determine the appropriate level of funding available for the Code Compliance Grant Program during the annual budget process; applications will be accepted by the Community Development Department beginning May 1 each year. The grant will be paid on a reimbursement basis once the proposed project has been completed and receipts for eligible expenditures have been verified.

#### ELIGIBILITY:

The Applicant must be located along a public street within the Downtown Core or Downtown Flex Districts. The grant is for code compliance improvements only; design costs of the improvements are not eligible expenses. 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





## **Code Compliance Grant Program**

#### ELIGIBLE EXPENSES:

The expenses are eligible for assistance:

- Fire Sprinkler Systems
- Fire Alarm Systems
- Correcting Other code violations

#### PROCESS:

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

#### 1. Pre-Application Meeting

The applicant is encouraged to meet with Community Development Staff to discuss the feasibility of the proposal.

#### 2. Submittal of Complete Application

- Completed application (attached)
  - o 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
- Applicant Affidavit of ownership or proposed lease agreement terms
- Business Plan (if start up)



#### 3. Staff Review

Once Staff verifies the application is complete, an inspection of the subject property will be scheduled to ensure the property/structure is in compliance with Village Codes. After all deficiencies have been identified the Staff Review Committee will evaluate the application based on the following criteria:

- Applications will be reviewed on a first come, first served. If requests exceed the amount of available funds, priority will be given to applications from businesses that best complement targeted business categories. Preference will be given to businesses that fill a particular niche and do not compete directly with existing Tinley Park businesses.
- Applicant demonstrates preparedness to move forward with the proposal by providing proof
  of lease or purchase; preparation of a business plan, sign proposal, and all non-conforming
  zoning and building issues addressed.
- Property owner/tenant has verified that there is no outstanding debt due to the Village.

#### 4. Commission/Committee Review

Upon Commission/Committee review, revisions to the application may be requested. Please note that the Commission/Committee is advisory and only the Village Board has the final authority to approve or deny an application. When the required revisions have been made, the application will be forwarded to the Village Board.

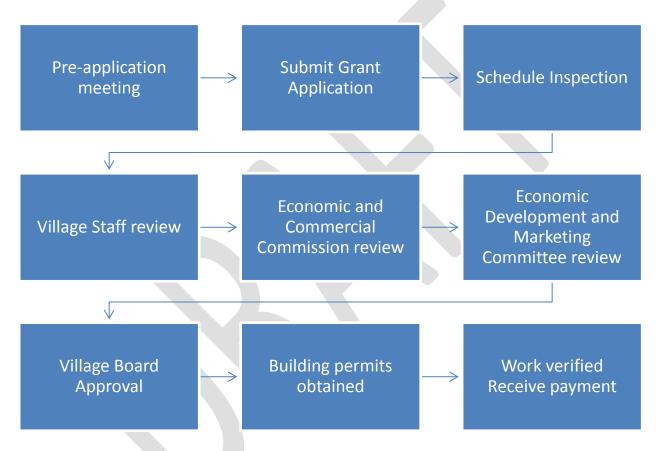


#### 5. Village Board Action

The Village Board will conduct a public review of the application. Upon the conclusion of the public review, the Village Board will make a determination on the grant amount and authorize the execution of the Code Compliance Grant Program Agreement.

#### 6. Reimbursement

The grant will be paid on a reimbursement basis once the proposed project has been completed, all outstanding violations have been corrected and receipts for eligible expenditures have been verified.



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

Patrick Hoban Economic Development Manager (708) 444-5010 phoban@tinleypark.org



### **Code Compliance Grant Program**

#### **Application Form**

#### A. Applicant Information

If Applicant is not the owner of the subject property the owner must sign this application (below) signifying they are aware of the improvements proposed as part of this grant application. Name: Mailing Address: City, State, Zip: Phone Number: Fax Number: Email Address: **B.** Property Information The identity of the owner and beneficiary of any land trust. Property Owner(s): Mailing Address: City, State Zip: Property Address: Permanent Index No. (PINs): Existing land use: Zoning District: Lot dimensions and area:

#### C. Application Information

Description of proposed project (use additional sheets or attach a Project Narrative if necessary):

Is the applicant aware of any Variances required from the terms of the Zoning Ordinances? Yes No If yes, explain (note that a separate Variation application will be required to be submitted:

The Applicant certifies that all of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.

Signature of Applicant

Date

By signing below (next page), the owner of the property, (if not the Applicant) is aware of the Applicant's proposed improvements and approves of the Applicant's request for funding under the Village of Tinley Park's Oak Park Playbook Incentive.



**Code Compliance Grant Program** 

Signature of Owner

Date

#### **Application Requirements**

A complete application for approval consists of the following items submitted in a comprehensive package:

- 1. The application form, completed and signed by the Applicant and/or property owner(s) of record.
- 2. A written project narrative describing the general nature of the project and outlining specific aspects of the proposal and matching grant funds requested.
- 3. Plans and any other information pursuant to the Submission Checklist (below).

An application will not be accepted or processed until all of the items above have been submitted.

#### **Checklist for Code Compliance Grant**

- One completed Build-Out Interior Remodel Permit Application.
- One completed Commercial/Industrial Permit Application, including all contractor/subcontractor information (included in Build Out Interior Remodel Permit Application).
- One completed emergency information sheet (included in Build Out Interior Remodel Permit Application).
- Letter of intent describing new occupant's business practice.
- A letter defining scope of work.
- □ Four (4) sets of architecturally stamped and signed plans, showing any building, HVAC, electric, plumbing work. If water meter is already installed, please indicate placement. If water meter is required, please indicate placement and size of the water meter.
- Please indicate placement of fire sprinkler heads. If heads will be relocated, fire protection plans are required. Three (3) copies of engineered plans of any fire suppression/protection system plans with completed permit application submitted to the Fire Department at 17355 S. 68<sup>th</sup> Court. Build-out/Remodel permits will not be released until the fire suppression/protection system system permit is submitted.
- □ Four (4) copies of a floor plan and layout of furniture/shelving/table, etc., placement must also be submitted.
  - Provide calculations for occupancy load and door width capacities.
  - o Provide calculations/documentation for aisle widths areas adjacent to seating.
- □ At the Building Officials discretion, architectural stamped and signed plans may be required depending on the extent of work involved.



#### PROGRAM SUMMARY:

The Village of Tinley Park established a Retail Grant Program to assist owners of existing buildings, or businesses within them in upgrading their building. The goal of the Retail Grant Program is to assist start-up of small independent retailers with expenses generally associated with a move into new commercial space.

The Retail Grant Program provides a matching grant of 50% or a maximum of \$35,000 per tax paying business. Funding is provided on a per business basis; if located within a multi-tenant center each business is eligible to apply. One site can use up to \$70,000 in matching grants per year. A site is not eligible for grants if they received an incentive over the past 10 years.

Grants will be awarded on a first-come, first-served basis contingent on available funds and eligibility. Property owners/tenants receiving grants must meet the Downtown Tinley Design Guidelines and the Village's Legacy Signage Code regulations. A written agreement (Retail Grant Program Agreement) between the business owner/property owner (if tenant is leasing) and Village is required; tenants must provide an executed lease; the grant application is reviewed by the Economic Commercial Commission and the Economic Development & Marketing Committee prior to Village Board approval. This program is not eligible for non-property tax paying entities.

The Village will determine the appropriate level of funding available for the Retail Grant Program during the annual budget process; applications will be accepted by the Community Development Department beginning May 1 each year. The grant will be paid on a reimbursement basis once the proposed project has been completed and receipts for eligible expenditures have been verified.

#### ELIGIBILITY:

The Applicant must be located along a public street within the Downtown Core or Downtown Flex Districts. The grant is for code improvements only; design costs of the improvements are not eligible expenses. 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





The following criteria would qualify a business for assistance under the Retail Grant Program:

- a) Viable business plan
- b) Commitment to extended hours which are perceived as "customer friendly:"
  - Open until at least 7PM one night a week Monday Friday
  - Saturday until 5 PM
  - and Sunday noon to 5 PM
- c) Serving an under-served business segment.
  - Sales tax producing
  - Music oriented retail and services:
    - o Instruments and Sheet Music
    - o Recording Studio
    - Vinyl Record Store
    - o Music School
    - o Dance Studio
  - Book store
  - Boutique Grocer
  - Coffee Shop
  - Downtown lodging boutique-style hotel
  - Independent restaurants: International, American Classics, Seafood
  - Indoor music venue
  - Microbrewery
  - Microdistillery
  - Movie theater
  - Specialty retailer such as:
    - Specialty foods (Cheese, Olive Oil/Vinegars, Spices)
    - o Butcher shop
    - o Kitchen wares / Cooking Classes
    - Wine retailer or wine co-op store
- d) Improving the Village's economic base (through enhanced property values or sales tax creation)
- e) Businesses can be either new to Tinley Park or expanding within the Village. If expanding, the net new size of the sales floor area shall be at least 20% larger.
- f) Consultation with the Governors State Community College Small Business Development Center or a SCORE Counselor is available at no cost. It is recommended that candidates meet with the SBDC or SCORE before submitting their business plan.

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

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



#### 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:

- Interior or exterior lighting
- Utility service upgrades
- Tenant improvements

#### **INELIGIBLE EXPENSES**:

The following are unacceptable expenditures:

- 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
- Building mechanical systems (HVAC, electrical, plumbing)
- Life safety/sprinkler installation and upgrades
- Machinery & Equipment

### **REPAYMENT:**

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
- 75% of grant funds if the business is closed after one (1) year has passed but before two (2) years from the commitment date
- 50% 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





#### PROCESS:

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

#### 1. Pre-Application Meeting

The applicant is encouraged to meet with Community Development Staff to discuss the feasibility of the proposal.

#### 2. Submittal of Complete Application

- Completed application (attached)
  - 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
- Applicant Affidavit of ownership or proposed lease agreement terms
- Business Plan (if start up)

#### 3. Staff Review

Once Staff verifies the application is complete, an inspection of the subject property will be scheduled to ensure the property/structure is in compliance with Village Codes. After all deficiencies have been identified the Staff Review Committee will evaluate the application based on the following criteria:

- Applications will be reviewed on a first come, first served. If requests exceed the amount of available funds, priority will be given to applications from businesses that best complement targeted business categories. Preference will be given to businesses that fill a particular niche and do not compete directly with existing Tinley Park businesses.
- Applicant demonstrates preparedness to move forward with the proposal by providing proof
  of lease or purchase; preparation of a business plan, sign proposal, and all non-conforming
  zoning and building issues addressed.
- The proposed sign(s) meets the standards of the **Downtown Tinley Design Guidelines**.
- Property owner/tenant has verified that there is no outstanding debt due to the Village.

#### 4. Commission/Committee Review

Upon Commission/Committee review, revisions to the application may be requested. Please note that the Commission/Committee is advisory and only the Village Board has the final authority to approve or deny an application. When the required revisions have been made, the application will be forwarded to the Village Board.

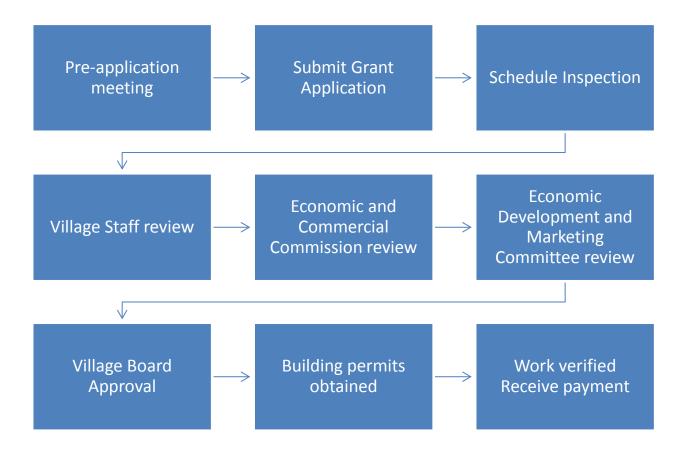
#### 5. Village Board Action

The Village Board will conduct a public review of the application. Upon the conclusion of the public review, the Village Board will make a determination on the grant amount and authorize the execution of the Retail Grant Program Agreement.

#### 6. Reimbursement

The grant will be paid on a reimbursement basis once the proposed project has been completed, all outstanding violations have been corrected and receipts for eligible expenditures have been verified.





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

Patrick Hoban Economic Development Manager (708) 444-5010 <u>phoban@tinleypark.org</u>



#### **Application Form**

#### A. Applicant Information

Β.

If Applicant is not the owner of the subject property the owner must sign this application (below) signifying they are aware of the improvements proposed as part of this grant application. Name:

Mailing Address:	
City, State, Zip:	
Phone Number:	
Fax Number:	
Email Address:	
Property Information Property Owner(s):	
Mailing Address:	
City, State Zip:	
Property Address:	
Permanent Index No. (PINs):	
Existing land use:	
Zoning District:	
Lot dimensions and area:	

#### C. Application Information

Description of proposed project (use additional sheets or attach a Project Narrative if necessary):

Is the applicant aware of any Variances required from the terms of the Zoning Ordinances? Yes No If yes, explain (note that a separate Variation application will be required to be submitted:

Is the applicant aware of any Village Code deficiencies of the property or structure? Yes No If yes, explain:

The Applicant certifies that all of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.

Signature of Applicant

Date



By signing below (next page), the owner of the property, (if not the Applicant) is aware of the Applicant's proposed improvements and approves of the Applicant's request for funding under the Village of Tinley Park's Oak Park Playbook Incentive.

Signature of Owner

Date

#### **Application Requirements**

A complete application for approval consists of the following items submitted in a comprehensive package:

- 1. The application form, completed and signed by the Applicant and/or property owner(s) of record.
- 2. A written project narrative describing the general nature of the project and outlining specific aspects of the proposal and matching grant funds requested.
- 3. Plans and any other information pursuant to the Submission Checklist (below).

An application will not be accepted or processed until all of the items above have been submitted.

#### Checklist for Retail Grant Submission

- □ One completed Build-Out Interior Remodel Permit Application.
- One completed Commercial/Industrial Permit Application, including all contractor/subcontractor information (included in Build Out Interior Remodel Permit Application).
- One completed emergency information sheet (included in Build Out Interior Remodel Permit Application).
- Letter of intent describing new occupant's business practice.
- A letter defining scope of work.
- □ Four (4) sets of architecturally stamped and signed plans, showing any building, HVAC, electric, plumbing work. If water meter is already installed, please indicate placement. If water meter is required, please indicate placement and size of the water meter.
- Please indicate placement of fire sprinkler heads. If heads will be relocated, fire protection plans are required. Three (3) copies of engineered plans of any fire suppression/protection system plans with completed permit application submitted to the Fire Department at 17355 S. 68<sup>th</sup> Court. Build-out/Remodel permits will not be released until the fire suppression/protection system system permit is submitted.
- □ Four (4) copies of a floor plan and layout of furniture/shelving/table, etc., placement must also be submitted.
  - o Provide calculations for occupancy load and door width capacities.
  - o Provide calculations/documentation for aisle widths areas adjacent to seating.
- □ At the Building Officials discretion, architectural stamped and signed plans may be required depending on the extent of work involved.



#### PROGRAM SUMMARY:

The Village of Tinley Park established a Landscape Grant Program to assist owners of existing buildings, or businesses within them in upgrading their landscaping. The goal of the Landscape Grant Program is to help property owners improve the aesthetics of downtown Tinley Park.

The Retail Grant Program provides a matching grant of 50% or a maximum of \$5,000 per tax paying business. Funding is provided on a per business basis; if located within a multi-tenant center each business is eligible to apply. One site can use up to \$70,000 in matching grants per year. A site is not eligible for grants if they received an incentive over the past 10 years.

Grants will be awarded on a first-come, first-served basis contingent on available funds and eligibility. Property owners/tenants receiving grants must meet the Downtown Tinley Design Guidelines and the Village's Legacy Code regulations. A written agreement (Landscape Grant Program Agreement) between the business owner/property owner (if tenant is leasing) and Village is required; tenants must provide an executed lease; the grant application is reviewed by the Economic Commercial Commission and the Economic Development & Marketing Committee prior to Village Board approval. This program is not eligible for non-property tax paying entities.

The Village will determine the appropriate level of funding available for the Landscape Grant Program during the annual budget process; applications will be accepted by the Community Development Department beginning May 1 each year. The grant will be paid on a reimbursement basis once the proposed project has been completed and receipts for eligible expenditures have been verified.

#### ELIGIBILITY:

The Applicant must be located along a public street within the Downtown Core or Downtown Flex Districts. The landscape area is the entire linear land that fronts a publicly dedicated street right of way. 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.





### Landscape Grant Program

#### **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:

- Plants
- Retaining Wall and Edging stone

**INELIGIBLE EXPENSES:** The following are unacceptable expenditures:

- Implements
- Installation
- Fences
- Design Professional Fees
- Machinery & Equipment

#### **DESIGN GUIDELINES:**

The following design guidelines should be followed in plant selection:

 Landscaping Grants should create an interesting visual mix of landscape features along the area immediately abutting the right-ofway of the eligible property. Grants should create a sense of continuity and design. Grants should create attractive, eye-catching additions of colorful perennial plantings.



- Landscaping Grants can incorporate plants and other landscape materials to create unique landscape aesthetics. 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.
- Landscaping 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.

Prohibited Materials: loose stone, rock or gravel is prohibited within public frontages.



#### PROCESS:

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

#### 1. Pre-Application Meeting

The applicant is encouraged to meet with Community Development Staff to discuss the feasibility of the proposal.

#### 2. Submittal of Complete Application

- Completed application (attached)
  - 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
- Applicant Affidavit of ownership or proposed lease agreement terms
- Business Plan (if start up)

#### 3. Staff Review

Once Staff verifies the application is complete, an inspection of the subject property will be scheduled to ensure the property/structure is in compliance with Village Codes. After all deficiencies have been identified the Staff Review Committee will evaluate the application based on the following criteria:

- Applications will be reviewed on a first come, first served. If requests exceed the amount of available funds, priority will be given to applications from businesses that best complement targeted business categories. Preference will be given to businesses that fill a particular niche and do not compete directly with existing Tinley Park businesses.
- Applicant demonstrates preparedness to move forward with the proposal by providing proof
  of lease or purchase; preparation of a business plan, sign proposal, and all non-conforming
  zoning and building issues addressed.
- Property owner/tenant has verified that there is no outstanding debt due to the Village.

#### 4. Commission/Committee Review

Upon Commission/Committee review, revisions to the application may be requested. Please note that the Commission/Committee is advisory and only the Village Board has the final authority to approve or deny an application. When the required revisions have been made, the application will be forwarded to the Village Board.

#### 5. Village Board Action

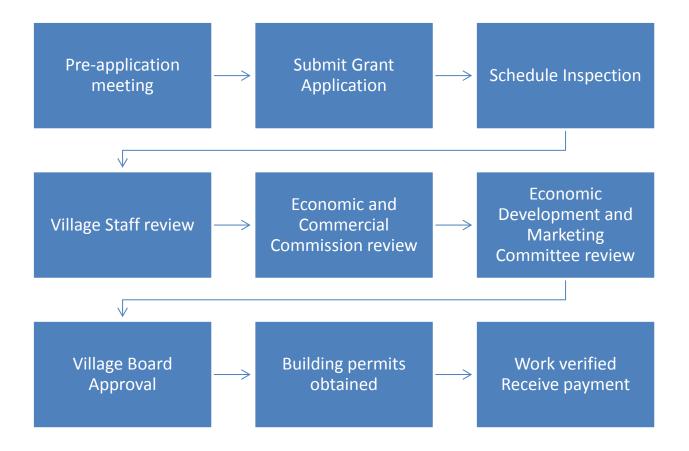
The Village Board will conduct a public review of the application. Upon the conclusion of the public review, the Village Board will make a determination on the grant amount and authorize the execution of the Landscape Grant Program Agreement.

#### 6. Reimbursement

The grant will be paid on a reimbursement basis once the proposed project has been completed, all outstanding violations have been corrected and receipts for eligible expenditures have been verified.



# Landscape Grant Program



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

Patrick Hoban Economic Development Manager (708) 444-5010 phoban@tinleypark.org



# Landscape Grant Program

#### **Application Form**

#### A. Applicant Information

If Applicant is not the owner of the subject property the owner must sign this application (below) signifying they are aware of the improvements proposed as part of this grant application. Name: Mailing Address: City, State, Zip: Phone Number: Fax Number: Email Address: **B.** Property Information The identity of the owner and beneficiary of any land trust. Property Owner(s): Mailing Address: City, State Zip: Property Address: Permanent Index No. (PINs): \_\_\_\_\_ Existing land use: Zoning District: Lot dimensions and area:

#### C. Application Information

Description of proposed project (use additional sheets or attach a Project Narrative if necessary):

Is the applicant aware of any Variances required from the terms of the Zoning Ordinances? Yes No If yes, explain (note that a separate Variation application will be required to be submitted:

Is the applicant aware of any Village Code deficiencies of the property or structure? \_Yes \_No If yes, explain:

The Applicant certifies that all of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.

Signature of Applicant

Date



# Landscape Grant Program

By signing below, the owner of the property, (if not the Applicant) is aware of the Applicant's proposed improvements and approves of the Applicant's request for funding under the Village of Tinley Park's Oak Park Playbook Incentive.

Signature of Owner

Date

#### **Application Requirements**

A complete application for approval consists of the following items submitted in a comprehensive package:

- 1. The application form, completed and signed by the Applicant and/or property owner(s) of record.
- 2. A written project narrative describing the general nature of the project and outlining specific aspects of the proposal and matching grant funds requested.
- 3. Plans and any other information pursuant to the Submission Checklist (below).

An application will not be accepted or processed until all of the items above have been submitted.

#### **Checklist for Landscape Grant Submission**

Landscape plan as required by the Village's Landscape Ordinance, including:

- Bufferyards (note that bufferyards are distinct from building and parking setbacks, and are dependent upon adjacent uses);
- Parking lot landscape islands (if applicable);
- □ Screening/fencing locations (if applicable);
- Berms if proposed (if applicable);
- Plant lists including Latin and common names, number of each planting material to be provided, size at planting, etc.; and
- Additional information such as screening/fencing materials, plans and specification; planting schedule; etc.



# Oak Park Playbook Grants: Marketing Plan

#### PURPOSE:

The Village will begin offering five grant programs to Downtown Tinley businesses on May 1, 2018 that are designed specifically to encourage owners to invest in and improve their respective properties.

#### GOALS:

The key goals of the new incentive programs are to:

- Strengthen the pedestrian-friendly downtown 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

#### KEY MESSAGES:

The Village will begin offering five grant programs to Downtown Tinley businesses on May 1, 2018 that are designed specifically to encourage owners to invest in and improve their respective properties.

- Available grant programs will include the Façade Improvement Grant Program, the Code Compliance Grant Program, the Sign Grant Program, the Retail Grant Program and the Landscape Grant Program.
- The Village has budgeted as much as \$350,000 per year for these new programs, which could allow for 10 or more projects annually. One site can use as much as \$70,000 in grants per year.
- Downtown Tinley business owners will be able to fill out the grant application at www.tinleypark.org. After an initial staff review, inspectors will examine the building in question and create a comprehensive list of required improvements in order for the applicant to receive the grant. The applicant and Village staff will then complete a grant application packet for the Economic Commercial Commission for recommendation to the Economic Development and Marketing Committee. Following Economic Development and Marketing Committee review, the application will be sent to the Village Board for approval.

#### ACTION PLAN:

The Village of Tinley Park will execute a comprehensive marketing plan starting in May containing the following:

- 1. A dedicated page on the Village's website
- 2. Communication of the program through all Village communication channels
- 3. Letter and leave-behind to eligible Downtown Tinley businesses, realtors and bankers
- 4. Feature story in the 2018 Tinley Park Annual Report
- 5. Brochures at the annual Tinley Park Business Breakfast
- 6. A review at the Bankers Breakfast
- 7. A booth at the South Suburban EDC or Will County CED Breakfast
- 8. Creation of an informative video to be shown on Tinley TV and the Village's YouTube channel



Village President Jacob C. Vandenberg

> Village Clerk Kristin A. Thirion

#### Village Trustees

Brian H. Younker Michael J. Pannitto Cynthia A. Berg William P. Brady Michael W. Glotz Michael J. Mangin

#### Village Hall

16250 S. Oak Park Ave. Tinley Park, IL 60477

> Administration (708) 444-5000

Fax: (708) 444-5099

#### Community

Development (708) 444-5100 Fax: (708) 444-5199

Public Works

#### (708) 444-5500

#### **Police Department**

7850 W. 183rd St. Tinley Park, IL 60477 (708) 444-5300 Non-Emergency Fax: (708) 444-5399

John T. Dunn Public Safety Building 17355 S. 68th Court Tinley Park, IL 60477

Fire Department

(708) 444-5200 Non-Emergency Fax: (708) 444-5299

#### EMA

(708) 444-5600 Fax: (708) 444-5699

Senior Community Center (708) 444-5150



Dear Business Owner,

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

To accomplish this end, the Village will begin offering five Grant Programs on May 1, 2018 that are designed specifically to encourage Downtown Tinley business owners to invest in and improve their respective properties.

Available grant programs will include the Façade Improvement Grant Program, the Code Compliance Grant Program, the Sign Grant Program, the Retail Grant Program and the Landscape Grant Program.

The Village has budgeted as much as \$350,000 per year for these new programs, which could allow for 10 or more projects annually. One site can use as much as \$70,000 in grants per year.

Downtown Tinley business owners will be able to fill out the grant application at www.tinleypark.org. After an initial staff review, inspectors will examine the building in question and create a comprehensive list of required improvements in order for the applicant to receive the grant. The applicant and Village staff will then complete a grant application packet for Economic Commercial Commission for recommendation to the Economic Development and Marketing Committee. Following Economic Development and Marketing Committee review, the application will be sent to the Village Board for approval.

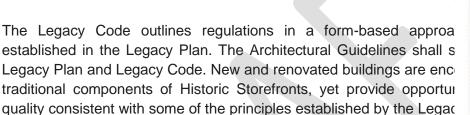
The key goals of the new incentive programs are to strengthen the pedestrianfriendly business district; create a stronger synergy of specialty dining and retail; maintain safe buildings with distinctive architecture and signage; improve economic viability and competitiveness of existing buildings; spur start-up, attraction and expansion of sales tax-producing businesses; build public spaces with an orientation to music and entertainment; and enhance the aesthetics of the entire corridor, including the landscaping on residential properties.

We hope you will consider taking advantage of this new opportunity. We look forward to working with you to create a downtown that everyone – from residents to visitors to business owners – can enjoy and be proud of.

Sincerely, Village of Tinley Park

# Architectural Design Guidelines-Legacy Districts

The adoption of the Oak Park Play Book Grant Programs provides the opportunity for existing and new structures in the Legacy District to preserve and enhance an aesthetic that is unique to downtown Tinley Park. There is historic relevance with many of the existing structures that must be preserved as well as a design quality that has been established with new construction creating a design standard for all future development. Tinley Park's downtown represents the 'heart' of the community and as such establishes the pulse and vitality for the rest of the community. By establishing these guidelines the Village can be assured of protecting its legacy for future residents to enjoy.



- Preserve Tinley Park's unique historic heritage.
- Ensure that new development respects the historic scale and
- Encourage building mass to peak at the downtown core.
- Create a walkable downtown where pedestrians come first.
- Create a connected roadway framework with small walkable I

Design Guidelines serve as a tool to encourage good design that complements the development standards already established in the Legacy Code. These Guidelines are intended to maintain and enhance the physical character of the downtown area by encouraging development proposals that strive for high-quality design. They are designed to enhance Tinley Park's downtown character by:

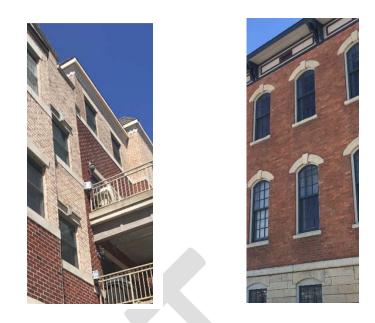
 Ensuring an articulation of the building façade through the incorporation of detailed fenestration, unique and creative signage, appropriate scaled base or crown cornices, three dimensional roof forms and special architectural details that make a building unique;











- Avoiding architectural monotony by modulating building facades through the use of building projections and recesses; incorporating the use of quality materials and employing a variety in building materials and roof styles/slopes; utilizing cornices, brackets, pilasters and other architectural elements;
- Promote a "built over time" aesthetic to the building scheme that distinguishes a storefront and provides the perception that the buildings evolved over a period of time;
- Encourage diversity in architectural styles that celebrate the richness of various architectural vocabularies that emphasize quality building materials and an attention to detail.

Village Staff will work with Applicants and their designers to create the best possible improvements to existing structures and new construction. Staff will strive to create a unique, high quality architectural environment for Tinley Park by promoting designs and building materials that create a sense of permanence and long term value to the Village. The following guidelines are inherently flexible with the hope they will influence designers in the appropriate manner to achieve architectural success.

Like many Main Streets of small towns in Illinois, Downtown Tinley Park showcases two to three story mixed use buildings with storefronts at the street level. New commercial and mixed use buildings are encouraged to incorporate the traditional components of Historic Storefronts, including the following:

# A. ARTICULATED CORNICES

Typical articulated cornices are horizontal molded projections that crown or complete a building facade. Cornices are typically made of stone or brick, and can be articulated with details like ornamental brackets, decorative brickwork, and dentils. The intent of articulating a façade is to create a sense of

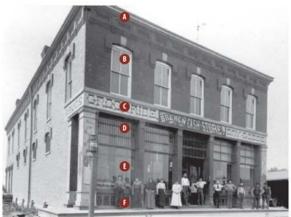


depth and texture to the façade by creating shadows and architectural interest without excessive ornamentation or fake architectural elements. The articulation of the façade should express a vertical rhythm that relates to such things as structural columns, supports or bays. Flat front, unarticulated facades that are all-glass or all metal buildings must be avoided. The base of the building, the middle and the crown or top must be distinct and strongly segmented through the use of building materials, changes in the plane of the wall, the employment of architectural details and the stepping back of

higher floors or the use of balconies on upper floors.

# B. UPPER LEVEL BAND OF WINDOWS

Smaller residential scaled windows and doors are encouraged for upper floor residential uses to distinguish from the large storefront windows at the street level. At least 25% of the upper floor shall be fenestrated in appropriate scale with the rest of the façade. Reflective glass is prohibited.



Traditional Storefront of former Vogt's Bremen Cash Store, circa1896

A parapet can also be employed to provide a fitting 'crown' to a building façade and assist with screening rooftop mechanical equipment. A parapet should be in scale with the height and rhythm of the floors and not exceed more than 15% of the height of a typical floor.

# C. BASE CORNICE AND SIGNAGE AREA

An articulated Base Cornice is required to distinguish the storefront base from the upper floors; it should be distinct in form and material from the rest of the building mass. Entrances and corners must be articulated and clearly defined. Recessed entries are encouraged to provide cover from the weather and improved accessibility. They help to create an identity for a building and add interest to the mass of the building. Through the use of creative entryways the street face is activated adding energy to the pedestrian experience.

A consistent Signage Area between the base cornice and the street level windows must be provided for the placement of signs of all commercial tenants.

# D. AWNING PLACEMENT

Awnings and canopies provide additional visual interest and the opportunity to add a color accent to a façade that enhances the pedestrian experience. Awnings should be authentic and provide utility as well as architectural interest and be located over real windows, doorways or openings. They should not be used over blank walls or imply some opening that is not there.

The shape, design and color of awning and canopies should be consistent with the architectural aesthetic of the building. When there are multiple awnings the design and color should be consistent. Awnings cannot be used for signage and cannot be backlit. Awning should be made of canvas unless the use of metal is consistent with the overall architectural theme of the building.

# E. STOREFRONT WINDOWS

Blank, windowless walls along the street frontage are not allowed; transparent glass of 'glazing' breaks up the monotony of the façade and activates the streetscape in both daylight and eveing hours. During the day it allow natural light and views into the building and in the evening it enlivens the pedestrian experience along the street face.

A minimum of 50% of the street level facade must be transparent to allow pedestrian views and daylight into the building. Opaque, tinted, reflective or spandrel glass are prohibited.

# F. KICK PANEL

A kick panel below the window area was a typical feature of traditional storefronts and is encouraged for storefronts. Panels or knee walls must be at least 10 inches in height and not more than 2 feet 6 inches in height.

# Sign Design Guidelines-Legacy District

The adoption of the Oak Park Play Book Grant Prams provides the opportunity for existing and new businesses in the Legacy District to enhance the pedestrian experience of the downtown area and improve the aesthetic quality of the Village's business district. This program is intended to assist businesses wishing to remove nonconforming signage and add pedestrian oriented signage.

The intent of the Downtown Sign Grant Program is to encourage pedestrian oriented sign types – Projecting Signs, Window Signage, Wall Signs and Attached Signs (large scale projecting signs allowed on buildings 3 stories or greater). The use of these sign types positively impact the visual landscape and contribute to a unique sense of place that is unique to Downtown Tinley.

Unlike the Village's sign regulations which outline specific code requirements, these guidelines are intended to focus on preferred signage design and examples in order to achieve high quality signage that communicates its message in a clear fashion.



The Guidelines will assist property owners, business owners, Village staff, and Plan Commission in planning, designing, and reviewing requests for proposed

signage by addressing placement, general sign composition, design, materials, color, content, lighting, and legibility.

In support of the Legacy Plan, the following objectives establish a framework for signs that will improve the street graphics and overall aesthetics of the downtown area.

- 1. Enhance the exterior curb appeal of businesses in the downtown and improve the visual landscape as viewed by pedestrians from the sidewalks/street.
- 2. Encourage human scale signage that is supportive of the Legacy Plan goal to "create a place where pedestrians come first."
- 3. Achieve a greater number of three-dimensional, symbolic, and projecting signs that exhibit appropriate scale and proportion to the site and building.
- 4. Support downtown's unique and historic architectural quality through the coordination of sign design, color and high quality materials.
- 5. Strengthen the economy of the downtown by introducing high quality and effective signage which will aid existing and new business in attracting customers by increasing their visibility at the pedestrian level.
- 6. Strengthen tourism efforts by adding to the historic character and quaintness of Downtown Tinley.
- 7. Advance consistency of signage in the downtown by removing signs that are non-conforming to the current signage regulations and incentivizing signage that conforms to signage ordinances.
- 8. Encourage signs that create visually interesting streetscapes while also avoiding visual clutter.

These downtown signage design guidelines generally apply to all new and altered signs, including awnings, in the downtown area. All signs are regulated by Section XII Legacy Code-Sign Regulations. Downtown signs have specific regulations established in Section 4.

# Guidelines

Historically, downtown signs were intended to be read by pedestrians rather than drivers in passing vehicles. The Legacy Plan prioritizes the pedestrian feel of the downtown and establishes a vision for a more pedestrian-friendly streetscape with attractive signage, sidewalks and landscaping.

Attractive signs, when appropriately placed, reinforce the historic character of the downtown while meeting the marketing needs of the business owners.

Applicants are encouraged to carefully consider each of the design guidelines relevant to their request and demonstrate their effort to achieve the design guideline.

These guidelines are to be used in conjunction with the regulations outlined in the Village Sign Ordinance and related sections of the Legacy Code. This section provides guidance for the variety of sign types that are most appropriate for the unique character of downtown Tinley Park, including:

- Projecting Signs
- Wall signs, including flat signs and individually mounted letters
- Awning/canopy signs, including-under awning signs
- Window Signs

# **Projecting Signs**

A two-sided sign which projects perpendicular to a building or hangs from an awning, canopy, covered walkway, roof overhang, covered porch, or soffit. The sign is oriented to the pedestrian and intended as a wayfinding aid to bring customers into the business.

- 1. Projecting signs should be mounted as close to the entrance of the business it is advertising as possible. Projecting signs should be spaced a minimum of twelve (12) feet apart
- The mounting bracket should be designed as a decorative element that is complementary of the sign and the building's architectural style. Do not mount directly onto the surface of the building. The mounting bracket should connect to the sign from above or below.
- Maintain a minimum vertical clearance from the base elevation of 8' and projecting signs shall not extend past the second floor windows, or the bottom of the architectural cornice – generally not greater than 14' above the base elevation. (Per the Legacy Code)
- 4. Internally lighted projecting signs are highly discouraged. Decorative lighting such as goose neck lighting, would be recommended, shining from the top down, with lights focused downward and backward and designed to avoid glare.
- 5. Neon or other illuminated tubing is prohibited except when approved by the Plan Commission as an architectural enhancement during Site Plan Approval for new construction.
- 6. Signs should be made of durable materials that are compatible with the materials of the building or storefront.



#### Do...

Be creative! Projecting signs can reflect the nature of your business. Use silhouette images and mimetic symbols that convey information without words.

- 7. Use pictographs, silhouettes or mimetic symbols where possible to reflect the nature of the business the sign is advertising without the use of words. Symbols and logos will usually register quicker in the viewer's mind than a written message.
- 8. Keep it simple when designing signs. Type styles should enhance readability of the sign and provide information in a clear and legible fashion. There should be no more than two lines of text with no more than two lettering styles on any one sign. Information on signs should be limited to advertising the business name and its main goods and services. The advertisement of national brand names and logos is discouraged.
- 9. National branding colors should be avoided especially if they are inconsistent with the building or storefront. Limit the number of different colors on any one sign to two or three (not counting black or white).

# Wall Signs

4.

A Wall sign may be a Board Sign, Band Sign, Pin-Mounted Sign or Attached Letter Sign, securely affixed to a wall and not projecting beyond the Building Face fronting on a street, public way or parking lot.

- 1. Wall signs should be centered above the store or building entrance. For multi-story buildings, a wall sign should be located below the sills of second-story windows and employ a consistent sign pattern.
- 2. A wall sign should be placed and sized so that it does not obscure building architectural features and fits the scale of the building.
- 3. Signs should be made of durable materials that are compatible with the materials of the building or storefront.
  - storefront. A wall sign shall not project more than 8" from wall not extend within 2' of the edge of a wall.
- Due to the pedestrian nature of the Downtown, projecting raceways are not permitted. Channel letters may be flush-mounted to the building.
- 7. Internally illuminated cabinet/canister signs and internally illuminated/front lit channel letters are not appropriate sign types.
- 8. Keep it simple when designing signs. Type styles should enhance readability of the sign and provide information in a clear and legible fashion. There should be no more than two lines of text with no more than two lettering styles on any one sign. Information on signs should be limited to advertising the business name and its main goods and services. The advertisement of national brand names and logos is discouraged.
- 9. National branding colors should be avoided especially if they are inconsistent with the building or storefront. Limit the number of different colors on any one sign to two or three (not counting black or white).

# Awning Signs

Awning signs are signs that are applied to the face of an awning that projects over a window or door opening.



- 1. Awnings should be mounted on the frame of a window or door opening rather than the wall surrounding the opening. Awnings with a front valance or skirt, which hangs down from the awning's front edge, are preferred. Retractable awnings are strongly encouraged.
- 2. Awnings should fit with the size of each window and should never cover decorative architectural features. A standard awning hangs approximately 8 feet off the street and projects 4 to 7 feet from the building. Up to a 12 inch flap hanging from the end of the awning is acceptable.
- 3. Only canvas or cloth awnings are allowed. Vinyl, metal, glass and shiny materials are generally not appropriate.
- 4. The style and color of an awning should be complementary with awning on buildings on the same block face. Awnings with stripes or patterns may be appropriate if there is not signage on the awning and the pattern is complimentary with surrounding awnings on the same block face.
- 5. Awning signage shall be permitted for first floor businesses only and shall be limited to text. Lettering shall not exceed five (5) inches in height and shall be placed on the valance only. No sign or awning shall include the telephone number, email or web address of a business. Signage under an awning is appropriate as secondary signage if 8 sq. ft., two-sided, and complimentary with the awning's character and colors.

# Window Signs

Window signs are signs that are either applied to the surface (interior or exterior) of a storefront window or hung inside the window for viewing from the exterior of the building.



- 1. Window signs should consist predominately of lettering with a transparent background.
- 2. Signs should not cover more than 25% of the total window area to prevent obscuring visibility into storefront windows.
- 3. Sign lettering and images should be oriented to be visible by pedestrians
- 4. Neon cabinet/canister and flashing neon signs are not appropriate for downtown window signs.

# Free Standing-Hanging

- 1. Signs shall be a maximum of 4' tall and 3 sq. ft in sign area.
- 2. Signs should be made of durable materials that are compatible with the materials of the building or storefront.
- 3. Use pictographs, silhouettes or mimetic symbols where possible to reflect the nature of the business the sign is advertising without the use of words. Symbols and logos will usually register quicker in the viewer's mind than a written message.
- 4. Keep it simple when designing signs. Type styles should enhance readability of the sign and provide information in a clear and legible fashion. There should be no more than two lines of text with no more than two lettering styles on any one sign. Information on signs should be limited to advertising the

business name and its main goods and services. The advertisement of national brand names and logos is discouraged.

5. The style and color be complementary the main building.

# Free Standing-Monument

- 1. Freestanding signs should only be used for residential buildings that are converted to a commercial us or other buildings that are set back from the sidewalk to enable easier viewing of the sign by people walking on the sidewalk and drivers on the street.
- 2. Maximum height should be 8' in Downtown Core, Downtown Flex, and Downtown Neighborhood and 10' in all other areas. The display area shall be 1 sq. ft. for each lineal foot of frontage along a front line but a maximum area of 32 sq. ft.
- 3. Bases should be constructed with masonry
- 4. Freestanding signs should be placed near the sidewalk.
- 5. Free standing signs should be oriented perpendicular to the sidewalk so that they are easily viewed as people pass by the sign.

# Temporary signage & temporary window signs

Temporary signs and attention-getting devices, such as banners, pennants, valances, decorative lighting, or advertising display constructed of cloth, canvas, light, fabric, cardboard, wall board or other light material. They may be permitted in the Legacy Code Area for promoting special community activities, special promotional sales, special events, or activities subject to the following provisions:

- One Temporary Sandwich Boards is allowed per business in a freestanding building, or per tenant in a multi-tenant building. These are allowed on a temporary basis and are counted towards the total number of signs permitted. Signs should be no greater than 7.s.f. in size per side nor taller than 3'6". The sign shall be located within 15' of the tenant's entrance and cannot be displayed outdoors while the business is closed.
- 2. Seasonal (winter holiday) signs and decorative lighting is allowed from November 1st to January 15th, with other seasonal holiday signage allowed 30 days before and 10 days after the holidays.
- 3. Special Sale Signs may be displayed for 30 days. After 30 days, a different temporary sales sign may be displayed, provided at least 30 days intervenes between the displays of such temporary signs for differing special sales.
- 4. Special Event Signs may be displayed for 30 days. After 30 days, a different temporary sales sign may be displayed, provided at least 30 days intervenes between the displays of such temporary signs for differing special sales. However, if such signs are located in the public right-of-way, then a permit for such sign shall be obtained from the Village of Tinley Park.

# Absolute prohibitions

Village code prohibits use of these materials and sign types:

- 1. Projecting signs are not allowed in conjunction with ground signs.
- 2. Temporary inflatable signage and other attention getting devices
- 3. Roof Signs
- 4. Writing or logo anywhere on an awning accept the valance
- 5. Any string of lights outlining property lines, sales areas, doors, windows or wall edges of a building
- 6. Flashing or intermittent lighting of signage and buildings

- 7. Neon or other illuminated tubing except when approved by the Plan Commission as an architectural enhancement during Site Plan Approval for new construction.
- 8. Paper products as a permanent sign (paper, cardboard, poster board, and construction paper)
- 9. Murals on buildings
- 10. Freestanding Pole signs

# Landscape to support signage

- 1. Landscaping is not required in conjunction of the installation of projecting signs or window signs.
- 2. Landscaping is required in conjunction with monument and freestanding hanging signs at an amount equal to ½ of the square footage of one side of the sign.

# \_Maintenance and General Provisions

- 3. Maintenance is required of all installed signage, awnings, building facades, and landscaping.
- 4. As outlined in greater detail within Section IX.C of the Village Zoning Ordinance, all signage:
- 5. shall meet wind pressure and dead load requirements
- 6. shall not conflict with traffic signs
- 7. shall not obstruct doors, windows, or fire escapes.
- 8. Obsolete signs shall be removed.



Date:	April 6, 2018
То:	Economic Development and Marketing Committee
From:	Donna Framke, Marketing Director
Subject:	Integration of MainStreet Commission into Economic Commercial Commission

As previously discussed, the Village has two business-related commissions, the Main Street Commission (MSC) and the Economic and Commercial Commission (ECC). Current ordinance calls for the nine-member Economic and Commercial Commission to identify community-wide programs that would support the employment climate, review and make recommendations on business incentive programs and host the annual Business and Economic Forecasting Breakfast and the Downtown-focused Main Street Commission ordinance calls for the commission to review and make recommendations on prospective Downtown developments, review Downtown sign permits and (previously) oversee events. The MSC ordinance calls for seven members, however there are currently only three members.

At the March 2018 economic development and marketing committee meeting, the idea of merging the two commissions into the Economic and Commercial Commission was discussed. As a result of a meeting with committee chair Trustee Cynthia Berg, staff is bringing forth a recommendation that the two commissions be merged into a new 11-member and four associate member Economic and Commercial Commission that will make recommendations on all business-focused initiatives noted above.

Upon approval of this modification, the attorney will be requested to revise the ordinances to reflect the change and the new ordinance will be brought to the next board meeting for adoption.





Date:	April 20, 2018
То:	Economic Development and Marketing Committee
From:	Donna Framke
Subject:	Special Event Permit Application

The Village issues a free special event permit to any event organizer that is hosting an event that requires village services and/or is being held on public property in Tinley Park. There are two main purposes for the Special Event Permit application. First, it's an efficient way for organizations to share details of their event to all supporting Village departments. Occasionally, they may be unaware of necessary permits or related ordinances and this process also provides a convenient way to share this information. Second, it is a vehicle for organizations to request help from the village in the form of security, traffic control, public works assistance or use of public property. Additionally, there are instances when an organization is requested to fill out a permit application for a large private event when attendance is expected to be high, a potentially-significant increase in traffic flow is anticipated, outdoor alcohol sales are requested, etc. The Village requests that the permit application be turned in 30 days prior to a reoccurring event and 90 days prior to a new event. This provides time to coordinate staffing and equipment needs and maintain a master event schedule.

To provide additional structure to the permit, an amendment was made to the municipal code in 2014 to codify this permit process and related fees. A copy of this ordinance is attached. This code gave the President and Board of Trustees the ability to waive fees for any village-sponsored community event or any special event conducted by a non-profit organization that provides services directly to the village (such as the Park District, PAWS, and the Library).

Upon receipt of a special event permit application, the special events coordinator communicates with all supporting departments to determine needs and coordinate completion of other required permits, inspection dates, etc. Upon completion of this process, a special events license is sent to the organizer with the services (and corresponding fees) that will be provided for the event. When the event is taking place on public property, the marketing department also works with outside event coordinators to communicate to commuters, Metra, PACE, residents, business owners, and churches as needed. For reference, there were 53 special event permits processed in 2017, 62 in 2016 and 60 in 2015 with the majority of events occurring between April and November. Each event is placed on the marketing calendar and on the village website calendar.



#### **ORDINANCE NO. 2014-O-032**

## AN ORDINANCE AMENDING ARTICLE IX OF THE TINLEY PARK MUNICIPAL CODE REGARDING SPECIAL EVENTS

WHEREAS, the Village of Tinley Park is a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and

WHEREAS, pursuant to said Section, the Village may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals and welfare; and

WHEREAS, the President and Board of Trustees find that the regulation of special events is a matter pertaining to the public health, safety, morals and welfare of the Village and its residents; and

WHEREAS, the President and Board of Trustees find it to be in the best interests of the Village and its residents to amend the Tinley Park Municipal Code with respect to special events, in furtherance of its home rule authority and as set forth in this Ordinance.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, as follows:

Section 1: Article IX of the Tinley Park Municipal Code is hereby amended by adding new Chapter 105, "Special Events", which shall read as follows:

#### CHAPTER 105 SPECIAL EVENTS

#### §105.01 DEFINITIONS

For the purpose of this chapter and future amendments thereto, certain terms and words are hereby defined. Whenever the following words, terms and/or phrases are used in this chapter, they shall have the meanings respectively ascribed to them in this section as specified below, except where the context clearly indicates a different meaning:

EVENT MANAGER: The person responsible on behalf of the sponsor and/or permittee for managing the special event and ensuring that the sponsor and/or permittee and all participants and spectators comply with all the permit conditions, this code, and all other requirements applicable to the proposed special event, and which person shall also be the primary contact person between the permittee and the village and responsible for coordinating all of the submittals required by or requested by the village.

EXHIBITION: An object or collection of objects shown in a display for the viewing of the general public.

PARADE: Any march, ceremony, show, exhibition, pageant, or procession of any kind, or similar display, upon any public property in the village where the number of participants and/or spectators is expected or may reasonably be expected to exceed one hundred (100) or more persons and/or vehicles.

PERMIT: A nontransferable permit issued under this chapter by the village to hold a special event in the village.

PERMITTEE: Any person or entity that has been issued a permit pursuant to this chapter.

PERSON: Any individual, partnership, association, organization, or corporation.

SPECIAL EVENT: An organized activity sponsored or operated by any person which will be (1) conducted on the public way or property of the village, or (2) conducted on property open to the public other than the public way or property of the village and which will require the use of special village services. The term special event includes but is not limited to a festival, outdoor or sidewalk sale, race, farmers market, concert, parade, exhibition, carnival, circus, car show, or petting zoo. The term does not include block parties or events at permanent facilities dedicated to such purposes, and such events are not subject to or governed by this chapter.

SPECIAL VILLAGE SERVICES: Services provided by the village during any special event which are in addition to, above and/or beyond the respective level of such services and/or operations normally provided by the village, which services may include, but are not limited to, any of the following: street closures; provision of barricades, trash or recycling receptacles; special parking signs, special electrical services, crowd control, security, special fire/EMS protection, or use of village vehicles and/or equipment.

SPONSOR: The person or entity that is conducting the special event or in whose name or for whose support the proposed special event will be presented.

VILLAGE SPONSORED COMMUNITY EVENT: A special event which will be held, in whole or in part, on public property within the village and:

- A. Is open to the public;
- B. Is organized by the Village or by a governmental entity with territory inside the corporate boundaries of the Village;
- C. Is community oriented; and
- D. For which the village, with the express approval of the corporate authorities, is listed as a sponsor or cosponsor in all promotional marketing materials for the event.

# §105.02 PERMIT REQUIRED AND PERMIT FEE

A. It shall be unlawful for any person to conduct a special event, or other similar activity, within the corporate limits of the village unless a permit has been issued therefore pursuant to this chapter.

B. No special event or similar activity is permitted on any public way or public property of the village unless a permit allowing such activity has been obtained pursuant to this chapter.

C. The permit fee for issuance of a special event permit shall be based on the cost of special village services to be provided, as determined by the village pursuant to this Chapter. An initial estimate of this cost shall be determined and agreed upon before the permit is issued. The permit fee shall include this initially estimated amount plus the cost of any additional special village services provided by the village for the special event.

D. After a special event is over, the village shall issue the permittee a bill for the amount originally determined and agreed upon plus the cost of any special village services that were provided but were in addition to what was included in the initial estimate of the permit fee, and for any damage caused to public property. The permittee shall be responsible for payment of said bill within the time frame specified by the bill. In the event that such payment is not made in full in a timely manner, the Village may take necessary action to obtain such payment. The reasonable costs and attorneys' fees resulting from such action shall be added to the amount due and owing by the permittee. Failure to timely pay bills issued pursuant to this paragraph may result in denials of future permitts.

E. All permits issued pursuant to this chapter are nontransferable and can only be used on the designated dates and times approved by the village.

# §105.03 FILING OF APPLICATION

A. Any person wishing to secure a permit pursuant to this chapter shall submit an application to the Marketing Department, which application shall be on a form prescribed and furnished by the village and shall identify, among other things, specific details of the event which may be necessary or required to hold such event, as well as the name and electronic mail address of the event manager for the proposed event. All information provided on the application shall be complete and truthful.

B. Any person seeking to obtain a permit pursuant to this chapter shall file the application with the Marketing Department no later than: (1) ninety (90) days prior to the date the event is scheduled to begin for a new event (i.e., an event for which no permit has been issued before); or (2) forty five (45) days prior to the date the event is scheduled to begin for a recurring or repeat event. The Marketing Department may request additional information from the applicant. An application will not be considered filed until all required and requested information is submitted as set forth in this chapter. The Marketing Department is authorized to establish rules, regulations and procedures, in addition to those provisions set forth in this chapter, for the processing of special event permit applications.

C. The Marketing Department may, when good and compelling cause is shown, consider an application under this chapter which is filed less than the required period before the date the special event is proposed to be conducted.

# **§105.04 PROCEDURE FOR REVIEW OF APPLICATION**

Upon receipt of the application, the Marketing Department shall forward copies of the application(s) to the village manager, chief of police, fire chief, the director of public works, their designees, and/or any other departments of the village which may be affected by the event. Each village department shall analyze the application and determine if:

- 1. The license application is complete and contains sufficient detail of the special event.
- 2. Any additional licenses or permits or approvals are required for the special event or related activities pursuant to the municipal code.
- 3. Any special village services will be required and the estimated costs for such services.
- 4. The criteria of Section105.05 have been satisfied.

Once this information has been obtained, the Marketing Department shall forward the application to the Village Clerk.

# §105.05 STANDARDS FOR ISSUANCE OF PERMIT

A. The Village Clerk shall issue a permit for a special event, or similar activities as provided for under this chapter when, from a review of the application and other information as may otherwise be obtained, it is determined that:

1. Any event to be held on public property must be open to the public.

2. The applicant has complied with all of the requirements of this code and the applicable rules or regulations promulgated thereunder, including, but not limited to, completing all requirements of the application and providing true and correct information.

3. The conduct of the special event will not substantially interfere with the safe and orderly movement of traffic.

4. The special event will not substantially interfere with any publicly managed infrastructure project or construction project.

5. The special event and related activity will not present an unreasonable danger to the health or safety of the applicant, village employees, or members of the public, which may be determined upon the basis of past events that have occurred within the corporate limits of the village.

6. There are available at the time of the special event a sufficient number of peace officers to police and protect lawful participants in the activity and maintain adequate police protection in the rest of the village.

7. The concentration of persons, animals and vehicles at the special event, or similar activity, will not unduly interfere with the proper fire and police protection or ambulance service.

8. The activity will not unreasonably interfere with scheduled village functions or the normal activities of the residents of the village.

9. The conduct of the special event will not interfere with the movement of emergency equipment responding to any emergency.

10. The event will not subject the surrounding neighborhood to an unreasonable degree of noise, littering, or parking difficulties, or other adverse conditions in light of the character of the neighborhood.

11. The special event or related activity is not being conducted for an unlawful purpose.

12. The special event will not need special village services that cannot be reasonably made available.

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13. The permittee has received all other permits, licenses and approvals necessary to conduct the activities of the special event.

14. The permittee has agreed to pay all required permit fees required for the special event and submitted all required insurance certificates.

15. The special event will not conflict with any other event that has previously been scheduled.

16. All prior permit fees for any past special event conducted by the applicant, proposed permittee, event manager and/or sponsor have been paid in full.

B. After receipt and consideration of the recommendations from the Marketing Department and department heads, the village clerk shall consider said recommendations and shall determine whether the special event permit shall be granted in accordance with the provisions of this Chapter, and if the special event permit is to be granted, what, if any special village services shall be required and provided.

C. Written Approval or Disapproval; Special Conditions; The village clerk shall, in writing, approve or disapprove said application for an event permit and/or may impose, in writing, any general or special conditions with which the applicant, proposed permittee, the event manager, and the sponsor, if any, must comply. The decision of the village clerk shall be transmitted to the event manager via electronic mail at the electronic mail address provided in the application. The permit, once issued by the village, is nontransferable and can only be used on the designated dates, and rain dates, if applicable, and at the times, as approved.

D. Conditions of Issuance of Permit:

1. All permits issued by the village clerk shall be conditioned upon the following:

- a. The village's receipt and approval of all required and/or requested submittals, fees, funds and deposits, including, but not limited to, approval of any certificate(s) of insurance.
- b. The village's receipt of payment by the proposed permittee, event manager, and/or sponsor of the applicable permit fee.
- c. Compliance by the permittee, the event manager, and the sponsor, if any, with all applicable provisions of this code, permit conditions as imposed by the village, and other applicable requirements.

2. No permit issued under this chapter may authorize the operation of an event for a period longer than a period of five (5) continuous days without specific advance approval by the Village Clerk on recommendation of the Marketing Department.

## §105.06 DENIAL OF PERMIT; APPEAL

A. Any person aggrieved by a decision of the village clerk shall have the right to appeal that decision to the Village's Finance and Economic Development Committee, provided that such appeal is in writing and is filed with the village manager within five (5) days of the applicant's receipt of the notification of denial by the village clerk.

B. The Finance and Economic Development Committee shall set a time and place for a hearing on such appeal and notice of such hearing shall be given in writing to the appellant by electronic mail.

C. The appellant shall have the right to be represented at such hearing by counsel at the appellant's expense.

D. At the hearing conducted under this subsection, all interested persons shall be given an opportunity to be heard.

E. Any relevant testimony or evidence regarding the proposed event may be accepted.

F. The decision and order of the Finance and Economic Development Committee on such appeal shall be final.

# §105.07 SPECIAL VILLAGE SERVICES

The village may require special village services be provided for a special event, which may or may not be in addition to those special village services agreed upon pursuant to the initial estimate. The determination of whether special village services shall be required shall be based upon the nature of the event and related activities, safety of the participants, inconvenience to the public, the location of the event, the expected vehicular and pedestrian traffic and congestion, the estimated attendance density of the area, size of the area, number of street closures, affected intersections and the public facilities required. The cost of all special village services involved in advance of, during and after the day(s) of the event shall be included in the permit fee.

# §105.08 INSURANCE

A. Prior to the issuance of any permit for any special event to be held on public property pursuant to this chapter the proposed permittee shall furnish evidence of public liability coverage insurance in the amount of one million dollars (\$1,000,000.00) naming the village, its officers, employees, agents, and volunteers, as additional insureds in such form as may be determined by the village manager to provide for the payment of any claims for personal injuries (including death and any injuries to village employees, agents, or contractors),

property damage or other suits arising out of or connected with such special event, or other related activities.

B. Each insurance policy required hereunder shall include a provision to the effect that it shall not be subject to cancellation, reduction in any coverage, or to other material changes until notice thereof has been received by the village manager not less than thirty (30) days prior to such cancellation or change and the village manager has approved in writing such cancellation and/or change. The village manager shall be authorized to approve or disapprove any such material change in an insurance policy, and the village's disapproval thereof may result in the non-issuance, suspension, and/or revocation of said permit.

C. Failure of the permittee, event manager, and/or sponsor to maintain such insurance during such period shall result in automatic revocation of the permit. For the purposes of this chapter, the permit shall be effective during the event and include the time required before and after the event for construction, assembly, dismantling, and removal of all materials, equipment and/or support structures, as well as the time following the event during which the public property shall be cleared and restored to the condition which existed prior to commencement of such event.

D. No permit shall be issued unless the permittee, event manager and sponsor have executed the prescribed portion of the permit application pursuant to which they agree to release, indemnify, defend and hold the village and all of its officers, employees and agents harmless against any and all claims, liabilities, suits, judgments, costs and expenses, including attorneys' fees, arising out of or in consequence of any acts or omissions of the permittee, event manager and/or sponsor, and, as may be the case, each of its directors, officers, employees or agents, in connection with the special event. Any application that is filed with the village for a special event shall constitute such a release, hold harmless and indemnification by the applicant. Any and all permits issued hereunder shall likewise be subject to all such conditions.

# §105.09 WAIVER OF FEES

The President and Board of Trustees may waive the permit fee for any village sponsored community event, or for any special event conducted by a not-forprofit organization that provides services directly to the village pursuant to a written agreement.

# §105.10 DUTIES OF PERMITTEE

It shall be the duty of all permittees, event managers, and sponsors to comply with all permit directions and conditions and with all applicable statutes, codes, ordinances and rules and regulations. The special event permit issued pursuant to this chapter shall be present and available for inspection at all times during the event.

# **§105.11** SUSPENSION OR REVOCATION OF PERMITS:

A. The village clerk or, at the request of the village clerk, the village manager, may at any time suspend or revoke a permit if the operation or conduct of the event is in violation of any conditions, rules, and/or regulations imposed on the permit, any applicable provisions of this code or any other applicable law, or if, in the judgment of the village clerk, such revocation is necessary to preserve the health or safety of the public. When circumstances permit, the permittee, the event manager, and/or the sponsoring organization shall be given such notice as is possible and an opportunity to be heard prior to such suspension or revocation. In addition, the village clerk, or village manager at the request of the village clerk, is authorized to suspend or revoke a permit if he or she finds:

1. That the application for the permit is incomplete and/or contains any false, fraudulent or misleading material statement;

2. That the applicant, permittee, event manager, and/or the sponsor have made any false, fraudulent or misleading material statement, or have been convicted of perpetrating a fraud upon any person, whether or not such fraud was perpetrated in the course of conducting any business in the village; or

3. That the applicant, permittee, event manager, and/or the sponsor have conducted any activities in the village in an unlawful manner or in such a manner as to constitute a breach of the peace or a menace to the health, safety or general welfare of the public.

B. Automatic suspension of the permit shall occur whenever the insurance required under this chapter, or as otherwise required for operation of said event, has lapsed or is canceled.

C. Except when suspension of a permit issued pursuant to this chapter is automatic as provided in this chapter, the village clerk, or designee, shall provide written notice of the suspension and/or revocation of such permit stating the reasons therefor, which notice shall be transmitted to the applicant, the permittee, the event manager, and the sponsor, if any, via electronic mail, at the electronic mail addresses provided on the application for such permit, or personally served upon the permittee or upon the event manager, or designee, at the time of revocation. Unless the permit will expire by its own terms before a hearing can be reasonably scheduled, no revocation will take effect until the sponsor and/or permitee have been given notice and an opportunity to be heard. When necessary to prevent an immediate threat to the health or safety of the public, the village clerk, the village manager or the chief of police, or their designee, shall be and is hereby authorized to order the permittee to immediately cancel and require all activities of the event to cease.

### **§105.12 PUBLIC CONDUCT; PARKING RESTRICTIONS:**

A. Interference with Special Event: No person shall unreasonably hamper, obstruct, impede or interfere with any special event.

B. Parking on Route or in Location: The chief of police shall have the authority to prohibit or restrict the parking of vehicles on or along public property or part thereof constituting a part of the route location of the special event or related activity. The chief of police shall order the posting of signs to such effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof.

Section 2: The Tinley Park Municipal Code, Chapter 99, Sections 99.130 through 99.138 are hereby repealed and deleted.

Section 3: That all ordinances or parts of ordinances in conflict herewith are, to the exempt of such conflict, hereby repealed.

**Section 4:** The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

**Section 5:** The provisions of this Ordinance shall be in full force and effect upon its passage, approval and publication, in accordance with law.

**Section 6:** The Village Clerk be and hereby is authorized and directed to publish this Ordinance in pamphlet form.

**ADOPTED** this 7<sup>th</sup> day of October, 2014, pursuant to a roll call vote as follows:

AYES: Seaman, Maher, Staunton, Leoni, Grady

NAYS: None

ABSENT: Hannon

**APPROVED** by me this 7<sup>th</sup> day of October, 2014.

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

327671\_

#### **STATE OF ILLINOIS COUNTY OF COOK** SS. **COUNTY OF WILL**

### **CLERK'S CERTIFICATE**

I, PATRICK E. REA, the duly elected and qualified Village Clerk of the Village of Tinley Park, Cook and Will Counties, Illinois, do hereby certify that attached hereto is a true and correct copy of the Ordinance now on file in my office, entitled:

#### **ORDINANCE NO. 2014-0-032**

## AN ORDINANCE AMENDING ARTICLE IX OF THE TINLEY PARK MUNICIPAL CODE REGARDING SPECIAL EVENTS

which was passed by the Board of Trustees of the Village of Tinley Park at a regular meeting held on the 7<sup>th</sup> day of October, 2014, at which meeting a quorum was present, and approved by the President of Tinley Park on the 7<sup>th</sup> day of October, 2014.

I further certify that the vote on the question of the passage of the said Ordinance by the Board of Trustees of the Village of Tinley Park was taken by the Ayes and Nays and recorded in the Journal of Proceedings of the Board of Trustees of the Village of Tinley Park, and that the result of the vote was as follows, to wit:

AYES:	Seaman, Maher, Staunton, Leoni, Grady
NAYS:	None
ABSENT:	Hannon

I do further certify that the original Ordinance, of which the attached is a true copy, is

entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Tinley Park, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

By: \_\_\_\_\_\_ Village Clerk

# **PAMPHLET**

## **FRONT OF PAMPHLET**

#### **ORDINANCE NO. 2014-0-032**

# AN ORDINANCE AMENDING ARTICLE IX OF THE TINLEY PARK MUNICIPAL CODE REGARDING SPECIAL EVENTS

Published in pamphlet form this 7<sup>th</sup> day of October, 2014, by Order of the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois.

# PAMPHLET

## **BACK OF PAMPHLET**

## ORDINANCE NO. 2014-O-032

## AN ORDINANCE AMENDING ARTICLE IX OF THE TINLEY PARK MUNICIPAL CODE REGARDING SPECIAL EVENTS

Published in pamphlet form by Order of the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois.

Updates to the permit application are made annually based on comments from users and village departments and accessible on the special events page of the village website. A copy of the most updated version is attached and will be reviewed with the committee meeting in anticipation of posting on the website on May 1.





Village of Tinley Park
Special Events Permit Application

Thank you for your interest in hosting a special event in Tinley Park. There is no fee for the Special Event Permit (SEP) application. If your event is being held on public property and/or you plan on using any Village services, you must fill out the Special Event Permit Application. This application ensures all details are properly communicated to key staff. As of January 2018, the application has been updated. **No previous versions of this application will be accepted.** 

Organizers of <u>new events</u> must submit this form at least 90 days in advance. For runs, walks, etc., a route must be approved by the village before the permit application is submitted. <u>Recurring events</u> must submit this application at least 45 days in advance. Event managers are encouraged to submit dates as early as possible.

The SEP application can be submitted via fax at (708)444-5099 to the attention of Vicki Sanchez, via email to <u>vsanchez@tinleypark.org</u>, or dropped off to the Village Hall at 16250 S. Oak Park Ave., Tinley Park.

Once the SEP application is received, it could take up to three weeks to receive a Special Events License, depending on the event. Once the application has been approved by all key departments, the Special Event License will be sent via email to the sponsoring organization's main contact. Any questions regarding this application process can be directed to the Special Events Coordinator, at the email address above or at (708)444-5044.

# VILLAGE SERVICES

If you are in need of **security or traffic control**, the **Tinley Park Police Department** will assign security for \$30 per hour with a two-hour minimum, or traffic control officers for \$18 per hour with a two-hour minimum.

If your event requires services from the Village's **Public Works Department**, there will be a charge of \$35/hour per person. Please see the Public Works section on the permit for services available.

If you are planning on erecting a tent that is over 20'x20', a tent permit must be submitted to the **Community Development Department**. The tent permit application fee is \$15 per tent. If you are planning on erecting temporary signage, a temporary sign permit application is \$15.



Village of Tinley Park
Special Events Permit Application

16250 S. Oak Park Avenue Tinley Park, Illinois 60477 (708) 444-5000 Fax (708) 444-5099 www.tinleypark.org

# GENERAL EVENT INFORMATION

Event Name:		
Event Location:		
<ul> <li>Event organizer has permis</li> <li>(Letter granting permission is a</li> </ul>	sion of property owner to host this event attached/included.)	on his/her property.
and public gathering areas d symbol be displayed on all re	a public property, you must display signs is playing the "No firearms" symbol. It egistration forms and flyers for the events State Police website: IL State Police	t is also recommended that this ent. Signs and requirements
Event Date(s):	Event Hours of Operation:	Race Start Time:
Set-Up for Event: Date(s):	Hours:	
Dismantling Event: Date(s):	Hours:	
Rain Date (if applicable):		_
Estimated Attendance:	Private or Public Ever	nt:
Type of Event: (Check all that	apply)	
<ul> <li>Festival</li> <li>Sporting Event/Run/Walk</li> <li>Carnival, Circus and Rides</li> <li>Annual/Recurring Event</li> <li>General Description of Event _</li> </ul>	Fundraiser/Charitable Event-	

# **ORGANIZATION INFORMATION**

Sponsoring/Planning Organization:	
□ Organization is registered with the Stat	e of Illinois as a Non-Profit Organization
Address:	
Phone:	
Web Site:	
	via email):
Address:	
Phone:	
*Email:	
Onsite Contact:	Phone:
Address:	
Cell Phone:	

# **EVENT OPERATION**

The Village works with all organizations to equitably permit, assist and promote community events. Organizations agree to reimburse the Village for costs associated with the activity by their submission of this special events permit application and by accepting a permit to conduct an event in the Village. Village-sponsored or Village co-sponsored events are exempt from Village service fees.

#### SECURITY

# Please Note: If your event is being held on public property, you must display the "No firearms" symbol at entrances, registration, and public gathering areas.

Request for Traffic Control- \$18/hour with a two hour minimum
 \* TPPD will review and determine locations and the number of necessary officers

Notes for TPPD:

Parking plan for attendees, vendors, etc.:

#### PUBLIC WORKS

If your event requires services from the Village's Public Works Department, there will be a charge of \$35/hour per person.

- □ Barricades for Traffic Control Please mark locations on site plan/route map.
- Crowd Control Fencing (only available for Village sponsored events)- Total Linear Feet:

(For weekend events, barricades and fencing will usually be dropped off on the Friday before.)

Drop-off/Pick-up location:

□ Garbage Removal - All areas must be clean of debris.

List plan for garbage removal from event site including name of company and phone number:

Street/Parking Lot Closures - Please indicate on site plan/route map all streets that will be closed.

□ For run/walks/other sporting events, check here if sidewalks will be used instead of streets.

□ Use of Village Water/Hydrants - Please contact Public Works at 708-444-5500 for permission and requirements.

Electrical/Power Generator- Indicate plans for use of any power generator. (Those requiring electrical

service from the Village, should complete an Electrical Use Request (<u>Addendum 1</u>) included in this

packet.

#### SIGNAGE

The Village does not allow event signage in the right-of-way. Event signage on private property is allowed with a proper temporary sign permit. Permit is available through the Community Development Department (708-444-5100). All temporary signs must be removed the morning after the event. Use of Village-owned signs in specific locations is allowed for public events on public property hosted by non-profit entities. Those who fit the criteria may apply to use the Village-owned signs by completing the Use of Village Sign System (Addendum 2) to this application.

### FACILITIES

Portable Restroom Facilities

Name of Company:

Phone:

Please indicate location of portable restrooms on the site plan/site map.

#### □ Tents

Tents or temporary structures over 20' x 20' require inspections (tents must be set up by noon on Friday for weekend events). Contact the Community Development Department at 444-5100 for a permit or on tinleypark.org under Community Development Dept.-Commercial Permits. **Permits must be submitted at least two weeks before the event.** Please indicate size and description of tent, if electric will be used inside of tent for lighting or heating and name of tent company below:

\*The village recommends all 10x10 pop-up tents be weighted down with at least 40 pounds per tent.

#### ENTERTAINMENT

Provide a flyer or list of entertainment to be performing at this event including times. Please note that all entertainment must be respectful of the noise ordinance and all amplified outdoor music/entertainment must end promptly at 10:00 p.m.

#### FOOD

List the name, address and phone number for all food vendors along with their Illinois Sales Tax ID Number. If there are more than three vendors, please provide a separate list. For all vendors outside the Village, a copy of their latest health inspection and sanitation certificate is required. A health inspection will be required prior to the start of the event.

Name:		
	Tax ID:	
Address:		
	Tax ID:	
Name:		
	Tax ID:	

#### LIQUOR SALE

 $\Box$  Liquor will be sold at the event.

Contact the Liquor Commissioner at 708-444-5021 for requirements and approval.

#### MERCHANDISE

□ There will be mobile merchandise vendors at this event.

For the convenience of event planners, the Village requires the organizer to fill out **one** Temporary Business License for an event that includes multiple mobile merchandise vendors. A list of the vendors will be requested. Please contact the Clerk's Office at (708) 444-5003 or click on the Clerk's Office tab on the tinleypark.org.

**NOTIFICATIONS** 

Check all that apply:

- □ **Notification of Residents:** If required, City Watch Notification Messages can be coordinated through the Special Event Office for events co-sponsored by the Village.
- Metra and/or PACE Notification Required: If the event is taking place near the train station, the Special Events Coordinator (SEC) will notify Metra officials about the event. Safety officers (police/EMA) may be required at crossing depending on event type. In addition, if there are street closures that may effect PACE bus routes, the SEC will notify PACE

#### **EMERGENCY PLAN**

All special events should have an Emergency Action Plan (EAP) in case of severe weather, fire, medical emergencies, or any scenarios that will require law enforcement assistance. **Any event with an expected attendance of 250 people or more should submit an EAP (see Addendum 3)** with this application. For every 250 people in attendance, there should be one person on-site who is familiar with the emergency action plan. For events with less than 250 estimated attendance, fill out the following:

Will there be an EMT or First Aid Station onsite? If yes, at what location? \_\_\_\_

Check this box to confirm there will be EMS vehicle access at your event location or throughout the race route.

# SITE MAP / ROUTE MAP

A map or layout of your event must be included with this application. Please mark flow of parades, runs, walks, etc.  $(\rightarrow \rightarrow \rightarrow)$ 

The following applicable locations must be included: Food Vendors (FV) Beverage Vendors (BV) Toilets (T) Hand-Washing Sinks (HWS) Retail Merchants (RM) First Aid (FA) Garbage Receptacles (G)

Number of Barricades (B) Fire Lane (FL) Fire Extinguishers (FE) Public Entrances / Exits (PE) Sound Stages / Amplified Sound (S) Resident Streets Surrounding Event

# **DOCUMENTS CHECKLIST**

# Documents that <u>must be</u> submitted:

- □ A completed and signed Special Events Permit Application
- □ A Certificate of General Liability Insurance listing the Village of Tinley Park as an additional insured in an amount not less than \$1,000,000.00
- $\hfill\square$  A site/route map or layout of the event

# Documents that may need to be submitted (check all that apply):

- □ Copy of Tax-Exempt ID and Certificate (if applying as a non-profit)
- Copy of Tent Permit
- □ Copy of Temporary Sign Permit
- □ Copy of Liquor License
- □ Copy of Raffle Permit
- □ Copy of Health Inspection and Sanitation Certificate
- □ Electrical Use Request (Addendum 1)
- □ Use of Village Sign System (Addendum 2)
- □ Approval of Route (runs, walks, etc.)
- □ Written Approval Form from Location Property Owner
- □ Emergency Action Plan

# ACKNOWLEDGEMENT

In accordance with the Application instructions, I have furnished and attached a Certificate of General Liability Insurance in the amount not less than \$1,000,000.00. If the event is taking place on public property, said certificate shall name the Village of Tinley Park, its officers, employees, and volunteers as additional insured.

I acknowledge that the permit is nontransferable and can only be used on the designed dates and times, as approved, and that the failure to abide by these conditions may result in the suspension or revocation of said permit.

In accordance with Section 105.08(D) of the Tinley Park Code of Ordinances, I hereby agree to release, indemnify, defend and hold the Village and all of its officers, employees, agents, and volunteers harmless against any and all claims, liabilities, suits, judgments, costs and expenses, including attorneys' fees, resulting from injuries, including death, damages, and/or losses, including but not limited to, the general public, which arose out of, was in consequence of, or in connection with said special event or other related activities.

I have read and fully understand the application form and all requirements and procedures necessary in obtaining a special event permit.

Sponsoring Organization's President / CEO

Date

Event Coordinator

# **ELECTRICAL USE REQUEST**

# **ADDENDUM 1**

\*This form must be filled out for any event held on Village owned property.

Event Name:	
Event Location:	
Event Date(s):	Event Hours:
Contact Name:	Phone:
Contact Name:	Phone:

### POWER

Examples of items include appliances, motors, fans, heaters, lighting, sound systems, etc. Please note that power strips must be limited/approved to avoid popping breakers.

ITEM	NUMBER	TOTAL AMPS

Please indicate anything over a standard household outlet or any other special requirements:

Send any specifications from the manufacturer that may be helpful in providing service for your event.

# FOR OFFICE USE ONLY:

Approved by:

Date:

# **USE OF VILLAGE SIGN SYSTEM**

Public entities hosting events on public property within the Village and marketed to and open to the public have the option to, at their own expense, advertise on the village sign locations listed below. Signs must be 6' by 3'long with no grommets on at least 18 gauge vinyl material. Signs will be installed and removed by Village employees at no charge to the applicant during normal business hours. Non-Village entities may request a <u>maximum of six</u> banners to be installed at any given time. Banners are approved on a first-come, first-served basis giving first preference to Village-sponsored events. Signs may be posted for a maximum of two weeks prior to the event.

This form must be submitted to the Marketing Department at the Village Hall at least 30 days prior to the event. Once approved, applicant will be notified via email. This approval email should be attached to the banners to be installed. Applicant is responsible for dropping off banners at the public works garage

at 7980 W. 183<sup>rd</sup> Street at least one week prior to installation and picked up within one week of the event date. Applicant is also responsible for picking up the banners within one week of the removal date. Contact the Special Events Coordinator at (708) 444-5044 with questions.

Event Name:		Event Date(s):
Name of Organization:		Contact Name:
Phone:	Email:	

Below are the locations of the Village sign frames. If approved, yours signs will be randomly assigned locations.

- Tinley Park Post Office Northwest Corner of 171st Street and Harlem Avenue
- RM Post Property 7800 West 159th Street
- Tinley Park Fire Station #4 Southside of 191st Street and East of 80th Avenue
- 80th Avenue Train Station 80th Avenue and 181st Street
- Hanover Place Harlem Avenue
- 171st Street and 94th Avenue
- 167th Street- Meadow
- 183rd Street- Hamada
- 80th Avenue and 171st St
- 167<sup>th</sup> Street-Fairfax Court

Number of signs requested to be installed (maximum of 6):

Please include a copy of sign or indicate below what the sign will display:

#### **OFFICE USE ONLY:**

Damaria	1	1	manus arread	~ ~ d	approved	fam	1	lation	1
Permi	nas	neen	reviewen	ana	approved	TOT	ingrar	ianon	$\mathbf{n}v$
I CIIIII.	nuo	ocon	10,10,000	unu	uppioreu	101	motu	ianon	υ,.

Special	Events	Coordinator
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Date to be posted:

Date to be removed:

Date

# **EMERGENCY ACTION PLAN**

Events with an estimated attendance of over 250 people must fill out and submit all applicable emergency action plan information with the Special Event Permit Application.

# I. GENERAL

The "EVENT NAME" will be held MONTH DAY, YEAR at GENERAL LOCATION/ADDRESS/FACILITY TITLe.

# II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- **B.** Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

# III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

# IV. BASIC PLAN

# A. EAP Event Representative

1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as <u>PRIMARY</u> <u>CONTACT: FIRST/LAST NAME</u>.

# B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
- 2. We will have on-site EMS (DELETE TEXT OR ENTER CONTACT NAME & CELL PHONE NUMBER HERE)
- 3. We will have on-site APD (DELETE TEXT OR ENTER CONTACT NAME & CELL PHONE NUMBER HERE)

# C. Severe Weather

- Weather forecasts and current conditions will be monitored through the National Weather Service's Romeoville, IL Weather Forecast Office web site at <u>www.weather.gov/lot</u>
- Before the event If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible to monitor the weather conditions before and during the event.

- 3. During the event If severe weather occurs during the event, the EAP event representative or his/her designee will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
- 4. There are very limited provisions for sheltering participants in the event of severe weather.
- 5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have past since thunder was last heard.

# D. Fire

- 1. No specific hazard has been identified as an increased risk of fire at this event.
- 2. All event staff should be know how to safely use of Portable Fire Extinguishers.
- 3. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

# E. Medical Emergencies

- 1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
- 2. There are limited provisions for on-site Emergency Medical Services at this event.
- 3. Should an incident occur that requires Emergency Medical Services, the on-site EMS officer will be contacted to request this resource. The caller will have the following information available to the on-site EMS officer: nature of emergency, precise location, and contact person with callback number.

# F. Law Enforcement

- 1. The need for constant Law Enforcement presence at this event has been identified.
- 2. Should an incident occur that requires Law Enforcement, the on-site manager will call 911. The caller will have the following information available to the nature of emergency, precise location, and contact person with callback number.

# G. Emergency Vehicle Access

- 1. Access for Emergency Vehicles will be maintained at all times.
- 2. Fire lanes and fire hydrants will not be obstructed.
- 3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public throughways.
- 4. Crowd control will be managed by STAFF/PRIVATE SECURITY
- 5. Parking for vendor and staff vehicles will be LOCATION(S)
- 6. Parking for attendee vehicles will be LOCATION(S)

#### H. Contact Information

Primary Contact	FIRST/LAST NAME	CELL PHONE
Secondary Contact	FIRST/LAST NAME	CELL PHONE
Emergency	Tinley Park 911 Center	911
Tinley Park	Non-Emergency	(708) 532-9111



Date:	April 24, 2018
То:	Economic Development and Marketing Committee
Cc:	David Niemeyer, Village Manager Paula Wallrich, Community Development Director
From:	Patrick Hoban, Economic Development Manager
Subject:	BONDING TRANSFER

### **Executive Summary**

Tinley Park is a home rule community and receives a direct bonding allocation from the State of Illinois equal to the Village's population times \$105. The 2018 State of Illinois Allocation guidelines identify Tinley Park's population at 56,703, so the Village's 2018 Volume Cap Allocation is \$5,953,815. The Village is required to obligate this allocation by May 1st of each calendar year or it automatically goes back to the State of Illinois for reallocation to other entities in June of each calendar year.

Last year the Village transferred the allocation to the Will Kankakee Regional Development Authority (WKRDA). WKRDA has requested we consider transferring the Village's 2018 allocation again this year (request letter attached). Staff is requesting direction in reallocating the Village's Volume Cap to the Will Kankakee Regional Development Authority.

#### Bond Process

WKRDA acts as a "conduit" or "middle-man." The bonds issued by WKRDA will be paid off by revenues available from the borrower. Bond buyers include insurance companies, banks, mutual funds or brokerage houses on behalf of individuals. Buyers of the bonds provide funds that are transferred to the borrower to pay for the project. The borrower then pays the money back directly to those who bought the bonds from WKRDA on an annual basis until the debt created by the project is eliminated.

# WKRDA Background

WKRDA was created by action of the Illinois General Assembly and is a general development agency for the counties of Will and Kankakee. It is one of ten regional development authorities within the State of Illinois. The other Regional Bond Authorities are located in the Quad Cities (QCREDA), the Upper Illinois River Valley (UIRVDA), Southeastern Illinois (SIEDA), Eastern Illinois (EIEDA), Central Illinois (CIEDA), Western Illinois (WIEDA), Southwestern Illinois (SWIDA), Peoria Region (TCRDVA) and Southern Illinois (SIDA).

The Authority's powers enable it to issue taxable or tax-exempt revenue bonds on behalf of a company for the purpose of developing, constructing, acquiring or improving properties or facilities locating in or expanding within the territory of the Authority. These revenue bonds can be privately placed or publicly sold as rated bonds by a bond rating agency.



Bond proceeds can be used to purchase lands, buildings and equipment or to construct new or renovate existing facilities. Interest on bonds is DOUBLE-TAX EXEMPT from state and federal income tax. The maturity of the bonds is flexible and can range from ten to thirty years; interest rates may be fixed or variable and again depend upon current market rates discounted to reflect tax-exempt status. In issuing revenue bonds for the borrower, The Authority acts as a "conduit" or "middle-man." It advertises that it has bonds for sale which will be paid off by revenues available from the borrower. The Authority then receives an offer to purchase these bonds from insurance companies, banks, mutual funds or even from brokerage houses on behalf of individuals.

It accepts an offer based upon financial considerations and "transfers or loans" the money made available from the purchase to the borrower for the project. The borrower then pays the money back directly to those who bought the bonds from the Authority on an annual basis until the debt created by the project is eliminated. IRS regulations and federal law has indicated that certain goals are so important for the future welfare of this country and its citizens that they should be assisted with tax exempt financing. Such financing reduces the cost of the project by lowering the interest rate on the money borrowed or loaned thereby encouraging that the project be undertaken.

### Project Example

In December of 1999, WKRDA issued a bond in the amount of \$2,900,000 for Tinley Park's Atlas Putty Products Co. The company constructed a new 45,000 sq ft facility to manufacture putty, spackling and other paint supplies on a 9.6 acre site at in Tinley Park located along the north side of Interstate 80 between 80th and 84th avenues. The property has approx. 24,000 sq ft in the flood zone of which 12,000 sq ft is wetlands. The company purchased a new bulk handling system for their calcium carbonate which will automatically convey powder to their mixers for processing. The total project was \$2.9 million and retained and created 45 jobs.

#### **Conclusion/Recommendation**

Staff is seeking direction in reallocating the Village's Volume Cap to the Will Kankakee Regional Development Authority. With the approval from the Economic Development and Marketing Committee this will be up for approval by the Village Board at the May 1<sup>st</sup> Village Board meeting.





# WILL KANKAKEE REGIONAL DEVELOPMENT AUTHORITY

116 North Chicago Street - Suite 101 • Joliet • Illinois 60432 • Tel: 866-325-7525 • Web: www.wkrda.com March 22, 2018

The Honorable Jacob Vanderberg, Mayor Village of Tinley Park 16250 S. Oak Park Ave. Tinley Park, IL 60477-1628

Dear Mayor Vanderberg:

The Will Kankakee Regional Development Authority (WKRDA - Other) respectfully requests consideration for the transfer of your 2018 Home Rule Volume Cap to WKRDA - Other for economic development and housing projects. We have mutually benefited from working with other communities that have allowed WKRDA to successfully issue over \$87,415,000 in bonds that have created over 823 jobs.

WKRDA has developed relationships with home rule communities and other regional development authorities in working together to accommodate the Volume Cap needs of their projects. Some years, we have more projects than Volume Cap and other years we have more Volume Cap than projects. At the end of the calendar year, Volume Cap can be carried forward for three years, but once carried forward, it can no longer be transferred. We have developed a mutually beneficial relationship between communities, counties and other regional development authorities to graciously share this valuable resource for the benefit of the region. We feel it is fair to help a neighbor that has helped us in the past. The rising tide raises all of the boats.

As you may be aware, home rule communities receive a direct allocation in 2018 equal to their population times \$105. The 2018 State of Illinois Allocation guidelines identify Tinley Park's population at 56,703, so your 2018 Volume Cap Allocation is \$5,953,815. You are required to obligate this allocation by May 1<sup>st</sup> of each calendar year or it automatically goes back to the State of Illinois for reallocation to other entities in June of each calendar year. If the Village of Tinley Park would consider passing an ordinance transferring their 2018 allocation to WKRDA - Other prior to May 1<sup>st</sup>, then WKRDA - Other would be able to keep this cap until December 31<sup>st</sup>. This action would allow the Village to maintain control of their Volume Cap past May 1<sup>st</sup>.

WKRDA - Other is interested in serving in this capacity in order to develop a relationship with home rule communities to be able to trade cap in up and down years. We respectfully request if you have no need for the cap by September 1<sup>st</sup> that you allow us to use it to benefit the residents of WKRDA - Other. If the Village is interested, I have taken the liberty of enclosing a draft ordinance for you to review as well as a draft letter to the Governor's Office. I am available to meet with any Village official you wish regarding this matter. Please call me at 866-325-7525 if you have any questions. Please send a copy of the Ordinance/Resolution and notification letter to the Governor's Office of Management and Budget, as well as a copy to WKRDA - Other Chicago at 1032 S. Vine Ave, Park Ridge, IL 60068.

Sincerely,

Andrew Hamilton Executive Director

# ORDINANCE A SPECIAL ORDINANCE AUTHORIZING THE CEDING OF PRIVATE ACTIVITY BONDING AUTHORITY

WHEREAS, the Internal Revenue Code of 1986 provides that the amount of private activity bonds which may be issued by the Village of Tinley Park ("Village") as a constitutional home rule unit is equal to its population multiplied by \$ 105.00; and

WHEREAS, the Illinois Private Activity Bond Allocation Act (30 ILCS 345/1 et seq.) provides, among other things, that the corporate authorities of any home rule unit may reallocate to a state agency any portion of its unused allocation of volume cap; and

WHEREAS, the Village of Tinley Park has available year 2018 volume cap and desires to utilize this cap in cooperation with the Will Kankakee Regional Development Authority (WKRDA - Other) to support the projects that will create jobs and expand the Village's tax base;

NOW THEREFORE, be it ordained by the Village Council of the Village of Tinley Park, Illinois:

Section 1. <u>Consent to Reallocate to WKRDA - Other</u>. The Village hereby agrees to reallocate to the Will Kankakee Regional Development Authority its 2018 private activity volume bonding cap in the amount of \$5,953,815. Said private activity volume bonding cap shall be used to support projects that will provide job opportunities and new investments.

Section 2. Letter of Agreement. The Village Finance Director is hereby authorized to execute a letter of agreement with WKRDA - Other consenting to such allocation on behalf of the Village as authorized. Section 3. <u>Maintaining Records</u>. The Village Finance Director is hereby authorized to maintain such record of the allocation for the term of the bonds issued pursuant to such allocation.

Section 4. <u>Notice</u>. The Mayor shall provide notice of such allocation to the Office of the Governor. Section 5. <u>Effective Date</u>. This ordinance shall be effective from and after its passage.

Signed: Mayor

Passed

Attest: Village Clerk

Approved

Date

Office of the Governor Debt Management Unit-Volume Cap Submissions JRT, 100 W Randolph Street- Suite 15-100 Chicago IL 60601 Attention: Sophia Ronis

Re Issuer: Village of Tinley Park

Total 2018 Volume Cap Allocation: \$5,953,815

Volume Cap Allocations granted, transferred, or reserved by Issuer resolution prior to May 1, 2018:

- 1. Principal Amount of Issue:0Bond DescriptionN/A
- 2. Total Allocation Granted or Reallocated: \$5,953,815
   Reallocated to: \$51,953,815
   Will Kankakee Regional Development Authority

See attached ordinance.

Sincerely,

# COMMENTS FROM THE PUBLIC

# ADJOURNMENT