



## **AGENDA FOR REGULAR MEETING VILLAGE OF TINLEY PARK PLAN COMMISSION**

**February 4, 2016 – 7:30 P.M.  
Council Chambers  
Village Hall – 16250 S. Oak Park Avenue**

**Regular Meeting Called to Order**

**Roll Call Taken**

**Communications**

**Approval of Minutes:** Minutes of the January 21, 2016 Regular Meeting

**Item #1                                      BROOKSIDE MEADOWS, PHASE II – NORTH OF LAPORTE ROAD AND  
WEST OF LONGMEADOW DRIVE – FINAL PLAT APPROVAL**

Consider a proposal from Cranna Homes, represented by Ted Virgilio of Branecki-Virgilio & Associates, Inc., for property located North of LaPorte Road and West of Longmeadow Drive, within the Brookside Meadows subdivision. The petitioner requests approval of the Final Plat of Subdivision for the Brookside Meadows Planned Unit Development, Phase II. The Brookside Meadows Planned Unit Development was approved in 2006 by the Plan Commission and Village Board. The Final Plat for Phase II includes a total of 15 buildings with a total of 58 single-family attached residential units.

**Item #2                                      THE RESERVE AT TINLEY PARK – NORTHEAST CORNER OF OAK PARK  
AVENUE AND 183<sup>RD</sup> STREET – SITE PLAN APPROVAL**

Consider a proposal from Mr. David Petroni, on behalf of Buckeye Community Sixty-Nine, LP, for Site Plan Approval for property located at the northeast corner of Oak Park Avenue and 183<sup>rd</sup> Street (PIN 28-31-416-005-0000) and within the NF (Neighborhood Flex) Zoning District and the Village's Legacy District. The Petitioner is proposing to construct a three-story, forty-seven (47) unit multi-family residential building with related site improvements, including landscaping and stormwater detention.

**Good of the Order**

**Adjourn Meeting**



## **MINUTES OF THE PLAN COMMISSION**

### **VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS**

**JANUARY 21, 2016**

The regular meeting of the Plan Commission was held in the Council Chambers of Village Hall on January 21, 2016 at 7:30 p.m.

#### **ROLL CALL**

Plan Commissioners:

Tom Mahoney  
Bob McClellan  
Gina Miller  
Mark Moylan  
Art Pierce  
Tim Stanton  
Rita Walker, Chairman

Absent Plan Commissioner(s):

Jeff Ficaro  
Bill Reidy

Village Officials and Staff:

Amy Connolly, Planning Director  
Paula Wallrich, Deputy Planning Director  
Stephanie Kisler, Planner  
Debra Kotas, Commission Secretary  
Bernard Brady, Trustee

#### **CALL TO ORDER**

Plan Commission Chairman Walker called to order the regular meeting of the Plan Commission for January 21, 2016 at 7:32 p.m.

#### **APPROVAL OF MINUTES**

Minutes of the January 7, 2016 regular meeting of the Plan Commission were presented for approval. COMMISSIONER PIERCE requested an addition be made to a section of the Minutes regarding comments he had made. A motion was made by COMMISSIONER MAHONEY, seconded by COMMISSIONER MOYLAN to approve the Minutes as amended. THE MOTION WAS APPROVED UNANIMOUSLY by voice call. PLAN COMMISSION CHAIRMAN WALKER declared the motion approved.

**TO: VILLAGE OF TINLEY PARK PRESIDENT AND BOARD OF TRUSTEES**

**FROM: VILLAGE OF TINLEY PARK PLAN COMMISSION**

**SUBJECT: MINUTES OF THE JANUARY 21, 2016 MEETING**

**RE: THE RESERVE AT TINLEY PARK-NORTHEAST CORNER OF OAK PARK AVENUE AND 183<sup>RD</sup> STREET-SITE PLAN APPROVAL**

Consider a proposal from Mr. David Petroni, on behalf of Buckeye Community SixtyNine, LP, for Site Plan Approval for property located at the northeast corner of Oak Park Avenue and 183rd Street (PIN 28-31-416-005-0000) and within the NF (Neighborhood Flex) Zoning District and the Village's Legacy District. The Petitioner is proposing to construct a three-story, forty-seven (47) unit multi-family residential building with related site improvements, including landscaping and stormwater detention.

Present were the following:

Plan Commissioners:

Tom Mahoney  
Bob McClellan  
Gina Miller  
Mark Moylan  
Art Pierce  
Tim Stanton  
Rita Walker, Chairman

Absent Plan Commissioner(s):

Jeff Ficaro  
Bill Reidy

Village Officials and Staff:

Amy Connolly, Planning Director  
Paula Wallrich, Deputy Planning Director  
Stephanie Kisler, Planner  
Debra Kotas, Commission Secretary  
Bernard Brady, Trustee

Guest(s):

David Petroni, Buckeye Community Hope Foundation  
Thad Gleason, Gleason Architects  
Chris Lavoie, CM Lavoie & Associates  
Andrew Kerrigan, CM Lavoie & Associates

Prior to the Applicant beginning his presentation, AMY CONNOLLY, Planning Director, stated the aforementioned item was presented for discussion before the Main Street Commission on January 20, 2016. She reported questions arose that were not related to the site, physical design of the building, or Village Ordinances but pertaining to the financing of the project, the types of tenants, impact to property values, or whether or not the development is rental or condominium. She encouraged members of the Plan Commission to ask specific questions of the developer relative to the project, however, the Village Zoning Ordinances and State/Federal laws prohibit decision making based on a project's affordability or if a building will be rental vs. owner occupied. She encouraged keeping the discussion within the purview of the powers of the Plan Commission that include: conceptual engineering, architecture, landscape

architecture and site plan and while any information outside these areas may be relative to the project itself, it may not be relative to the decision-making powers by the Plan Commission.

DAVID PETRONI, Vice President of Business Development for Buckeye Community Hope Foundation Housing Division, presented a request for site plan approval to construct The Reserve at Tinley Park, a 3-story, 47-unit multi-family residential building at the northeast corner of Oak Park Avenue and 183<sup>rd</sup> Street. He began by complimenting Staff on their extreme detail during the submittal process. He stated the plan now meets or exceeds Village Code, in almost all instances and is “in precise conformance” with all Village Code requirements.

MR. PETRONI reported Buckeye Community Hope Foundation has been in business since 1991 and owns 3,600 apartments in multiple states having a 97-98% occupancy rate by providing high quality housing at affordable rates to the community. He reported an \$11 million budget with construction at the highest of standards with an energy efficient building comprised of non-combustible materials of block and concrete and the use solar energy, primarily serving the common areas of the building. He explained this will provide more longevity and energy efficiency, thus resulting in lower maintenance costs and lower residential unit costs. With rental prices less expensive than a typical apartment, it will target qualified people within Tinley Park including police officers, young professionals and starting teachers.

MR. PETRONI noted the site’s good location with high visibility. He stressed The Reserve will be a rental community, not owner occupied. He reported 1-bedroom and 2-bedroom units with 50% of the 47-unit building being 3-bedroom units. He added the project meets all Illinois Accessible Code and Fair Housing Act requirements, Rehabilitation Act, American Disabilities Act and Architectural Barriers Act. He reported good investor interest with a target construction start date in May, 2016 with construction being done by local builders.

THAD GLEASON, Architect, showed an aerial view of the site noting it is surrounded by multi-family housing, commercial and a school. He reviewed the architectural design of the building noting its curved design with large front yard and front door facing the intersection of 183<sup>rd</sup> Street and Oak Park Avenue in order to create a gateway into the downtown district. He explained the site will have two (2) entrances, one off of 183<sup>rd</sup> with a Right In, Right Out only, and a full access entrance on Oak Park Avenue. He showed parking will be concealed behind the building with 47 parking stalls underneath the building for tenants and excess guest parking around the site. He highlighted the ornamental lantern-style streetlights per the Legacy Code, a large greenspace, tot lot, and the stormwater detention area for excess storage. He proceeded to review the landscape plan.

MR. GLEASON reviewed the individual floor plans showing a laundry room, community room, play area, lounge, office, bicycle storage, storage room and trash room with chute that is climate controlled on the first floor, with the second and third floors being comprised mostly of apartments along with a lounge and storage area on each floor. He reported the building will have a total of five (5) entrances, one (1) large, centrally located elevator, two (2) stairwells and a steel canopy over the front and rear entrances. He reviewed elevations noting the building’s mainstream façade with a mix of colors that will be comprised of brick and stone with horizontal trim and accent pieces, and energy efficient windows. He showed how the parapets are up to nine feet (9’) in height and will conceal any rooftop equipment explaining the solar panels on the roof will lay flat.

COMMISSIONER MCCLELLAN inquired if this is a pre-cast building that will be erected in sections. MR. GLEASON reported it will have brick and block exterior walls with a precast concrete floor system for sound resistance and fire proofing with the roof constructed of a metal deck with insulation. MS. CONNOLLY added this type of construction is a “conventional” type construction and not pre-cast. The building materials are similar to the brick buildings throughout Tinley Park.

COMMISSIONER STANTON inquired about lighting. MR. GLEASON reported a photometric study was conducted and the site is in compliance. He again noted the use of the ornamental lantern-style lighting required per the Legacy



Code. He stressed there is not a lot of lighting on the building since it is a residential use and you don't want to live near glaring lights; however, each exit door will have a light.

COMMISSIONER PIERCE stated he is pleased with the curvature design of the building and materials being used. He complimented the developer in incorporating construction methods that are environmentally friendly. He requested a list be created that indicates each of the methods that are environmentally friendly be provided to Staff. He inquired about automobile patterns in the rear of the building. MR. GLEASON explained the parking lot has exits onto both frontages with a single drive aisle following the pattern of the building. PAULA WALLRICH, Deputy Planning Director, showed the accesses from both frontages. She added fire truck radius' meets requirements.

MS. WALLRICH began the Staff Presentation commending the Applicant's professional team on their responsiveness indicating many revisions had been made to the original architecture, engineering and landscape plan. She proceeded to review the site plan and surrounding zoning. She stressed the location of this site as the "gateway" into the Legacy District and will function as an anchor point into that District. She added this project conforms to what was envisioned when the 2009 Legacy Code was established. When reviewing this project, she adhered to specific Legacy Code planning standards including:

1. create a 'streetwall' to be pedestrian friendly;
2. continuity of building 'streetwall' with parking in rear;
3. landscape design; and
4. high architectural standards.

MS. WALLRICH noted the private frontage standards honor the intersection as a prominent corner with its high volume of traffic. She highlighted the low garden 3' curved wall which is consistent with the Legacy Plan as an effort to address the importance of the intersection. She noted that the building has a truncated corner which functions as the main entrance and focal point of the building. In this section the first floor transom windows are larger than the rest of the building's first floor windows.

MS. WALLRICH reported the project meets all Neighborhood Flex District requirements. She stressed the RIRO-only that was requested by both Village Engineering and Public Safety Departments, with no left turn allowed from 183<sup>rd</sup> Street into the site. She reported the Applicant is requesting to retain the existing 5' sidewalks along 183<sup>rd</sup> Street, however, Staff is requiring the Applicant build an additional 6' diagonal sidewalk with access to the front door along with the 6' sidewalk section on Oak Park Avenue that is noted on the plan.

MS. WALLRICH reviewed parking that includes 47 spaces underneath the building, 27 additional spaces in the rear, and 2 spaces for the leasing office. She added the site will also have 47 bicycle parking spaces inside the building and bike racks in the front and rear of the building.

MS. WALLRICH proceeded to review the landscape plan noting the trees that will break up the façade of the 3-story building. She reported the bufferyards meet and exceed requirements, and the parking lot also meets and exceeds the 15% interior landscape requirement. She explained that street trees are required along both frontages, however, due to the overhead utility lines, ornamental trees will be planted for an attractive streetscape. She reported the Applicant has also complied with providing one (1) tree per dwelling unit per the Legacy Code having an additional 47 trees for the interior lot.

MS. WALLRICH reviewed the lighting plan showing the four decorative (4) pole lights and 4 wall lights. She stated that decorative lantern-style lights per the Legacy Code will provide lighting along both rights-of-way. There will be overhead lighting in the garage.

MS. WALLRICH reviewed the final architecture plan highlighting the guidelines of Legacy Code that require the following:

1. consistent architectural style throughout;

2. distinction between ground and upper floors; ;
3. articulated corner with curved garden wall;
4. ground floor larger windows facing the intersection;
5. cornice/parapets

MS. WALLRICH confirmed that the Applicant has complied with a request to construct a metal canopy over the rear entrance also in order to provide additional wayfinding and aesthetics.

In conclusion, MS. WALLRICH reported the only open items pertain to final engineering review that is still incomplete. Andrew Kerrigan, CM Lavoie & Associates, explained he will complete final engineering plan and coordinate the minor revisions with IDOT, MWRD and the Village Engineer. MS. WALLRICH added the property must also comply with the Village's Crime Free Housing Program prior to signing leases with renters.

COMMISSIONER PIERCE inquired if another public meeting would be held. MS. CONNOLLY reported that though the Applicant is in "precise conformance" under the Legacy Plan and they are not seeking any variations, incentives or grants, she is recommending two (2) meetings for this project due to wanting to finalize all engineering reviews and in an effort to further discuss the project publicly. She added this will not be presented to the Village Board for review and final approval falls under the jurisdiction of the Plan Commission.

COMMISSIONER MOYLAN complimented the attractiveness of the building but expressed concern with the building having too many units and insufficient parking for each unit and guests.

CHAIRMAN WALKER stressed that is the type of building and use slated for this location under the Legacy Plan and Code. Further, the parking for each unit meets the code.

COMMISSIONER MCCLELLAN stated it is a unique building that makes a bold statement for that entrance point into the Village. He inquired about the possibility of relocating the utility poles on both frontages of 183<sup>rd</sup> Street and Oak Park Avenue. MS. CONNOLLY reported Staff did request the Petitioner obtain a cost estimate. MR. PETRONI reported due to the excessive cost at approximately \$2.5 million dollars that was not feasible. MS. CONNOLLY noted that the Village has not required other developers to bury powerlines in the right of way and that if it was to be done, it could be completed through a public street improvement project.

COMMISSIONER MCCLELLAN inquired about the price range of each apartment unit. MR. PETRONI reported the majority of units will be in the \$1,200-\$1,400 range with some units as low as \$400 and the most expensive unit at \$1,500. He also inquired into approximate real estate tax generated. MR. PETRONI approximated \$60,000 per year but was not certain.

There being no open items to address other than final engineering approval, CHAIRMAN WALKER asked the Plan Commission about assigning Commissioners and seeing no objection to not holding a workshop meeting, determined not to assign any Commissioners to a work session. CHAIRMAN WALKER stated the development will be on the agenda of the next Plan Commission meeting scheduled for February 4, 2016. She stated she is delighted to having this building in the Legacy District and welcomed the Applicant to the Village.

### **GOOD OF THE ORDER**

CHAIRMAN WALKER encouraged attendance by members of the Plan Commission at the upcoming public meetings concerning the future development of the Tinley Park Mental Health Center with the first meeting scheduled for February 3, 2016.

MS. CONNOLLY reported that Village Board meetings have begun to be televised and there is a proposal at the Village Board to begin televising Plan Commission meetings.

**ADJOURNMENT**

There being no further business, a motion was made by COMMISSIONER MAHONEY seconded by COMMISSIONER PIERCE to adjourn the regular meeting of the Plan Commission of January 21, 2016 at 8:36 p.m. THE MOTION WAS UNANIMOUSLY APPROVED by voice call. PLAN COMMISSION CHAIRMAN WALKER declared the meeting ADJOURNED.

DRAFT

**Applicant**

Cranna Homes  
c/o Ted Virgilio

**Property Location**

North of LaPorte Road,  
west of Longmeadow Drive

**Zoning**

R-5 &  
Brookside Meadows PUD

**Approval Sought**

Final Plat of Subdivision  
Approval for Phase II

**Requested Action**

Consider approving the  
Final Plat of Subdivision  
(one meeting)

**Project Planner**

Amy Connolly, AICP  
Planning Director

Paula J. Wallrich, AICP  
Deputy Planning Director

# PLAN COMMISSION STAFF REPORT

February 4, 2016

## Brookside Meadows, Phase II, Final Plat of Subdivision North of LaPorte Road, west of Longmeadow Drive



### EXECUTIVE SUMMARY

The Applicant, Cranna Homes, represented by Ted Virgilio of Branecki-Virgilio & Associates, Inc., seeks approval of the Final Plat of Subdivision for the Brookside Meadows Planned Unit Development, Phase II. The applicant has almost completed the sale of single family homes and townhomes within the Phase I of the project and wishes to begin sales on Phase II Townhomes. At the developer's own risk, Phase II grading, streets, and utilities were completed and are now largely in place. This was completed prior to the Final Plat Approval. Additionally a letter of credit was not established for Phase II and must be established prior to appearing before the Village Board.

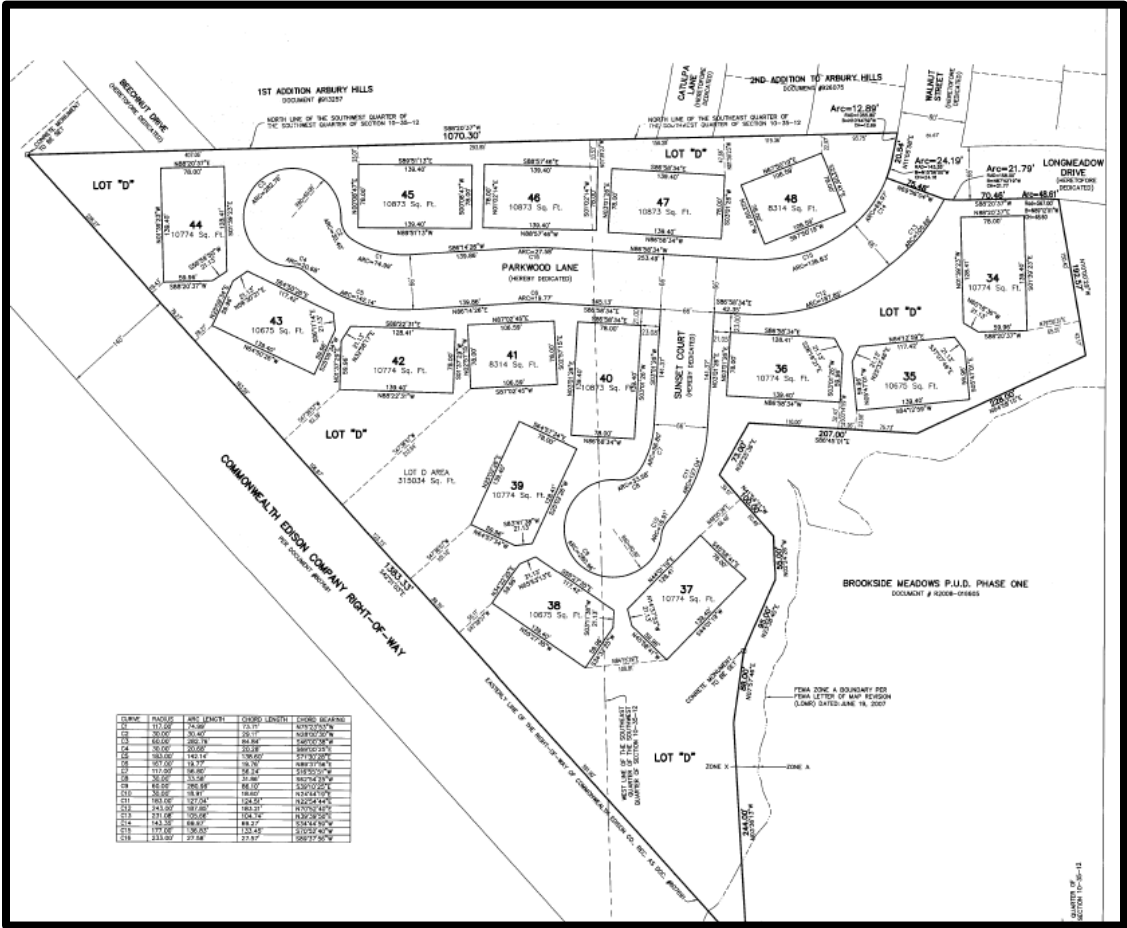
The Brookside Meadows Planned Unit Development (45 acres) was approved in 2006 by the Plan Commission and Village Board. The Planned Unit Development approval provided the conceptual plat approval for the subdivision.

**From the staff report – circa 2006:**

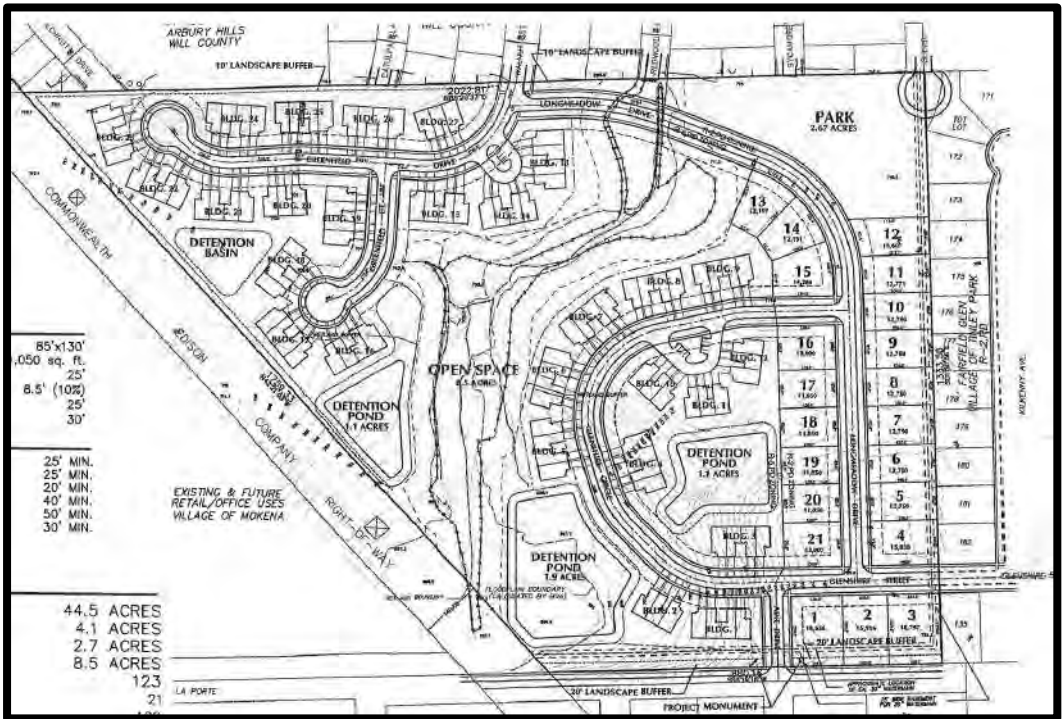
*"In 2003, the developer met with the Village of Mokena to discuss the project. After approximately three years of ongoing negotiations with Mokena, the developer was granted permission to modify the existing boundary agreement and allow this property to be formally annexed into the Village of Tinley Park. Most of the consternation about the proposal from Mokena's standpoint was the connection of Cherry Street for this proposal as a straight roadway connection at north and south terminus for this plan. The original plans called for this direct roadway connection, however, there were (and still are) members of Mokena's voting body that do not wish to see the street connection, and others who would like to see the street connection. Staff has worked with the developer to address the street connection issue to work to everyone's satisfaction as a meandering road that should serve to meet the expectations of all parties. The developer has significantly reduced his proposed density from the original plans as a part of the proposed annexation into the Village of Tinley Park."*

The Final Plat for Phase I was approved by the Plan Commission and Village Board in 2007. Minutes of these meetings at the Plan Commission are attached to this report.

GENERAL REVIEW



Applicant's Proposed Final Plat



Approved Preliminary Plat



The preliminary plans for Phase II included a total of 15 buildings with a total of 58 single family attached units (called “Townhomes” within the plan). A majority of the buildings contain 4 units, but two are proposed to contain three units. The final plat of subdivision is consistent with the number of buildings and units proposed in conceptual planning stages.

Phase II of the subdivision consists of entirely Townhome units whereas Phase I was a mixture of single family homes on standard lots and single family attached residences. Phase II connects to Phase I by way of Longmeadow Drive and connects to the north (Frankfort Square, unincorporated Will County) by way of Walnut Street. Phase II terminates in two cul de sacs: Parkwood Lane and Sunset Court.



In Village staff’s review of this project, most of the departments acknowledged that the layout of Phase II is not ideal, particularly the lack of connections to roads to the north (Township Roads dead-end at the Village Boundary and at Arbury Hill School at the northwest corner). If this project were in conceptual phase today, it is unlikely that Village Planning staff would recommend approval of this project due to the length of the cul de sac streets and the lack of street connectivity. Our understanding of the early negotiations of this project indicates that the developer was barred from connecting the streets up with Catulpa, Redwood, and Beechnut Drive by the Village of Mokena and by the Frankfort Township Road Commissioner.

Staff has concerns about the length of the cul de sacs for public safety access, snow plowing, and even pedestrian access; however, we acknowledge that PUD approval and conceptual plat approval was already provided by the Village in 2006 and the developer has relied upon this to build out Phase I and begin the development of Phase II. The Village may be in violation of its development agreement with the developer and its boundary agreements with Mokena if we insist on changing the site layout. As such, our hands are tied from recommending revised plans showing further road connections. We do wish to raise the concern about the plan, but hope that our raising these concerns will prevent further subdivisions from being approved with similar limiting conditions.

## ZONING

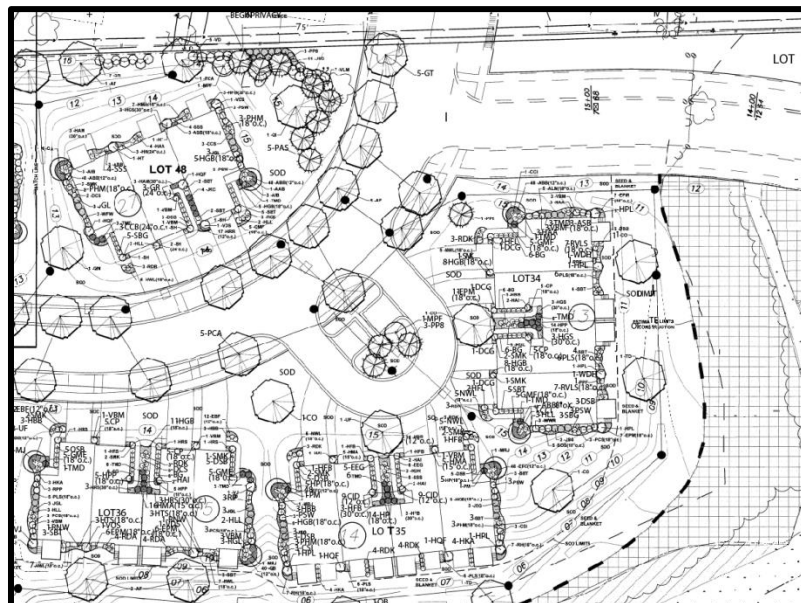
In general, the Village Planning Department believes that the submitted Final PUD plat is conformance with the previously approved preliminary Plat and the approved Planned Unit Development. However, we note that individual lots that will outline the single family attached buildings in Phase II do not meet the minimum lot size requirements within the Brookside Meadows Annexation Agreement/Planned Unit Development.

*General Requirements of the R-5 Zoning District (Single Family Attached) and the Brookside Meadows PUD*

| VILLAGE REGULATION       | R-5 ZONING DIMENSION REQUIRED | R-5 BROOKSIDE MEADOWS PUD DIMENSION REQUIRED   | APPLICANT'S DIMENSION  |
|--------------------------|-------------------------------|--|--|
| Interior Lot             | 5 acres<br>30 feet width      | Average 12,500/Minimum 11,000<br>75 feet width (cul de sac)/90 feet width                            | Average: 10,452 s.f.<br><b>None of the lots meet the minimum lot size.</b><br>All meet minimum width.      |
| Corner Lot               | 5 acres<br>30 feet width      | Average 12,500/Minimum 11,000<br>90 feet width   | Average: 10,452 s.f.<br><b>None of the lots meet the minimum lot size.</b><br>All meet minimum width.      |
| Lot Area per D.U.        | 3,000 s.f.                    | Total area = 1,424,107 s.f. or<br>32.7 acres<br>Total units: 58<br>Lot area per d.u. = 24,553.5 s.f. | Area = 1,424,107 s.f.<br>Total units: 58<br>Lot area per d.u. =<br>24,553.5 s.f.                           |
| Open Space and Detention | 10% of gross land area        | Per Plan, no written requirement   | Open space is "Lot D" and contains approximately 315,034 s.f. or 7.3 acres.<br>This is 4.48% of total area |

## LANDSCAPE ARCHITECTURE

The proposed landscape plan is in general conformance with the preliminary plan with the exception of the spacing of the street trees, deficiency of 6 trees as part of the interior lot requirements and 3 trees and 8 shrubs in the required bufferyard. The Applicant has received staff's comments and is committed to revising the plan prior to the Plan Commission meeting. **Staff recommends making this a condition of final approval.**



### **STAFF REVIEW: ENGINEERING**

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Engineering has reviewed the Final Plat and finds it to be in general conformance with the Preliminary Plat, however staff recommends conditioning final approval of the plat on final engineering approval to ensure all the engineer's questions are answered.

### **STAFF REVIEW: FIRE DEPARTMENT**

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Fire Department had no comments except for wanting to ensure that a plan with fire hydrants are submitted prior to housing construction. This will be completed through final engineering.

### **STAFF REVIEW: POLICE DEPARTMENT**

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Police Department raised issue with the lack of road connections into this phase of the subdivision. In particular, the Department felt that at least connecting Beechnut (Mokena) into the subdivision makes the most sense. The note that connecting Parkwood Lane to Beechnut would provide a more direct access route for Mokena residents to get to LaPorte Road and it would also provide a more direct access route for Tinley residents to get to Willow Lane.

Police noted that if the road cannot be connected due to restraints beyond the Village, they raised the issue of having the homes on Lot 44 align with the homes on Lot 43 and the home on Beechnut, rather than forever blocking the extension of Beechnut. Staff has discussed this with the developer, however he has elected to leave the alignment as originally proposed.

### **RECOMMENDATION/RECOMMENDED MOTION**

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If the Plan Commission wishes to take action, an appropriate wording of the motion would read:

".....make a motion to recommend approval of the Final Plat for Brookside Meadows PUD Phase II created by Gremely and Biederman, dated September 23, 2015, which proposes fifty-eight (58) attached single family residences. We furthermore certify that the Final Plat is in conformance with the Zoning Regulations of the PUD and in agreement with the approved Preliminary Plat and forward a copy of our findings to the Tinley Park Village Board."

Staff further recommends making this motion conditioned upon final landscape and final engineering approval.



**LIST OF REVIEWED PLANS**

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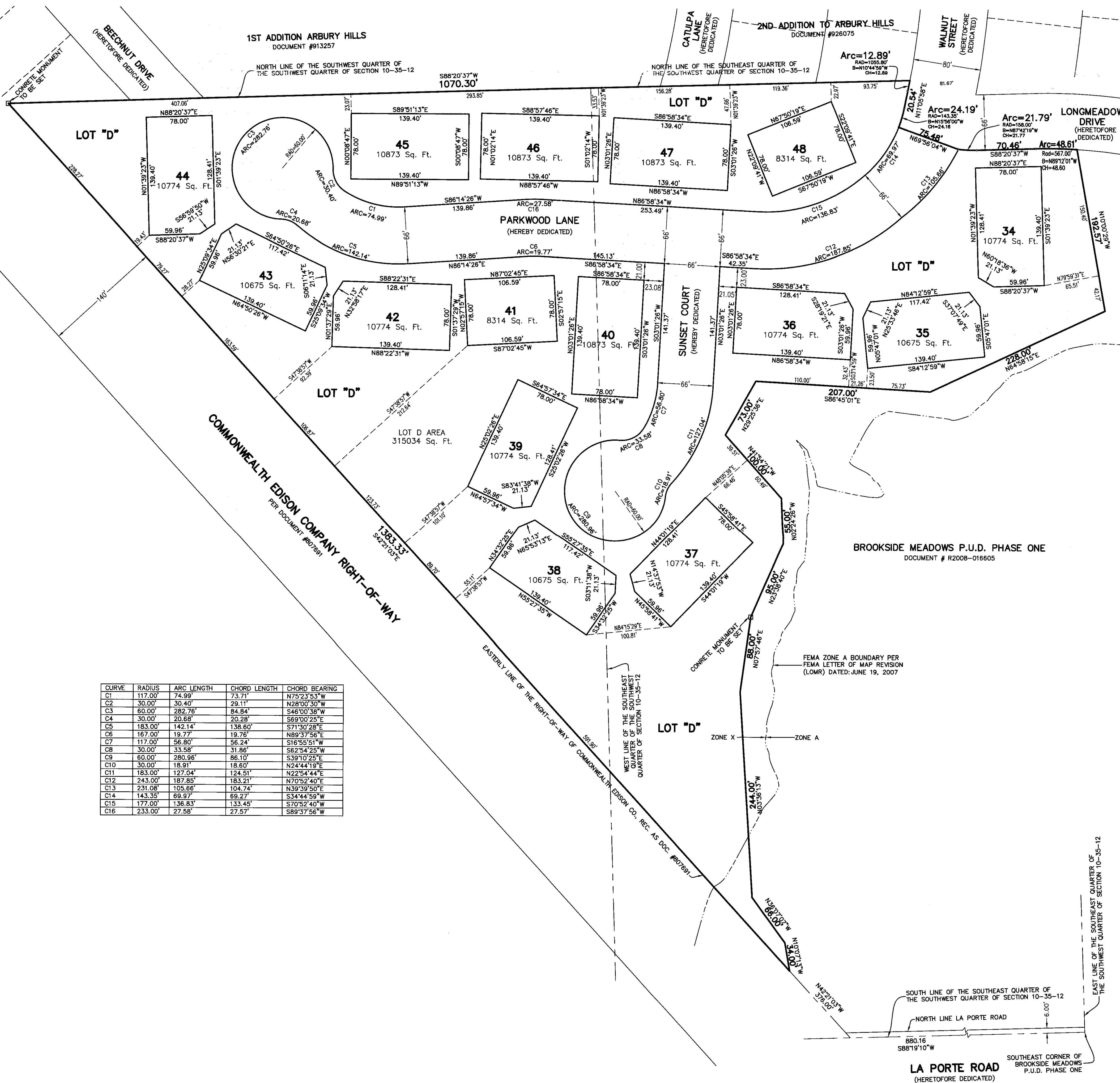
| Submitted Sheet Name                                     | Prepared By | Date On Sheet |
|--|-------------|---------------|
| 1 of 2 Brookside Meadows PUD, Phase Two (Plat)           | G&B         | 9/23/2015     |
| 2 of 2 Brookside Meadows PUD, Phase Two (Signature Page) | G&B         | 9/23/2015     |
| Landscape Plans-Brookside Meadows                        | Metz        | 12/10/15      |
| 1 of 1 Brookside Meadows Address Map                     | BVA         | No date       |
| 1 of 1 Grading Plan                                      | BVA         | 9/11/2015     |

BVA Baranecki and Virgilio Associates

G&B Gremley & Biedermann

# Brookside Meadows P.U.D. Phase Two

BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 10, TOWNSHIP  
35 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, WILL COUNTY, ILLINOIS.



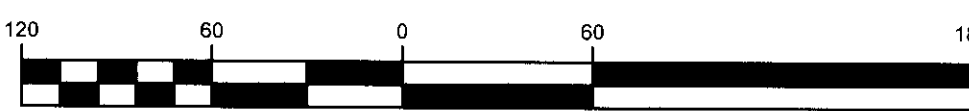
## SURVEY NOTES:

MONUMENTATION AT ALL LOT CORNERS INDICATED BY SYMBOL OR NOTATION  
ESTABLISHED PRIOR TO PLAT RECORDATION.

IRON PIPE IS TO BE SET AT REMAINING LOT CORNERS AFTER PLAT RECORDATION  
UNLESS OTHERWISE INDICATED OR NOTED HEREON.

NO DIMENSIONS SHALL BE ASSUMED BY SCALE MEASUREMENT UPON THIS PLAT.

## GRAPHIC SCALE



|   |                    |          |
|---|--------------------|----------|
| ORDERED BY: BRANECKI & VIRGILIO   | CHECKED: DRAWN     |          |
| ADDRESS: BROOKSIDE MEADOWS P.U.D. PHASE TWO                               | RJT                |          |
| GREMLEY & BIEDERMANN  |                    |          |
| PLCS, CORPORATION   |                    |          |
| LICENSE NO. 084-005532  |                    |          |
| PROFESSIONAL LAND SURVEYORS   |                    |          |
| 4505 NORTH ELSTON AVENUE, CHICAGO, IL 60630                               |                    |          |
| TELEPHONE: (773) 685-3102 FAX: (773) 286-4184 EMAIL: INFO@PLCS-SURVEY.COM |                    |          |
| ORDER NO.   | DATE:              | PAGE NO. |
| 2015-21422-001  | SEPTEMBER 23, 2015 | 1 OF 2   |
| SCALE: 1" = 60' FEET  |                    |          |

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# Brookside Meadows P.U.D. Phase Two

BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 10, TOWNSHIP  
35 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, WILL COUNTY, ILLINOIS.

## VILLAGE OF MOKENA BOARD OF TRUSTEES CERTIFICATE

State of Illinois)  
County of Will )ss

Approved by the President and Board of Trustees of the Village Of Mokena, Illinois, This \_\_\_\_\_ Day of \_\_\_\_\_ A.D.20\_\_.

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
President Village Clerk

## VILLAGE OF TINLEY PARK BOARD OF TRUSTEES CERTIFICATE

State of Illinois)  
County of )ss

Approved by the President and Board of Trustees of the Village Of Tinley Park, Illinois, This \_\_\_\_\_ Day of \_\_\_\_\_ A.D.20\_\_.

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
President Village Clerk

## VILLAGE OF TINLEY PARK VILLAGE COMMISSION CERTIFICATE

State of Illinois)  
County of )ss

Approved by the Plan Commission of the Village of Tinley Park, Illinois at a meeting held this \_\_\_\_\_ Day of \_\_\_\_\_ A.D.20\_\_.

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
Chairman Secretary

## VILLAGE OF TINLEY PARK VILLAGE COLLECTOR CERTIFICATE

State of Illinois)  
County of )ss

I find no deferred instalments of outstanding unpaid special assessments due against any of the land included in the above plat.

Dated: \_\_\_\_\_ A.D.20\_\_.

\_\_\_\_\_  
Village Collector  
Village of Tinley Park, Illinois

## COUNTY RECORDER CERTIFICATE

State of Illinois)  
County of Will )ss

This instrument number \_\_\_\_\_ was filed for record in the recorders office of Will County aforesaid on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M. and recorded in Book \_\_\_\_\_ of plats, on page \_\_\_\_\_.

\_\_\_\_\_  
Will County Recorder

## COUNTY CLERK CERTIFICATE

State of Illinois)  
County of Will )ss

This is to certify that I find no delinquent or unpaid current taxes or special assessments against any of the real estate described in the foregoing certificates.  
Dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_.

\_\_\_\_\_  
Will County Clerk

## TAX MAPPING CERTIFICATE

State of Illinois)  
County of Will )ss

I, \_\_\_\_\_ Director of the Tax Mapping and Platting Office, do hereby certify that I have checked the property description on this plat against available county records and find said description to be true and correct. The property herein described is located in Tax Map# \_\_\_\_\_ and identified as permanent real estate tax index number \_\_\_\_\_ (PIN) \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_.

\_\_\_\_\_  
Director

## Drainage Certificate

State of Illinois)  
County of )ss

We, the undersigned, do hereby certify that to the best of our knowledge and belief the drainage of surface waters will not be changed by the construction of this subdivision or that if they are, that adequate provisions, within acceptable engineering design standards, have been made for the collection and conveyance of such surface waters from said subdivision to public designated drainage areas, drains or open drainage channels which the subdivider has a right to use and provisions have been made to protect and safeguard adjoining property owners against damages sustained as a result of storm water drainage from said construction.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

\_\_\_\_\_  
Illinois Registered Professional Engineer No. \_\_\_\_\_

\_\_\_\_\_  
Owner or Attorney

## Detention Easement and Drainage Easement Provisions

All easements indicated as detention easements, and drainage easements, and the blanket easements within Lot D on this plat are reserved for and granted to the Village of Tinley Park and to their successors and assigns. No buildings shall be placed on said easement but the same may be used for other purposes that do not adversely affect the storage/free flow of storm water. Each owner or subsequent purchaser shall be equally responsible for maintaining these easements and shall not destroy or modify grades or slopes without having first received prior written approval of the Village of Tinley Park or any other unit of local government having jurisdiction over drainage. In the event any owner or subsequent purchaser fails to properly maintain these easements, the Village of Tinley Park, or any other unit of local government having jurisdiction over drainage, shall upon ten (10) days of prior written notice, reserve the right to perform or have performed on its behalf, any maintenance work to or upon the water detention area reasonably necessary to insure adequate storm water storage and free flow of storm water through these easement areas and/or regrade the area to preserve wetlands and floodplain.

## OWNER CERTIFICATE

The undersigned, as Trustee under Trust Agreement \_\_\_\_\_ and bearing date \_\_\_\_\_, and under deed in trust bearing date \_\_\_\_\_ and recorded in the Recorder's Office of \_\_\_\_\_ County, Illinois, \_\_\_\_\_ as document # \_\_\_\_\_ does hereby certify that it is as such trustee, the owner of the property described hereon and that as such owner has caused the said property to be surveyed and subdivided as shown on the plat hereon drawn. Dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_.

\_\_\_\_\_  
as trustee, as aforesaid, and not personally

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

State of Illinois)  
County of \_\_\_\_\_)

I, \_\_\_\_\_, a Notary Public in and for the county in the state aforesaid, do hereby certify that \_\_\_\_\_, President of \_\_\_\_\_ and \_\_\_\_\_, Secretary of said \_\_\_\_\_, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such \_\_\_\_\_ President and \_\_\_\_\_ Secretary respectively, appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their own free and voluntary act and as the free and voluntary act of said \_\_\_\_\_ for the uses and purposes therein set forth, and the said \_\_\_\_\_ Secretary did also then and there acknowledge that he (or she) as custodian of the corporate seal of said \_\_\_\_\_ did affix the said corporate seal of said \_\_\_\_\_ to said instrument as his (or her) own free and voluntary act and as the free and voluntary act of said \_\_\_\_\_ for the uses and purposes therein set forth. Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_.

\_\_\_\_\_  
Notary Public

## EASEMENT PROVISIONS

An easement for serving this subdivision and other property with electric and communications service is hereby reserved for and granted to the following:

COMMONWEALTH EDISON COMPANY, AMERITECH TELEPHONE COMPANY OF ILLINOIS AND LOCAL CABLE COMPANY, Village of Tinley Park, Illinois, their respective successors and assigns, jointly and severally, to install, operate, maintain and remove from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and sounds and signals in, over, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked "Easement", the said property designated in the Declaration of Condominium Property Act, on this plat as "Common Elements" and the property designated on the plat as a "Common Area or Areas" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon, or on adjacent lots, and common area or areas, the right to cut, trim or remove trees, bushes and roots as may be reasonably required incident to the rights herein given and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over grantees' facilities or in, upon or over the property within the dotted lines marked "Easement" without the prior written consent of grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have the meaning set forth for such term in the "Condominium Property Act", Chapter 765 ILCS 605/2(e), as amended from time to time.

The term "common area or areas" is defined as a lot, parcel or area of real property, the beneficial use and enjoyment of which is reserved in whole as an appurtenance to the separately owned lots, parcels or areas within the planned development, even though such be otherwise designated on the plat by terms such as "outlots", "common elements", "open space", "open area", "common ground", "parking and common area". The terms "common area or areas" and "Common Elements" includes real property surfaced with interior driveways and walkways, but excludes real property physically occupied by a building, Service Business District or structures such as a pool or retention pond, or mechanical equipment. Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner upon written request.

An Easement is Hereby Reserved For and Granted To NORTHERN ILLINOIS GAS COMPANY, GRANTEE, its successors and assigns, in all platted "easement" areas, streets, alleys, other public ways and places shown on this plat, said easement to be for the installation, maintenance, relocation, renewal and removal of gas mains and appurtenances for the purpose of serving all areas shown on this plat as well as other property, whether or not contiguous thereto. No buildings or other structures shall be constructed or erected in any such "easement areas", streets, alleys, or other public ways or places nor shall any other use be made thereof which will interfere with the easements reserved and granted hereby. Where the above-listed easements are used for both Village utilities and other utilities, the other utility companies shall contact the Village of Tinley Park, Illinois to advise the Village of the proposed placement of the other utilities.

## GRANT OF EASEMENT

A non-exclusive easement for vehicular ingress and egress is hereby granted and declared over, upon and through that portion of the property identified on this plat as Lot D for the use and benefit of the general public.

A non-exclusive easement for ingress and egress is hereby granted and declared over, upon and through Lots 22 through 33 as identified on this subdivision except for those portions of said lots on which buildings will be located.

## BLANKET UTILITY EASEMENT

An easement is hereby reserved for the placement, installation, use, operation, maintenance, repair, relocation, replacement, and removal of water mains, storm sewers, sanitary sewers, drainage ditches and swales, retention and detention ponds, electrical, gas and telephone lines, together with all braces, guys, anchors, manholes, valves and all other equipment and appurtenances necessary in connection therewith for the purpose of serving the subdivision with utilities, over, upon and under Lot D of the subdivision, at such locations therein as shall be shown on drawings as may hereafter be submitted to and approved by owner or its representatives. No structures or obstructions shall be installed or constructed over any sub surface facilities, but gardens, shrubs and landscaping may be placed over any sub surface facilities that do not unreasonably interfere with the safety, usefulness of, or prevent the prompt maintenance of repair of any such sub surface facilities.

Where the above-listed easements are used for both Village utilities and other utilities, the other utility companies shall contact the Village of Tinley Park, Illinois to advise the Village of the proposed placement of the other utilities.

## SCHOOL DISTRICT CERTIFICATE

This is to certify that I, \_\_\_\_\_ as owner of the property herein described in the surveyor's certificate and known as Brookside Meadows P.U.D. Phase One to the best of my knowledge is located within the boundaries of the Summit Hill School District No. 161 (Grade School District) and Lincolnway High School District No. 210 (High School District) in Will County, Illinois.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Owner's Name

State of Illinois)  
County of Will)

I, \_\_\_\_\_ Notary Public in and for the County and State aforesaid do hereby certify that

Personally known to me to be the same person whose name is subscribed to the foregoing owner's statement, appeared before me this day, in person, and acknowledged the execution of this statement as his free and voluntary act.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Notary Public

## SURVEYOR'S CERTIFICATE

State of Illinois)  
County of Cook)ss

I, Robert G. Biedermann, a Professional Illinois Land Surveyor, do hereby certify that I have surveyed and subdivided:

THAT PART OF THE SOUTHWEST QUARTER OF SECTION 10, TOWNSHIP 35 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF BROOKSIDE MEADOWS P.U.D. PHASE ONE, BEING A SUBDIVISION RECORDED AS DOCUMENT NUMBER R2008-016605 IN THE OFFICE OF THE RECORDER OF DEEDS OF WILL COUNTY, ILLINOIS; THENCE SOUTH 88°19'10" WEST 880.16 FEET ALONG THE SOUTH LINE OF SAID SUBDIVISION TO A POINT ON THE WESTERLY LINE THEREOF (BEING ALSO THE EASTERLY LINE OF THE RIGHT-OF-WAY OF COMMONWEALTH EDISON CO., RECORDED AS DOCUMENT NUMBER 807891 IN THE OFFICE OF THE RECORDER OF DEEDS OF WILL COUNTY, ILLINOIS); THENCE NORTH 42°21'03" WEST ALONG THE WESTERLY LINE OF SAID SUBDIVISION (BEING ALSO THE EASTERLY LINE OF THE RIGHT-OF-WAY OF COMMONWEALTH EDISON CO.) 376.00 FEET TO THE POINT OF BEGINNING; THE NEXT 18 COURSES BEING ALONG THE WESTERLY LINE OF SAID SUBDIVISION; THENCE NORTH 10°07'13" WEST 34.00 FEET; THENCE NORTH 36°07'07" WEST 66.00 FEET; THENCE NORTH 03°36'13" WEST 244.00 FEET; THENCE NORTH 07°57'46" EAST 88.00 FEET; THENCE NORTH 23°38'40" EAST 95.00 FEET; THENCE NORTH 02°24'28" WEST 55.00 FEET; THENCE NORTH 41°54'21" WEST 100.00 FEET; THENCE NORTH 29°25'36" EAST 73.00 FEET; THENCE SOUTH 86°45'01" EAST 207.00 FEET; THENCE NORTH 64°58'15" EAST 228.00 FEET; THENCE NORTH 10°00'29" WEST 192.57 FEET; THENCE WESTERLY 48.61 FEET ALONG THE ARC OF A CIRCLE HAVING A RADIUS OF 567.00 FEET CONCAVE SOUTHERLY AND WHOSE CHORD BEARS NORTH 89°12'01" WEST, A DISTANCE OF 48.60 FEET; THENCE HAVING A RADIUS OF 567.00 FEET CONCAVE SOUTHERLY AND WHOSE CHORD BEARS NORTH 89°12'01" WEST, A DISTANCE OF 48.60 FEET; THENCE NORTH 64°58'15" EAST 228.00 FEET; THENCE NORTH 10°00'29" WEST 192.57 FEET; THENCE WESTERLY 48.61 FEET ALONG THE ARC OF A CIRCLE HAVING A RADIUS OF 567.00 FEET CONCAVE SOUTHERLY AND WHOSE CHORD BEARS NORTH 89°12'01" WEST, A DISTANCE OF 48.60 FEET; THENCE NORTH 64°58'15" EAST 228.00 FEET; THENCE NORTH 10°00'29" WEST 192.57 FEET; THENCE WESTERLY 48.61 FEET ALONG THE ARC OF A CIRCLE HAVING A RADIUS OF 567.00 FEET CONCAVE SOUTHERLY AND WHOSE CHORD BEARS NORTH 89°12'01" WEST, A DISTANCE OF 48.60 FEET; THENCE NORTH 64°58'15" EAST 228.00 FEET; THENCE NORTH 10°00'29" WEST 192.57 FEET; 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# BROOKSIDE MEADOWS

**GENERAL NOTES:**

- Plant material shall be nursery grown and be either balled and burlapped or container grown. Sizes and spreads on plant list represent minimum requirements.
- The requirements for measurement, branching and ball size shall conform to the Code of Standards (ANSI Z60.1 - latest edition) by the American Association of Nurserymen, Inc.
- Grading shall provide slopes which are smooth and continuous. Positive drainage shall be provided in all areas.
- All plant species specified are subject to availability. Material shortages in the landscape industry may require substitutions. All substitutions must be approved by the Landscape Architect and/or Owner.
- Contractor shall verify location of all underground utilities prior to digging. For locations outside the City of Chicago call "J.U.L.I.E." (Joint Utility Location for Excavators) 1-800-892-0123.
- Contractor shall report any discrepancies in the field to the Landscape Architect and/or Owner.
- Plant symbols illustrated on this plan are a graphic representation of proposed plant material types and are intended to provide for visual clarity. However, the symbols do not necessarily represent actual plant spread at the time of installation.
- All other planting beds and tree saucers shall be mulched with a minimum of four inches (4") of shredded wood mulch.
- All bed lines and tree saucers shall require a hand spaded edge between lawn and mulched areas.
- Turfgrass seed shall be applied mechanically so that the seed is incorporated into the top one-half inch (1/2") of the seed bed. The seed shall be mulched with straw, anchored by way of tackifying agent or other acceptable method.
- Native Prairie Mixes shall be applied mechanically so that the seed is incorporated into the top one-quarter inch (1/4") of the seed bed. The seed shall then be covered with the specified straw blanket or blown straw. Planting equipment for Native Seed shall be either a rangeland/native seed drill or via broadcast spreader, pressed into soil with a roller, cultipacker or similar implement.
- Native Prairie Seed supplied to the site should be tagged with seed species, weights, and documentation of PLS testing. Seed must meet a minimum seventy-five percent (75%) per species as verified by an independent laboratory test results no more than one (1) year old. For Prairie Cordgrass (*Spartina pectinata*) or Prairie Dropseed (*Sporobolus heterolepis*) test results shall be no more than six (6) months old. Native seed shall be obtained from sources within 200 miles of the project site.
- Native Prairie Seed should be installed by a Contractor with a minimum of three years of experience in prairie grass restoration, installation and management.
- Near-term management (first three years) of naturalized areas shall be the responsibility of the Developer. The developer may contract with the installation Contractor or a management service to ensure proper implementation.
- Long-term management of naturalized areas shall be the responsibility of the Home Owners Association.

## SHEET INDEX

## Landscape Plan - Lots 34 -36 & 48

### **Landscape Plan - Lots 40 & 41, 46 & 47**

## Landscape Plan - Lots 42 - 45

### Landscape Plan - Lots 37 - 39 & Detention Area 'D'

## Landscape Plan - Detention Area 'C' & Seed Mixes

## PLANT REQUIREMENT CALCULATIONS

**NORTH BUFFER YARD - 1070'**  
Multi-family next to Existing Single Family  
15' Type Buffer Yard 'B'  
Calculation: 1070' divided by 100 = 10.7 Plant multiplier

| <u>Category</u>              | <u>Calculation</u>                              |
|------------------------------|---|
| Shade Tree (2.5")            | $2.8 \times 10.7 = 29.9$ or 30 required trees*  |
| Ornamental Tree (2.5" or 6") | $0.8 \times 10.7 = 8.6$ or 9 required trees     |
| Shrubs (24-36")              | $14 \times 10.7 = 149.8$ or 150 required shrubs |

\* one (1) 8' Evergreen Tree = one (1) 2.5" Canopy Tree

WEST PROPERTY LINE - 1235'  
Multi-family next tp Commercial  
Calculation: 1235' divided by 100 = 12.4 Plant multiplier

| <u>Category</u>  | <u>Calculation</u>                              |
|--|---|
| Shade Tree (2.5")  | $4 \times 12.4 = 49.6$ or 50 required trees     |
| Ornamental Tree (2.5" or 6")                               | $1.6 \times 12.4 = 19.8$ or 20 required trees*  |
| Shrubs (24-36")  | $16 \times 12.4 = 198.4$ or 199 required shrubs |
| * one (1) 6" Evergreen Tree = one (1) 2.5" Ornamental Tree |   |

LOT LANDSCAPING - 58 UNITS  
Req.: 1 Tree per unit

|                       |  |
|-----------------------|--|
| <u>Req. No. Trees</u> | <u>Trees Provided</u>  |
| 58                    | 58 (39 Shade, 16 - 8' Evergreen & 3 - 2.5" Ornamental Trees) |

PARKWAY TREES - 2693.8'  
Req.: 1 Tree per 50'  
Calculation: 2693.8' divided by 50 = 53.9 or 54

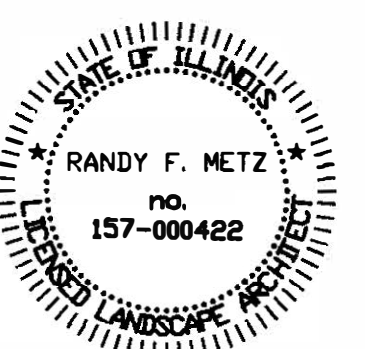
| <u>Req. No. Trees</u> | <u>Trees Provided</u> |
|-----------------------|-----------------------|
| 54                    | 54 2.5" Shade Trees   |

| PLANT LIST                 |     |                                     |  |   |                      |                      |                                  |                                    |                                |              |
|----------------------------|-----|-------------------------------------|--|---|----------------------|----------------------|----------------------------------|------------------------------------|--------------------------------|--------------|
| KEY                        | QTY | BOTANICAL NAME                      | COMMON NAME                                  | SIZE  | TYPE                 |                      |                                  |                                    |                                |              |
| DECIDUOUS SHADE TREES      |     |                                     |  |   |                      | EVERGREEN SHRUBS     |                                  |                                    |                                |              |
| AF                         | 19  | Acer Freemanii sp.                  | Freeman Maple                                | 2.5' BB   | JGL                  | 36                   | Juniperus c. 'Gold Lace'         | Gold Lace Juniper                  | 24"/#5                         |              |
| AP                         | 6   | Acer platanoides s.p.               | Norway Maple                                 | 2.5' BB   | JKC                  | 41                   | Juniperus c. 'Kalleya'           | Kalleya Compact Juniper            | 24"/#5                         |              |
| AR                         | 8   | Acer rubrum s.p.                    | Red Maple                                    | 2.5' BB   | JOG                  | 17                   | Juniperus c. 'Gold Coast'        | Gold Coast Juniper                 | 24"/#5                         |              |
| AS                         | 2   | Acer saccharum s.p.                 | Sugar Maple                                  | 2.5' BB   | JSG                  | 61                   | Juniperus c. 'Sea Green'         | Sea Green Juniper                  | 24"/#5                         |              |
| AG                         | 2   | Aesculus glabra                     | Ohio Buckeye                                 | 2.5' BB   | PM                   | 7                    | Pinus m. 'Valley Cushion'        | Mugo Pine                          | #5                             |              |
| CO                         | 17  | Celtis occidentalis                 | Hackberry                                    | 2.5' BB   | TMD                  | 112                  | Taxus m. 'Densiformis'           | Densely Yew                        | 24"/#5                         |              |
| GT                         | 23  | Gleditsia tricanthos inermis        | Thornless Honeylocust                        | 2.5' BB   | TOT                  | 11                   | Thuja o. 'Tachey'                | Thunja Arborvitae                  | 6' BB                          |              |
| GD                         | 7   | Gymnocladus dioica                  | Kentucky Coffeetree                          | 2.5' BB   |                      |                      |                                  |                                    |                                |              |
| PCA                        | 15  | Pyrus c. 'Aristocrat'               | Aristocrat Callery Pear                      | 2.5' BB   | BROADLEAF EVERGREENS |                      |                                  |                                    |                                |              |
| QI                         | 8   | Quercus bicolor                     | Swamp White Oak                              | 2.5' BB   | BG                   | 54                   | Buxus 'Glenco'                   | Chicago Land Green Boxwood         | #5                             |              |
| QI                         | 3   | Quercus imbricaria                  | Shingle Oak                                  | 2.5' BB   | EFG                  | 48                   | Euonymus f. 'Emerald Gaiety'     | Emerald Gaiety Euonymus            | #5                             |              |
| QM                         | 3   | Quercus muehlenbergi                | Chinkapin Oak                                | 2.5' BB   | ORNAMENTAL GRASS     |                      |                                  |                                    |                                |              |
| QR                         | 16  | Quercus rubra                       | Red Oak                                      | 2.5' BB   | CKF                  | 6                    | Calamagrostis s. 'Karl Foerster' | Father Reed Grass                  | #1                             |              |
| TD                         | 11  | Taxodium distichum                  | Bald Cypress                                 | 2.5' BB   | CD                   | 54                   | Carex m. 'Ice Dance'             | Ice Dance Sedge                    | #1                             |              |
| UF                         | 12  | Ulmus 'Frontier'                    | Frontier Elm                                 | 2.5' BB   | CP                   | 40                   | Carex pensylvanica               | Common Oak Sedge                   | #1                             |              |
| EVERGREEN TREES            |     |                                     |  |   |                      | DCG                  | 12                               | Deschampsia c. 'Goldtau'           | Gold Dew Tufted Hair Grass     | #1           |
| PA                         | 3   | Picea abies                         | Norway Spruce                                | 6' BB   | HMA                  | 70                   | Hakonechloa m. 'Aureola'         | Variiegated Japanese Forest Grass  | #1                             |              |
| PA8                        | 10  | Picea abies                         | Norway Spruce                                | 6' BB   | PCS                  | 27                   | Panicum v. 'Cheyenne Sky'        | Cheyenne Sky Switch Grass          | #1                             |              |
| PP                         | 4   | Picea pungens                       | Colorado Green Spruce                        | 6' BB   | PHM                  | 45                   | Panicum v. 'Heavy Metal'         | Heavy Metal Switch Grass           | #1                             |              |
| PP8                        | 10  | Picea pungens                       | Colorado Green Spruce                        | 6' BB   | PPF                  | 5                    | Panicum v. 'Prairiefire'         | Prairiefire Switch Grass           | #1                             |              |
| PF                         | 4   | Pinus flexilis                      | Limber Pine                                  | 6' BB   | SSH                  | 25                   | Schizachyrium s. 'Carousal'      | Carousal Little Bluestem           | #1                             |              |
| P58                        | 4   | Pinus strobus                       | Eastern White Pine                           | 6' BB   | SS                   | 21                   | Sporobolus heterolepis           | Prairie Drossed                    | #1                             |              |
| PM                         | 3   | Pseudotsuga menziesii               | Douglas Fir                                  | 6' BB   |                      |                      |                                  |                                    |                                |              |
| PM8                        | 11  | Pseudotsuga menziesii               | Douglas Fir                                  | 6' BB   |                      |                      |                                  |                                    |                                |              |
| DECIDUOUS ORNAMENTAL TREES |     |                                     |  |   |                      | PERENNIALS           |                                  |                                    |                                |              |
| AHM                        | 3   | Acer campestre                      | Hedge Maple                                  | 2.5' BB   | ASB                  | 24                   | Actaea s. 'Brunette'             | Black Bugbane                      | #1                             |              |
| AAB                        | 4   | Aamelanchier c. 'Autumn Brilliance' | Autumn Brilliance Serviceberry               | 7' BBcl.  | ALM                  | 50                   | Achillea millefolia              | Lady's Mantle                      | #1                             |              |
| CA                         | 3   | Comus alternifolia                  | Agoda Dogwood                                | 6' BBcl.  | ASK                  | 4                    | Arelia c. 'Sun King'             | Golden Japanese Spikenard          | #1                             |              |
| CC                         | 6   | Cotoneaster c. inermis              | Thornless Cockspur Hawthorn                  | 6' BBcl.  | ACF                  | 26                   | Astilbe s. a. 'Beauty of Ernst'  | Color Rash Astilbe                 | #1                             |              |
| CWK                        | 2   | Crataegus v. 'Winter King'          | Winter King Hawthorn                         | 8' BBcl.  | CCB                  | 18                   | Ceropegia 'Crème Brulee'         | Crème Brulee Ceropegia             | #1                             |              |
| MJ                         | 3   | Magnolia x 'Jane'                   | Jane Magnolia                                | 6' BBcl.  | EBF                  | 165                  | Echinacea 'Burgundy Fireworks'   | Burgundy Fireworks Coneflower      | #1                             |              |
| MDW                        | 3   | Malus 'Donald Wyman'                | Donald Wyman Crabapple                       | 8' BBcl.  | EFM                  | 54                   | Echinacea x. 'CBG Cone Z'        | Pixie Meadowbrite Coneflower       | #1                             |              |
| MRJ                        | 9   | Malus 'Red Jewel'                   | Red Jewel Crabapple                          | 8' BBcl.  | GR                   | 38                   | Geranium 'Gervat'                | Rozanne Geranium                   | #1                             |              |
| MPF                        | 5   | Malus 'Prairie Fire'                | Prairie Fire Crabapple                       | 2.5' BB   | GME                  | 53                   | Geranium m. 'Espresso'           | Espresso Geranium                  | #1                             |              |
| PCJ                        | 3   | Pyrus c. 'Jazzam'                   | Jack Pear                                    | 2.5' BB   | GTF                  | 67                   | Geranium s. 'Max Frie'           | Max Frie Geranium                  | #1                             |              |
| SIS                        | 3   | Syringa c. 'Ivory Silk'             | Ivory Silk Tree Lilac                        | 6' BBcl.  | HMS                  | 18                   | Heliothis s. 'Tuscan Sun'        | Falxe Sunflower                    | #1                             |              |
|                            |     |                                     |  |   |                      | HCB                  | 25                               | Hemerocallis 'Going Bananas'       | Going Bananas Daylily          | #1           |
|                            |     |                                     |  |   |                      | HRH                  | 80                               | Hemerocallis 'Rosy Returns'        | Rosy Returns Daylily           | #1           |
|                            |     |                                     |  |   |                      | HPP                  | 58                               | Heuchera 'Palace Purple'           | Palace Purple Coralbells       | #1           |
|                            |     |                                     |  |   |                      | HAM                  | 40                               | Hosta 'August Moon'                | August Moon Hosta              | #1           |
|                            |     |                                     |  |   |                      | HFB                  | 41                               | Hosta 'Fragrant Bouquet'           | Fragrant Bouquet Hosta         | #1           |
|                            |     |                                     |  |   |                      | HGS                  | 19                               | Hosta 'Gold Standard'              | Gold Standard Hosta            | #1           |
|                            |     |                                     |  |   |                      | HH                   | 15                               | Hosta 'Halcyon'                    | Halcyon Hosta                  | #1           |
|                            |     |                                     |  |   |                      | HP                   | 57                               | Hosta 'Patriot'                    | Patriot Hosta                  | #1           |
|                            |     |                                     |  |   |                      | HS                   | 25                               | Hosta 'Ragini Splendor'            | Ragini Splendor Hosta          | #1           |
|                            |     |                                     |  |   |                      | HS                   | 15                               | Hosta 'Sum & Substance'            | Sum & Substance Hosta          | #2           |
|                            |     |                                     |  |   |                      | NWL                  | 182                              | Nepeta f. 'Walker's Low'           | Walker's Low Catmint           | #1           |
|                            |     |                                     |  |   |                      | PRRH                 | 5                                | Pensamenton 'Red Riding Hood'      | Red Riding Hoo Beardtongue     | #1           |
|                            |     |                                     |  |   |                      | PLS                  | 44                               | Perovkia a. 'Little Spire'         | Little Spire Russian-Jay       | #1           |
|                            |     |                                     |  |   |                      | RVL5                 | 70                               | Rudbeckia f. 'Mette's Little Suzy' | Mette's Little Suzy-eyed Susan | #1           |
|                            |     |                                     |  |   |                      | RA                   | 42                               | Ruellia humilis                    | Wild Petunia                   | #1           |
|                            |     |                                     |  |   |                      | SJ                   | 24                               | Sedum s. 'Autumn Joy'              | Autumn Joy Sedum               | #1           |
|                            |     |                                     |  |   |                      | SOS                  | 5                                | Symphitrichum c. 'October Glory'   | Aromatic Aster                 | #1           |
|                            |     |                                     |  |   |                      | GROUNDCOVERS & VINES |                                  |                                    |                                |              |
|                            |     |                                     |  |   |                      | ABB                  | 672                              | Ajuga r. 'Bronze Beauty'           | Carpet Bugleweed               | from 24 flat |
|                            |     |                                     |  |   |                      | ECB                  | 384                              | Euonymus f. 'Coloratus'            | Purpleleaf Winter Creeper      | from 24 flat |
|                            |     |                                     |  |   |                      | GF                   | 340                              | Euonymus x c. 'Blokovo'            | Blokovo Geranium               | from 10 flat |
| MATERIAL & LABOR LIST:     |     |                                     |  |   |                      |                      |                                  |                                    |                                |              |
|                            |     | QTY                                 | ITEM   | DESCRIPTION   |                      |                      |                                  |                                    |                                |              |
|                            |     | 1170 SF                             | 1-1/2" Heritage Stone over Fabric (3" Depth) |   |                      |                      |                                  |                                    |                                |              |
|                            |     | 8665 SY                             | Seed w/ Blanket                              | Kentucky Bluegrass Blend w/ Perennial Ryegrass by North American Green (or equal) |                      |                      |                                  |                                    |                                |              |
|                            |     | 11450 SF                            | Sod  | Kentucky Bluegrass Blend (mineral base)   |                      |                      |                                  |                                    |                                |              |
|                            |     | 3200 SY                             | Native Seed                                  | Emergent/Wetland Seed Mix By Cardno,J.FNew  |                      |                      |                                  |                                    |                                |              |
|                            |     | 9775 SY                             | Native Seed                                  | Wet-to-Mesic Prairie Seed Mix By Cardno,J.FNew                                    |                      |                      |                                  |                                    |                                |              |
|                            |     | 10160 SY                            | Native Seed                                  | Low Profile Prairie Seed Mix By Cardno,J.FNew                                     |                      |                      |                                  |                                    |                                |              |
|                            |     | 7290 SY                             | Erosion Control                              | S75 by North American Green (or equal)  |                      |                      |                                  |                                    |                                |              |
|                            |     | 12645 SY                            | Erosion Control                              | Straw   |                      |                      |                                  |                                    |                                |              |
|                            |     | 280 CY                              | Mulch  | Shredded Hardwood Bark  |                      |                      |                                  |                                    |                                |              |
|                            |     | 5 CY                                | Mulch  | Southern Pine Bark Fines  |                      |                      |                                  |                                    |                                |              |
|                            |     | 65 CY                               | Mulch  | Compost (Yard Waste or Mushroom)  |                      |                      |                                  |                                    |                                |              |
|                            |     | 600 LF                              | Fence  | 6" Vinyl Fence (see detail)   |                      |                      |                                  |                                    |                                |              |

Quantity lists are supplied as a convenience. However, the contractor should verify all quantities. The drawings shall take precedence over the lists.

Prepared for:  
**Crana Homes**  
19839 Mulroy Circle  
Tinley Park, IL 60477

Prepared by:  
**Metz & Company**  
Landscape Architecture & Site Planning  
826 E. Maple Street  
Lombard, IL 60148  
(630) 561-3903



11-8-2015  
11-25-2015 (rev)  
12-10-2015 (rev)



REVISIONS

|   |                |            |
|---|----------------|------------|
| 2 | Retaining Wall | 12-10-2015 |
| 1 | Client Review  | 11-25-2015 |

**BROOKSIDE MEADOWS**  
TINLEY PARK

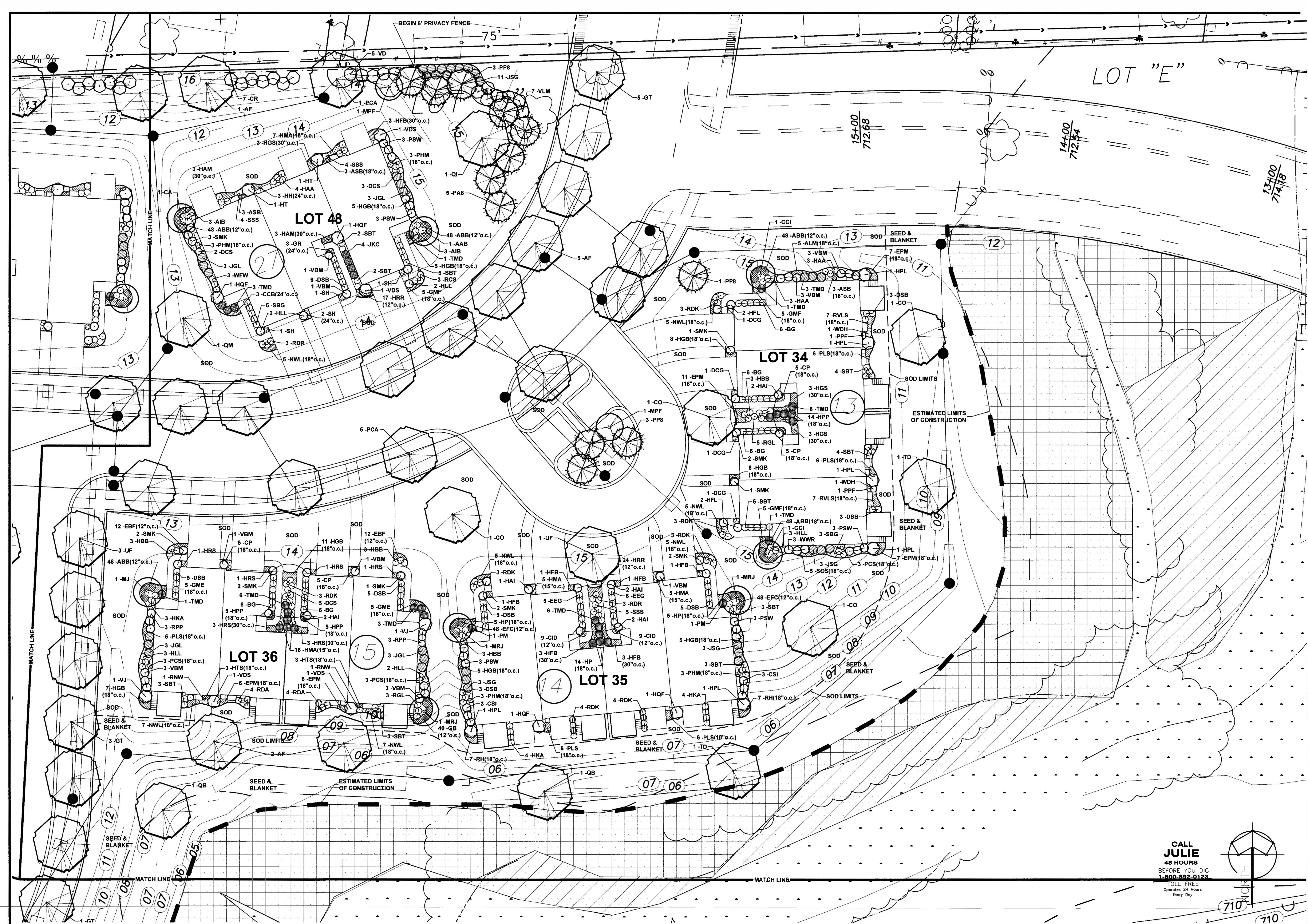
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**NETZ & COMPANY**  
LANDSCAPE ARCHITECTURE/SITE PLANNING  
826 East Maple Street  
Lombard, Illinois 60148  
PH: 630.561.3903  
Email: metz\_landarch@comcast.net

TITLE  
**LANDSCAPE PLAN**

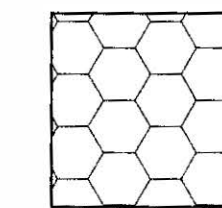
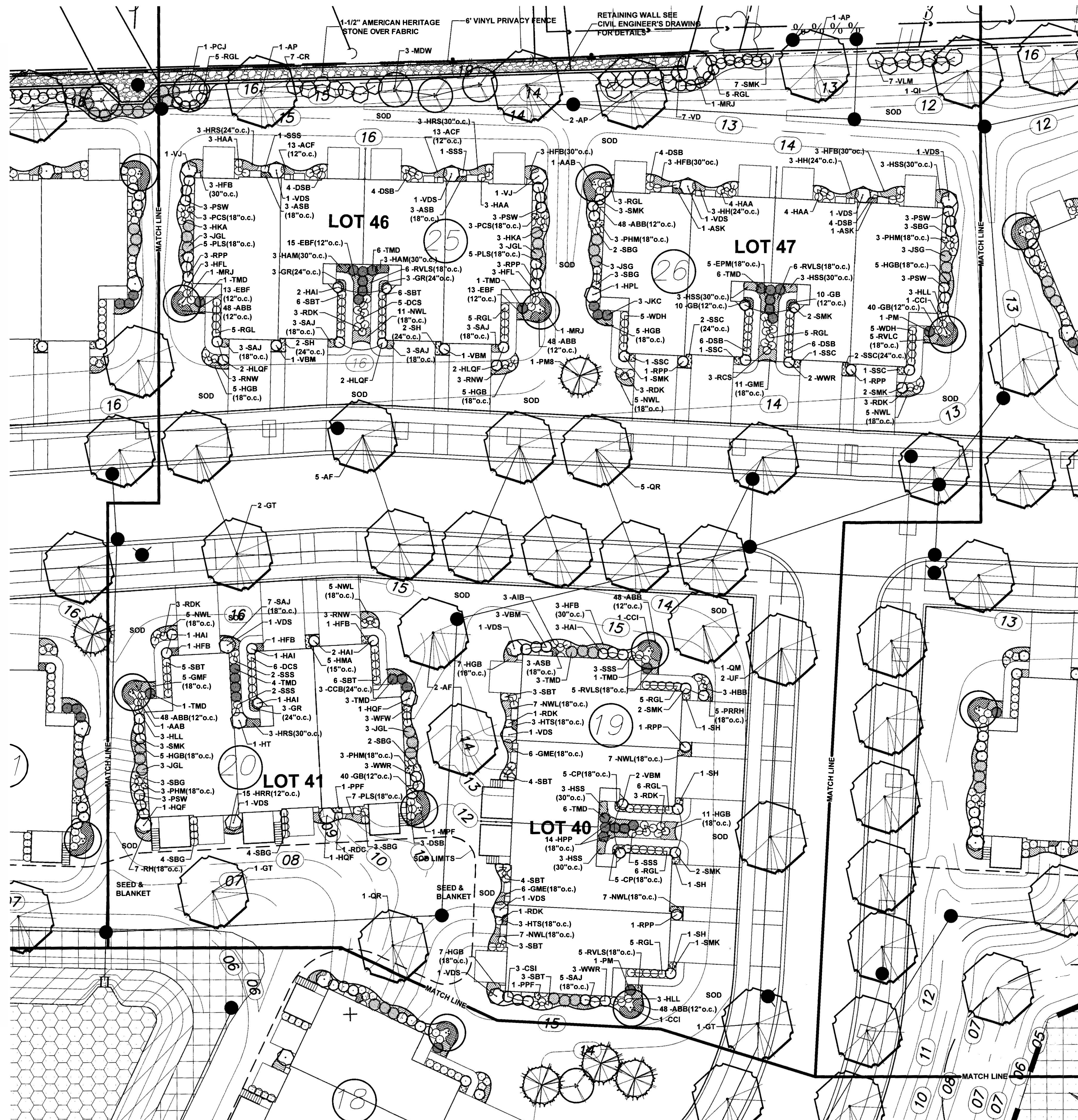
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15-149  
DATE: 11-8-2015  
SCALE: 1"=20'

SHEET  
**L-1**

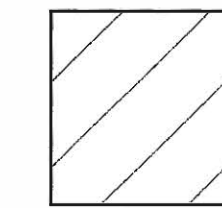


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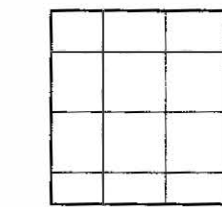




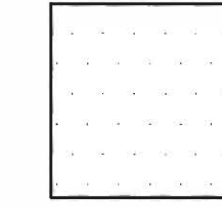
EMERGENT WETLAND SEED MIX  
OVER SEEDED w/ WET-TO-MESIC  
SEED MIX



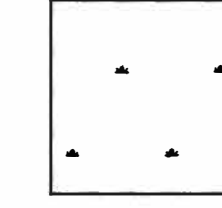
WET-TO-MESIC PRAIRIE SEED MIX



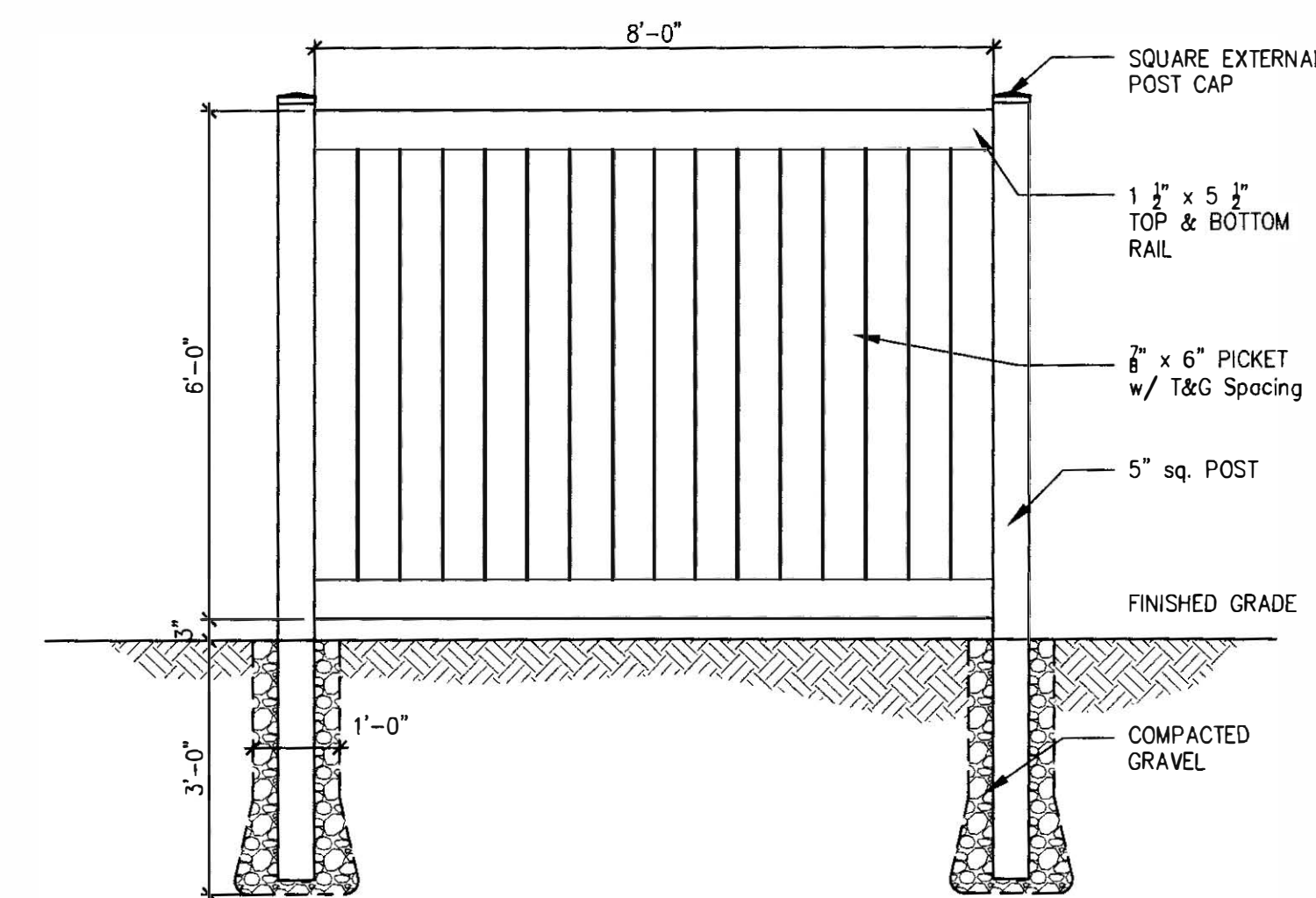
LOW PROFILE PRAIRIE SEED MIX



STRAW MULCH

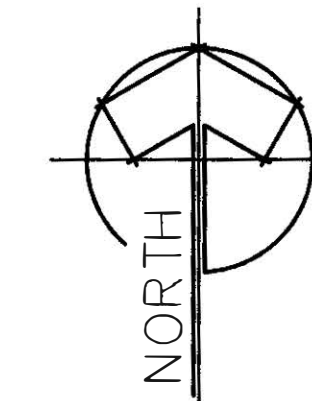


EXISTING WETLAND



6\"/>

1/2\"/>



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REVISIONS

|                   |            |
|-------------------|------------|
| 2. Retaining Wall | 12-10-2015 |
| 1. Client Review  | 11-25-2015 |

**BROOKSIDE  
MEADOWS**  
TINLEY PARK

Prepared for:  
**Crana Homes**  
19839 Mulroy Circle  
Tinley Park, IL 60477

**METZ & COMPANY**  
LANDSCAPE ARCHITECTURE/SITE PLANNING  
826 East Maple Street  
Lombard, Illinois 60148  
PH: 630.561.3903  
Email: metz\_landarch@comcast.net

TITLE  
**LANDSCAPE  
PLAN**

PROJECT NO.:  
**15-149**

DATE: 11-8-2015  
SCALE: 1"=20'

SHEET

**L-2**



| REVISIONS |                |            |
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| 2         | Retaining Wall | 12-10-2015 |
| 1         | Client Review  | 11-8-2015  |

Prepared for:  
Crana Homes  
19839 Mulroy Circle  
Tinley Park, IL 60477



PROJECT NO.:  
15-149

DATE: 11-8-2015

SCALE: 1"=20'

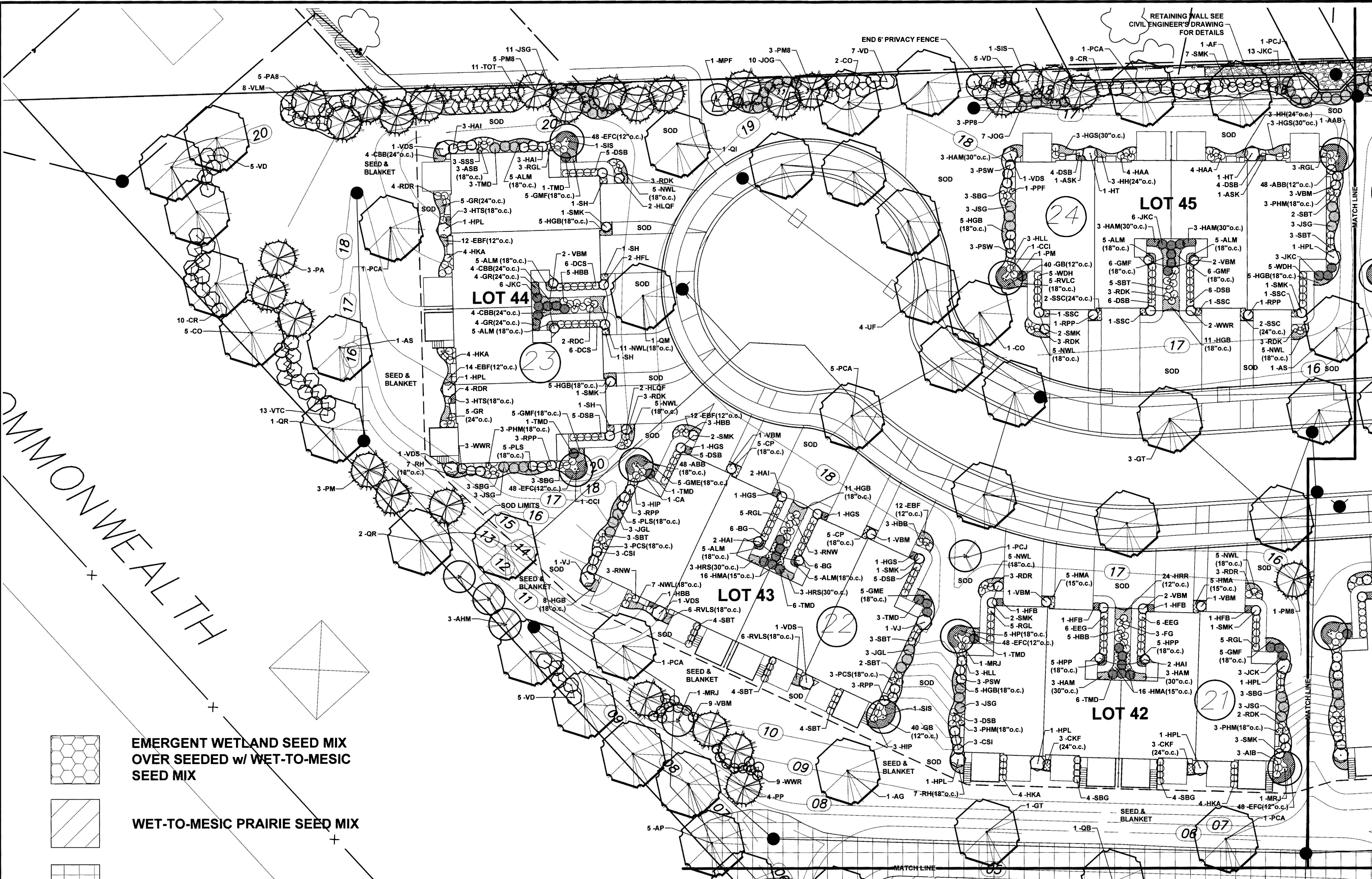
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OVER SEEDED w/ WET-TO-MESIC  
SEED MIX**

**WET-TO-MESIC PRAIRIE SEED MIX**

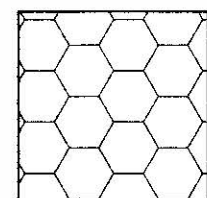
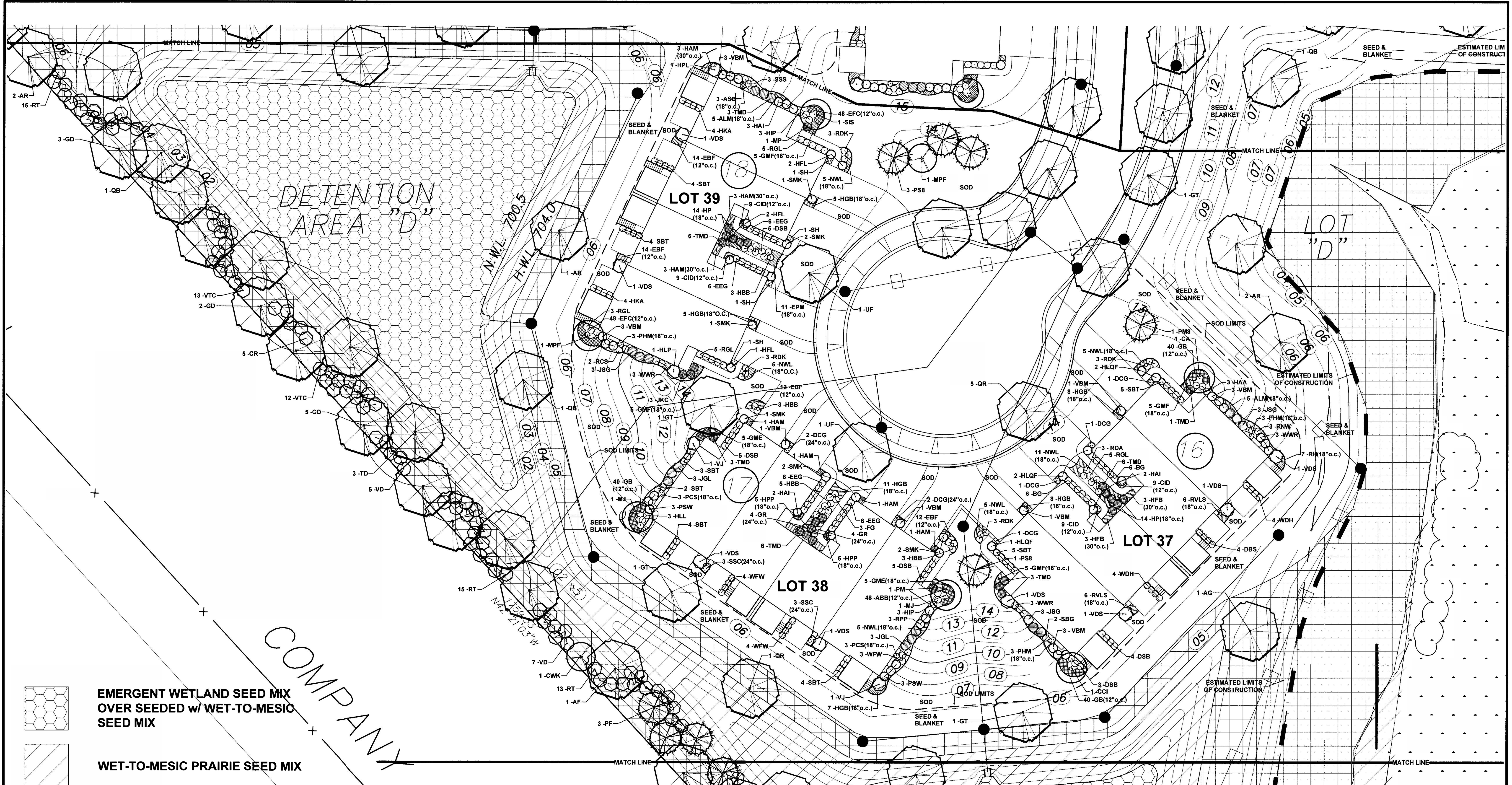
**LOW PROFILE PRAIRIE SEED MIX**

**STRAW MULCH**

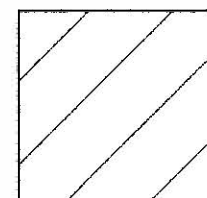
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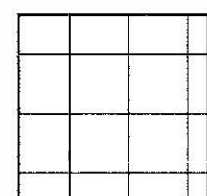




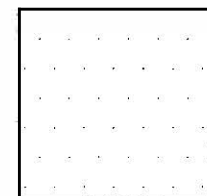
EMERGENT WETLAND SEED MIX  
OVER SEEDED w/ WET-TO-MESIC  
SEED MIX



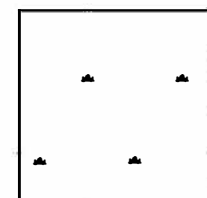
WET-TO-MESIC PRAIRIE SEED MIX



LOW PROFILE PRAIRIE SEED MIX

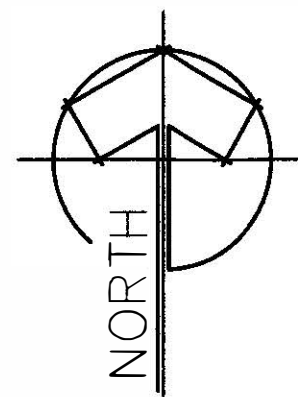


STRAW MULCH



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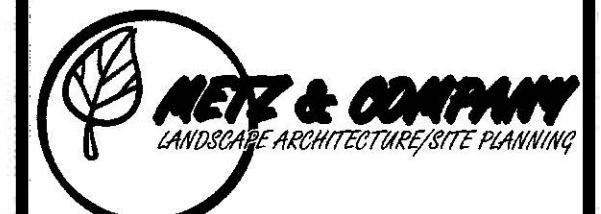
**BROOKSIDE  
MEADOWS**  
TINLEY PARK

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REVISIONS

|   |                |            |
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| 2 | Retaining Wall | 12-10-2015 |
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Prepared for:  
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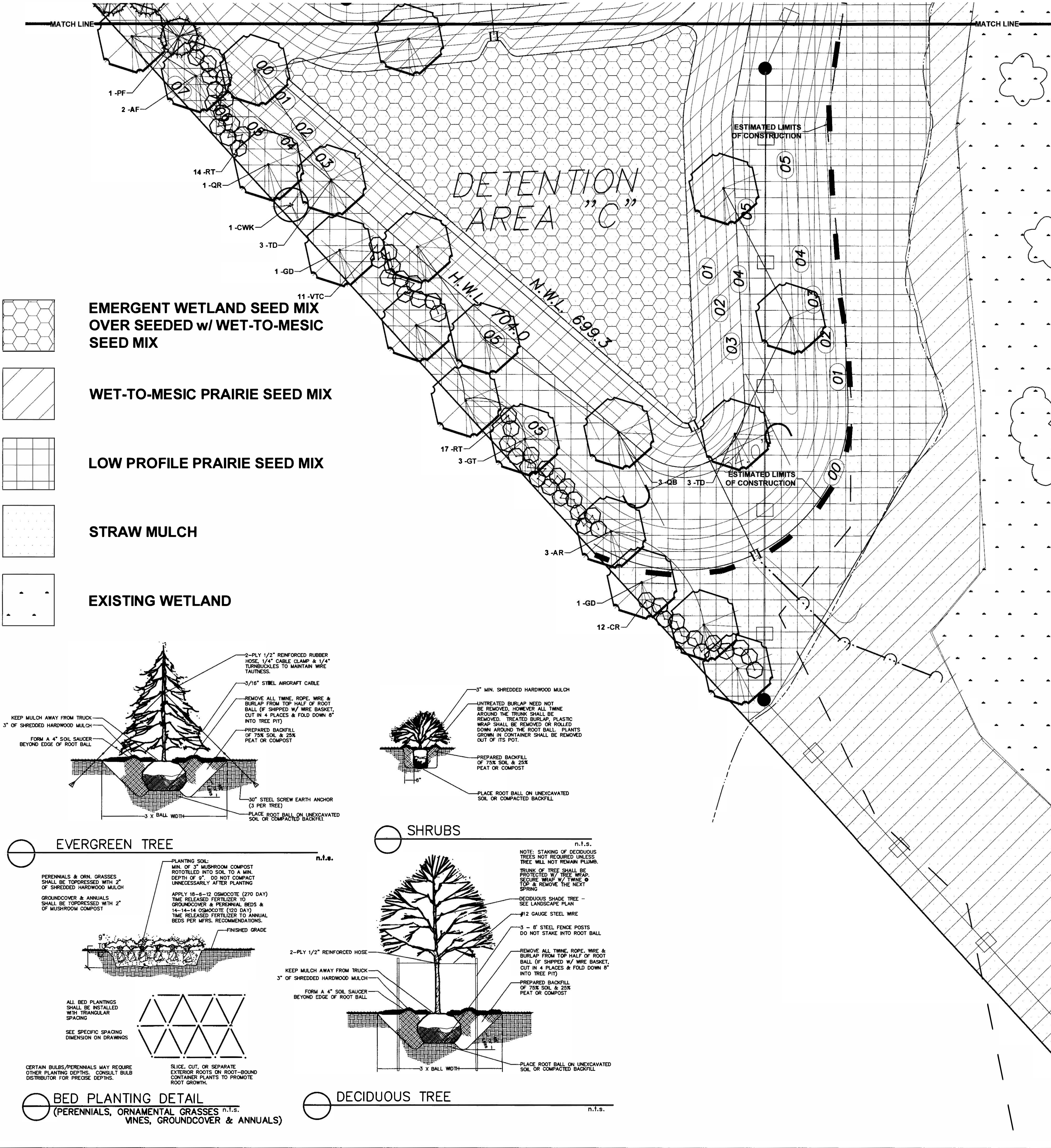
DATE: 11-8-2015

SCALE: 1"=20'

SHEET

**L-4**





WET-TO-MESIC PRAIRIE SEED MIX

Cardno-JFNew

| BOTANICAL/ (COMMON) NAME                        | PLS OZ/Ac     |
|---|---------------|
| <b>PERMANENT MATRIX:</b>                        |               |
| Andropogon gerardii (Big Bluestem)              | 24.00         |
| Calamagrostis canadensis (Bluejoint Grass)      | 1.00          |
| Carex spp (Prairie Sedge Mix)                   | 4.00          |
| Carex lasiocarpa (Bottlebrush Sedge)            | 2.00          |
| Elymus virginicus (Virginia Wild Rye)           | 24.00         |
| Panicum virgatum (Switch Grass)                 | 2.00          |
| Scirpus pendulus (Red Bulrush)                  | 0.25          |
| Sorghastrum nutans (Indian Grass)               | 6.00          |
| Spartina pectinata (Prairie Cord Grass)         | 3.00          |
| <b>TOTAL</b>                                    | <b>66.25</b>  |
| <b>TEMPORARY COVER:</b>                         |               |
| Avena sativa (Seed Oats)                        | 360.00        |
| Lolium multiflorum (Annual Rye)                 | 100.00        |
| <b>TOTAL</b>                                    | <b>460.00</b> |
| <b>FORBS:</b>                                   |               |
| Aster novae-angliae (New England Aster)         | 0.25          |
| Baptisia lactea (White Wild Indigo)             | 0.75          |
| Chamaecrista fasciculata (Partridge Pea)        | 12.00         |
| Coreopsis lanceolata (Sand Coreopsis)           | 3.50          |
| Coreopsis tripteris (Tall Coreopsis)            | 3.00          |
| Desmodium illinoense (Illinois Tick Trefoil)    | 0.50          |
| Echinacea purpurea (Purple Coneflower)          | 3.50          |
| Eryngium yuccifolium (Rattlesnake Master)       | 2.00          |
| Helenium autumnale (Sneezeweed)                 | 2.50          |
| Helianthus grosseserratus (Sawtooth Sunflower)  | 0.50          |
| Liatris spicata (Marsh Blazing Star)            | 1.00          |
| Monarda fistulosa (Wild Bergamot)               | 1.00          |
| Parthenium integrifolium (Wild Quinine)         | 1.00          |
| Physostegia virginiana (Obedient Plant)         | 0.25          |
| Pycnanthemum virginianum (Common Mountain Mint) | 1.00          |
| Ratibida pinnata (Yellow Coneflower)            | 5.00          |
| Rudbeckia hirta (Black-Eyed Susan)              | 5.50          |
| Rudbeckia laciniata (Wild Golden Glow)          | 1.00          |
| Rudbeckia subtomentosa (Sweet Black-Eyed Susan) | 0.50          |
| Silphium integrifolium (Rosin Weed)             | 1.00          |
| Silphium laciniatum (Compass Plant)             | 2.00          |
| Silphium perfoliatum (Cup Plant)                | 3.00          |
| Silphium terebinthinaceum (Prairie Dock)        | 6.00          |
| Solidago juncea (Early Goldenrod)               | 0.25          |
| Solidago rigida (Stiff Goldenrod)               | 1.00          |
| Solidago rugosa (Rough Goldenrod)               | 0.25          |
| Tradescantia ohioensis (Common Spiderwort)      | 1.25          |
| Vernonia spp. (Ironweed Mix)                    | 3.00          |
| Veronicastrum virginicum (Culver's Root)        | 0.25          |
| Zizia aurea (Golden Alexanders)                 | 0.50          |
| <b>TOTAL</b>                                    | <b>63.25</b>  |

EMERGENT WETLAND SEED MIX

Cardno-JFNew - Apply at 33.9 PLS pounds per acre

| BOTANICAL/ (COMMON) NAME                        | PLS OZ/Ac     |
|---|---------------|
| <b>PERMANENT MATRIX:</b>                        |               |
| Carex comosa (Bristly Sedge)                    | 2.50          |
| Carex lasiocarpa (Common Lake Sedge)            | 0.25          |
| Carex lurida (Bottlebrush Sedge)                | 4.00          |
| Carex vulpinoidea (Brown Fox Sedge)             | 6.00          |
| Eleocharis ovata (Blunt Spike Rush)             | 1.00          |
| Leersia oryzoides (Rice Cut Grass)              | 3.00          |
| Juncus effusus (Common Rush)                    | 1.00          |
| Scirpus acutus (Hard-stemmed Bulrush)           | 2.50          |
| Scirpus pungens (Chaimaker's Rush)              | 4.00          |
| Scirpus validus (Great Bulrush)                 | 6.00          |
| <b>TOTAL</b>                                    | <b>30.25</b>  |
| <b>TEMPORARY COVER:</b>                         |               |
| Avena sativa (Seed Oats)                        | 360.00        |
| Lolium multiflorum (Annual Rye)                 | 100.00        |
| <b>TOTAL</b>                                    | <b>460.00</b> |
| <b>FORBS:</b>                                   |               |
| Acorus calamus (Sweet Flag)                     | 0.50          |
| Alisma spp. (Water Plantain Mix)                | 2.00          |
| Asclepias incarnata (Swamp Milkweed)            | 1.50          |
| Cephalanthus occidentalis (Buttonbush)          | 0.50          |
| Decodon verticillatus (Swamp Loosestrife)       | 0.50          |
| Eupatorium maculatum (Spotted Joe-Pye Weed)     | 0.50          |
| Hibiscus spp. (Rose Mallow Mix)                 | 3.00          |
| Iris virginica (Blue Flag)                      | 6.00          |
| Lobelia siphilitica (Great Blue Lobelia)        | 1.50          |
| Lobelia cardinalis (Cardinal Flower)            | 0.25          |
| Lycopus americanus (Common Water Horehound)     | 0.25          |
| Mimulus ringens (Monkey Flower)                 | 1.00          |
| Peltandra virginica (Arrow Arum)                | 16.00         |
| Penthorum sedoides (Ditch Stonecrop)            | 0.50          |
| Polygonum spp. (Smartweed Mix)                  | 0.50          |
| Pondederia cordata (Pikeweed)                   | 10.00         |
| Sagittaria latifolia (Common Arrowhead)         | 2.00          |
| Sparganium americanum (American Bur Reed)       | 1.00          |
| Sparganium eurycarpum (Common Bur Reed)         | 4.00          |
| Verbenia hastata (Blue Vervain)                 | 1.00          |
| <b>TOTAL</b>                                    | <b>52.50</b>  |
| <b>LOW-PROFILE PRAIRIE SEED MIX</b>             |               |
| Cardno-JFNew                                    |               |
| <b>BOTANICAL/ (COMMON) NAME</b>                 |               |
| <b>PLS OZ/Ac</b>                                |               |
| <b>PERMANENT MATRIX:</b>                        |               |
| Bouteloua curtipendula (Side Oats Grama)        | 10.00         |
| Carex spp. (Prairie Carex Mix)                  | 4.00          |
| Elymus canadensis (Canada Wild Rye)             | 32.00         |
| Koeleria cristata (June Grass)                  | 1.00          |
| Panicum virgatum (Prairie Switch Grass)         | 1.00          |
| Schizachyrium scoparium (Little Bluestem)       | 32.00         |
| <b>TOTAL</b>                                    | <b>80.00</b>  |
| <b>TEMPORARY COVER:</b>                         |               |
| Avena sativa (Seed Oats)                        | 360.00        |
| Lolium multiflorum (Annual Rye)                 | 100.00        |
| <b>TOTAL</b>                                    | <b>460.00</b> |
| <b>FORBS:</b>                                   |               |
| Anemone cylindrica (Thimbleweed)                | 0.50          |
| Asclepias tuberosa (Butterfly Weed)             | 2.00          |
| Aster ericoides (Heath Aster)                   | 0.25          |
| Aster laevis (Smooth Blue Aster)                | 0.75          |
| Aster novae-angliae (New England Aster)         | 0.25          |
| Baptisia lactea (White Wild Indigo)             | 2.00          |
| Chamaecrista fasciculata (Partridge Pea)        | 14.00         |
| Coreopsis lanceolata (Sand Coreopsis)           | 5.00          |
| Coreopsis palmata (Prairie Coreopsis)           | 1.00          |
| Dalea candida (White Prairie Clover)            | 1.50          |
| Dalea purpurea (Purple Prairie Clover)          | 1.50          |
| Echinacea purpurea (Purple Coneflower)          | 7.00          |
| Eryngium yuccifolium (Rattlesnake Master)       | 2.50          |
| Lespedeza capitata (Round-Head Bush Clover)     | 2.00          |
| Liatris aspera (Rough Blazing Star)             | 0.50          |
| Lupinus perennis (Wild Lupine)                  | 2.00          |
| Monarda fistulosa (Wild Bergamot)               | 0.75          |
| Parthenium integrifolium (Wild Quinine)         | 1.00          |
| Penstemon digitalis (Foxglove Beard Tongue)     | 0.50          |
| Pycnanthemum virginianum (Common Mountain Mint) | 1.00          |
| Ratibida pinnata (Yellow Coneflower)            | 4.00          |
| Rudbeckia hirta (Black-Eyed Susan)              | 5.00          |
| Silphium integrifolium (Rosin Weed)             | 3.00          |
| Silphium terebinthinaceum (Prairie Dock)        | 0.50          |
| Solidago nemoralis (Old-Field Goldenrod)        | 0.50          |
| Solidago rigida (Stiff Goldenrod)               | 1.00          |
| Tradescantia ohioensis (Common Spiderwort)      | 0.75          |
| Vernonia spp. (Ironweed Mix)                    | 1.75          |
| Veronicastrum virginicum (Culver's Root)        | 0.25          |
| <b>TOTAL</b>                                    | <b>63.75</b>  |

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REVISIONS

| NO. | DESCRIPTION    | DATE       |
|-----|----------------|------------|
| 2   | Retaining Wall | 12-10-2015 |
| 1   | Client Review  | 11-8-2015  |

**BROOKSIDE MEADOWS**  
TINLEY PARK

Prepared for:  
**Crana Homes**  
19839 Mulroy Circle  
Tinley Park, IL 60477

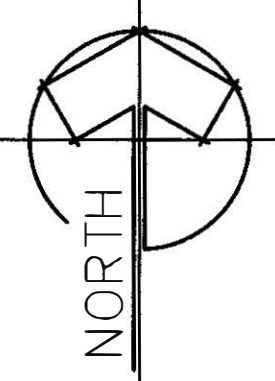
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LANDSCAPE ARCHITECTURE/ SITE PLANNING  
826 East Maple Street  
Lombard, Illinois 60148  
PH: 630.561.3903  
Email: metz\_landarch@comcast.net

TITLE  
**LANDSCAPE PLAN**

PROJECT NO.:  
**15-149**  
DATE: **11-8-2015**  
SCALE: **1"=20'**

SHEET  
**L-5**

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**TO:** THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
**FROM:** THE TINLEY PARK LONG RANGE PLAN COMMISSION  
**SUBJECT:** THE MINUTES OF THE JULY 6, 2006 MEETING

The Public Hearing was called to order at 7:30 p.m. by Chairman Rita Walker, and roll call was taken as follows:

**PRESENT:** Chairman Rita Walker and Commissioners: Michael Levickas, Thomas Mahoney, Bob McClellan, Maureen McLeod and Bill Reidy

**GUESTS:** Dave Samuelson - Planning Director, Amanda Riordan - Village Planner, Paul M. Gorte, Community Development Director, Village of Mokena, Mokena, IL, Randy E. Metz, ASLA, Senior Project Manager, Ives/Ryan Group, Inc. Naperville, IL and Ted Virgilio, Consulting Civil Engineer, Branecki-Virgilio & Associates, Des Plaines, IL - Petitioners

**ABSENT:** Commissioners: Debbie Blanusha and Charley Smith

**PUBLIC HEARING #1:      BROOKSIDE MEADOWS SUBDIVISION PUD -  
IMMEDIATELY WEST OF THE FAIRFIELD GLEN  
SUBDIVISION - ANNEXATION AND REZONING**

This Item is to consider recommending to the Village Board to grant approval for the proposed annexation and rezoning of the property and grant a Special Use for the extension of an existing Planned Unit Development located immediately west of the Fairfield Glen Subdivision for the construction of 21 single family detached lots and 102 townhomes.

Randy E. Metz, ASLA, Senior Project Manager, Ives/Ryan Group, Inc. Naperville, IL, was present pertaining to the above request. This project was started three years ago in the Village of Mokena because the property was within their boundary agreement with the Village of Tinley Park. In working through Mokena's staff for approximately one year on different concept proposals, they directed the developer to follow their comprehensive plan for the property that included making connections to other roads to the north, LaPorte Road, and any other additional connections that would cut into the property.

After the year of work, it was the opinion of the developer that they would not receive approval to grant the annexation. Since the Village of Mokena would not be providing the water and sewer to the property, they granted the developer the right to go elsewhere with the plan. Since the developer has had a working relationship with the Village of Tinley Park, they have requested the above Annexation and Rezoning.

The proposed plan is a combined effort between the developer, the Village of Mokena and the Tinley Park planning staff to solve many of the problems seen in this area, mainly a transportation problem connecting to the subdivision to the north, providing adequate park space, and other on-site issues. What is being shown is a general agreement between these three parties.

The property is located north of LaPorte Road and west of the existing Fairfield Glen Subdivision. To the north is a Will County subdivision (Arbury Hills) and to the west are Commonwealth Edison easements and a future and existing retail and office space within the Village of Mokena.

The site is approximately 44.5 acres in size. The subject proposal calls for a mix of single family attached and single family detached product. The site is a transition to buffer the single family to the east from the more intense uses along LaGrange Road and the power lines. They would also buffer the existing single family with the additional single family with the proposed park site in the northeast corner of the property. The park site is adjacent to an existing tot lot to attempt to create more of a recreation space for the residents in the area. The Mokena Park District controls both the park areas in the proposed development as well as in the Fairfield Glen subdivision. There is also an 8.5 acre open space wetland corridor adjacent to the park that creates an open space look.

There are access points into the subdivision off of LaPorte Road as requested by the Village of Frankfort to line up with an existing street, a tie-in to Glenshire Street in the Fairfield Glen Subdivision, and at the request of the Frankfort Township Highway Department, a connection to Walnut Street.

The single family portion of the development is comparable in size and character to what has already been provided in Fairfield Glen, and the single family would be similar to the product being built in Brookside Glen.

The townhomes are a new product that is larger than what is currently being constructed. A unique and distinctive floor plan exists with all units having a master bedroom on the first-floor and full basement. The exterior

would be brick and other common traditional materials. Mr. Metz feels this product fills a niche that is absent in the area for empty nesters who are looking for maintenance free living with a master bedroom on the first-floor.

He thanked the Commissioners for allowing his presentation of the Brookside Meadow Subdivision, and proposes the creation of a development of the highest quality. He hopes the Village will agree with the proposal, and the development will become an enduring feature of the Village of Tinley Park.

Chairman Walker asked if there was anyone wishing to address the Commission regarding this Petition.

Darlene Hennis, 19624 Cherry St., Mokena, IL, asked the location of the park. Mr. Metz said Cherry Street will be dead ended into a cul-de-sac, and the park will be located behind the cul-de-sac on the northeast corner of the site.

Darlene Downs, 9143 Glenshire Ave., Tinley Park, IL, asked what would be built in the area of her home. Mr. Metz said there will be single family homes next to her home. There are twenty-one single family homes. Mrs. Downs asked if there would be a street. Mr. Metz said the street that dead ends would continue on. Mrs. Downs asked who would maintain the vacant property until the development is started, as it is currently an eyesore. She has attempted to contact Mokena, Tinley Park and Frankfort to have this area cleaned up for over a year. She asked who she should contact because the weeds are high. Dave Samuelson, Planning Director, said he would see to it the Petitioner receives her phone number to work out a time frame to resolve this problem.

A second resident said the weeds are high and they have contacted the offices at Brookside Glen, and were informed the Petitioner was not involved in this area as yet. Her concern is the lot sizes of the houses. Mr. Metz said the lots are comparable or larger than the current lots. The average size of the 21 lots is close to 14,000 square feet. The smallest lot is 85 feet by 130 feet. The lots backing up to her lot are 85 feet by 150 feet because of an existing water line that is in the current field.

Chairman Walker asked if there was anyone else in the audience wishing to address the Commission regarding this public hearing.

Annette McGafney, 19824 Kilkenny Ave., Tinley Park, IL, asked what the price range of the homes will be, and how it will affect the property

values. Mr. Metz said the Single Family residences will be comparable to the Petitioner's current buildings. The townhomes will start in the mid \$200,000 range.

Paul M. Gorte, Community Development Director, Village of Mokena, Mokena, IL, reported the Village of Mokena has worked very closely with the people from Tinley Park with regard to this parcel. The concerns they had have been addressed, such as the lots with the water main in the rear yards, Cherry Street not being a through street, and the location of the park. Mr. Gorte said the Mokena Park District will control the proposed park, and their requirements are for a larger site than Tinley Park's requirements.

Dave Samuelson said that the existing tot lot in the Fairfield Glen Subdivision was always meant to be an access point to a larger park, and he commends the developer for moving the park to the upper eastern-most site to allow this access if the proposal is adopted. He thanked the Mokena staff for cooperating in the work done on this proposal. Both this area and the area to the east are under control of the Mokena Park District, and there has been continuous contact with their staff, and he has a letter stating this offer exceeds what their expectations are for a subdivision.

Mrs. Downs asked when the project would be started. Mr. Samuelson explained the property has to be de-annexed from Mokena's boundary and formally annexed to the Tinley Park boundary. There are a number of legal items and agreements to be addressed and approved, and the process could be completed within three months. The building would probably not begin until next spring. The park may not be completed until next year.

Mrs. Hennis asked how far the park is from her home. Mr. Metz said the park goes from Cherry Street to Lynwood and south 300 to 400 feet. It will be adjacent to her home.

Motion was made by Commissioner Bob McClellan and seconded by Commissioner Maureen McLeod to close Public Hearing #1 at 7:55 p.m. Vote by voice call. Motion carried.

**TO:** THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
**FROM:** THE TINLEY PARK LONG RANGE PLAN COMMISSION  
**SUBJECT:** THE MINUTES OF THE JULY 6, 2006 MEETING

The Public Hearing was called to order at 7:56 p.m., by Chairman Rita Walker, and roll call was taken as follows:

**PRESENT:** Chairman Rita Walker and Commissioners: Michael Levickas, Thomas Mahoney, Bob McClellan, Maureen McLeod and Bill Reidy

**GUESTS:** Dave Samuelson – Planning Director, Amanda Riordan – Village Planner, Eamon Malone, Malone & Moloney, Tinley Park, IL and Ted Virgilio, Consulting Civil Engineer, Branecki-Virgilio & Associates, Des Plaines, IL – Petitioners

**ABSENT:** Commissioners: Debbie Blanusha and Charley Smith

**PUBLIC HEARING #2: FIRST ADDITION TO BROOKSIDE GLEN SOUTH PUD – SOUTH OF FAIRFIELD LANE AND WEST OF THE COMMONWEALTH EDISON RIGHT-OF-WAY – ANNEXATION AND REZONING**

This Item is to consider recommending to the Village Board to grant approval for the annexation and rezoning of the property and grant a Special Use for the extension of an existing Planned Unit Development located south of Fairfield Lane and west of the Commonwealth Edison Right-of-Way for a 60-lot single family residential subdivision.

Ted Virgilio, Consulting Civil Engineer, Branecki-Virgilio & Associates, Des Plaines, IL, was present pertaining to the above request. The parcel is approximately 28 acres of land, and the proposal is for 60 single family home sites. The property is approximately one-quarter mile east of 88<sup>th</sup> Avenue and south of the Brookside Glen South PUD. Silverside Drive extends through both Brookside Glen PUD and Brookside Glen South PUD, and is proposed to extend through this subdivision. As part of the negotiation to bring this project into Tinley Park, a school site was purchased by the Summit Hill School District as shown as a conceptual drawing of a future school just west of the project. A church is proposed to the west of the project and east of 88<sup>th</sup> Avenue as well. Sewer and water will be extended from the existing lines in Brookside Glen and

Brookside Glen South. The development will be similar to both the Brookside Glen and Brookside Glen South Subdivisions.

The Frankfort Square Park District has reviewed the plans and agreed to take over the maintenance and ownership proposed at the eastern edge of the site. Mr. Malone has agreed to extend the bike and walking path that was constructed through Brookside Glen and Brookside Glen South through the open space to the south of the project.

Chairman Walker asked if there was anyone in the audience wishing to address this Commission with regard to the Brookside Glen South PUD request.

There was no response.

Motion was made by Commissioner Bill Reidy and seconded by Commissioner Thomas Mahoney to close Public Hearing #2 at 7:59 p.m. Vote by voice call. Motion carried.

**TO:** THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
**FROM:** THE TINLEY PARK LONG RANGE PLAN COMMISSION  
**SUBJECT:** THE MINUTES OF THE JULY 6, 2006 MEETING

The regular meeting was called to order at 8:00 p.m., by Chairman Rita Walker, and roll call was taken as follows:

**PRESENT:** Chairman Rita Walker and Commissioners: Michael Levickas, Thomas Mahoney, Bob McClellan, Maureen McLeod and Bill Reidy

**GUESTS:** Dave Samuelson - Planning Director, Amanda Riordan - Village Planner, Randy E. Metz, ASLA, Senior Project Manager, Ives/Ryan Group, Inc. Naperville, IL and Ted Virgilio, Consulting Civil Engineer, Branecki-Virgilio & Associates, Des Plaines, IL - Petitioners

**ABSENT:** Commissioners: Debbie Blanusha and Charley Smith

Chairman Walker called for approval of the Minutes of the June 1 and June 15, 2006 Meetings. There were no changes or corrections to the Minutes. A Motion was made by Commissioner Michael Levickas, seconded by Commissioner Thomas Mahoney to approve the Minutes of the June 1 and June 15, 2006 meetings as presented. Motion was carried by voice call vote.

**ITEM #1: BROOKSIDE MEADOWS SUBDIVISION PUD - IMMEDIATELY WEST OF THE FAIRFIELD GLEN SUBDIVISION - ANNEXATION AND REZONING**

This Item is to consider recommending to the Village Board to grant approval for the proposed annexation and rezoning of the property and grant a Special Use for the extension of an existing Planned Unit Development located immediately west of the Fairfield Glen Subdivision for the construction of 21 single family detached lots and 102 townhomes.

Commissioner Bill Reidy reported on meeting with the Petitioner, and reviewing the plans and variations being requested. He felt they did a fine job with their presentation at the Public Hearing, and cannot add to this with one exception that he would like Dave Samuelson, Planning Director, to address. He advised the audience there has been an upgrade in our zoning requirements, and asked Mr. Samuelson to explain.



Dave Samuelson said that there have been changes made as to a straight zoning requirement that would allow corner lots to be larger, as well as housing sizes. He does not feel there would be a problem with the housing sizes because they exceed the new Codes. An opinion from our Attorney is that because this was a pre-existing PUD that would be added onto, it would still meet the requirements of that particular PUD Development. However, as staff, he felt it would be prudent to publish for a particular variance regarding a few lot sizes on the interior as well as corner lot sizes that may or may not meet our new Code. He does not envision any problem with the developer meeting house sizes.

Commissioner Reidy said the Village elected to upgrade their standards after this particular developer had started his process under the prior standards. The decision was made to incorporate the new standards, so we are therefore asking for the variances. Mr. Samuelson said that, again, the Attorney's letter requested by this Commission essentially says it is not a straight zoning, it is an addition to a PUD. He does not feel the two projects being discussed would be a downgrade with the park space and additional open space. Commissioner Reidy said the Motion to recommend will include the variances, and he hopes the audience has not been confused by the explanation.

Commissioner Reidy said taking the development in whole we meet all requirements. Mr. Samuelson said the overall net gross density is 2.76. Taking the overall density and gross lot area, you exceed the R-2 zoning requirements with over 13,000 square foot lots. Chairman Walker said the average lot size is 13,328 square feet.

Commissioner Thomas Mahoney asked if to accommodate this conversation in the Motion the language saying "including variations to accommodate the proposed lot area and lot width of both interior and corner lots" would be sufficient. Mr. Samuelson said if the Village Board adopts the land plan, the particulars need to be part of the resolution. We do not need to list each individual lot.

Commissioner Michael Levickas said he is happy to see this developer continuing in Tinley Park, and feels they have a great product. He will be abstaining from the vote because of a personal connection with the Petitioner.

Commissioner Bob McClellan feels it will be a fine addition to the Village. He asked if fireplaces are an option that can be added. He also understands that all units will have a first-floor bedroom and bath. Mr.

Metz said three or four will. He feels this is a great marketing option because older people will not need to be concerned with resale.

Motion was made by Commissioner Thomas Mahoney, seconded by Commissioner Bill Reidy to recommend to the Village Board to grant approval for the proposed annexation and rezoning of the property and grant a Special Use for the extension of an existing Planned Unit Development located immediately west of the Fairfield Glen Subdivision for the construction of 21 Single Family detached lots and 102 Townhomes, including variations to accommodate the proposed lot areas and lot widths for both the interior and corner lots, this being the Brookside Meadows Subdivision PUD.

Vote by roll call as follows: Ayes: Bill Reidy, Thomas Mahoney, Bob McClellan, Maureen McLeod and Chairman Rita Walker. Nays: None. Abstain: Michael Levickas due to personal connection with the Petitioner.

Vote 5-0-1. Motion carried.

**TO:** THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES

**FROM:** THE TINLEY PARK LONG RANGE PLAN COMMISSION

**SUBJECT:** THE MINUTES OF THE JULY 6, 2006 MEETING

**PRESENT:** Chairman Rita Walker and Commissioners: Michael Levickas, Thomas Mahoney, Bob McClellan, Maureen McLeod and Bill Reidy

**GUESTS:** Dave Samuelson – Planning Director, Amanda Riordan – Village Planner, Eamon Malone, Malone & Moloney, Tinley Park, IL and Ted Virgilio, Consulting Civil Engineer, Branecki-Virgilio & Associates, Des Plaines, IL – Petitioners

**ABSENT:** Commissioners: Debbie Blanusha and Charley Smith

**ITEM #2:** **FIRST ADDITION TO BROOKSIDE GLEN SOUTH PUD – SOUTH OF FAIRFIELD LANE AND WEST OF THE COMMONWEALTH EDISON RIGHT-OF-WAY – ANNEXATION AND REZONING**

This Item is to consider recommending to the Village Board to grant approval for the annexation and rezoning of the property and grant a Special Use for the extension of an existing Planned Unit Development located south of Fairfield Lane and west of the Commonwealth Edison Right-of-Way for a 60 lot Single Family residential subdivision.

Commissioner Thomas Mahoney reported on meeting with the developers, and stated the project is fairly standard. The staff recommended public access walkways to the Commonwealth Edison Right-of-Way that the developer has accommodated. He sees no problem with the project.

Commissioner Bill Reidy said the walkway will be designed so emergency vehicles can access the subdivision. There are also crash gates on the school property to allow access onto Silverside Drive, until something is built to the south of the location.

Commissioner Bob McClellan said Mr. Malone has been a good business partner with the Village, and he is happy to see him acquire more land for development.

Motion was made by Commissioner Thomas Mahoney, seconded by Commissioner Bill Reidy to recommend to the Village Board to grant approval for annexation and rezoning of property and grant a Special Use for the extension of the existing Planned Unit Development located south of Fairfield Lane and west of the Commonwealth Edison Right-of-Way for a 60 lot single family residential subdivision, including variations to accommodate the proposed lot areas and lot widths for both the interior and corner lots, this being the Brookside Glen South PUD.

Vote by roll call as follows: Ayes: Thomas Mahoney, Bill Reidy, Michael Levickas, Bob McClellan, Maureen McLeod and Chairman Rita Walker. Nays: None. Abstain: None.

Vote 6-0-0. Motion carried.

**MINUTES OF THE BOARD OF TRUSTEES,  
VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES,  
ILLINOIS, HELD NOVEMBER 21, 2006**

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The regular meeting of the Board of Trustees, Village of Tinley Park, Illinois, was held in the Municipal Building on November 21, 2006. President Zabrocki called this meeting to order at 8:05 p.m. and led the Board and audience in the Pledge of Allegiance. Present and responding to roll call were the following:

|                    |  |
|--------------------|--|
| Village President: | Edward J. Zabrocki   |
| Village Clerk:     | Frank W. German, Jr.   |
| Trustees:          | Patrick E. Rea<br>David G. Seaman<br>Gregory J. Hannon<br>Matthew J. Heffernan<br>Brian S. Maher |
| Absent:            |  |
| Trustees:          | Michael H. Bettenhausen  |
| Also Present:      |  |
| Village Manager:   | Scott R. Niehaus   |
| Village Attorney:  | Thomas Melody  |
| Village Engineer:  | Christopher J. King  |

Motion was made by Trustee Rea, seconded by Trustee Hannon, to approve the agenda as written or amended for this meeting. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Hannon, seconded by Trustee Rea, to accept and place on file, as written or amended of the regular Board meeting held on November 7, 2006. Vote by voice call: President Zabrocki declared motion carried.

President Zabrocki presented the following consent agenda items:

Consider proclaiming November 28<sup>th</sup> as "National American Association of University Women Day" in the Village of Tinley Park.

Payment to Insituform Technologies, Inc. in the amount of \$33,591.55 for work completed on the Parkside Subdivision and offsite sewer rehabilitation project to be paid from the 2004 bond issue.

Payment to Alpha Construction Company in the amount of \$76,098.72 for work completed on the MFT street resurfacing program (06-00000-01-GM) to be paid from the Motor Fuel Tax Fund.

Payment to Alpha Construction Company in the amount of \$135,865.89 for work completed on the alleys north and south of 173<sup>rd</sup> Place to be paid from the Capital Improvement Fund.

Payment to John Burns Construction Company in the amount of \$77,625.00 for work completed on the 163<sup>rd</sup> Place storm sewer improvements to be paid from the 2004 bond issue.

Payment of outstanding bills in the amount of \$4,207,866.01 as listed on the Vendor Board Approval reports dated November 10<sup>th</sup> and November 17<sup>th</sup>, 2006.

Motion was made by Trustee Rea, seconded by Trustee Hannon, to approve the consent agenda items. Vote on roll call: Ayes: Rea, Seaman, Hannon, Heffernan, Maher. Nays: None. Absent: Bettenhausen. President Zabrocki declared motion carried.

At this time, Patrol Officer Dennis Mahoney, addressed the Board and presented the details of Tinley Wish 2006. This is the tenth year that this program will be in effect. The delivery date is scheduled for December 16<sup>th</sup>.

Motion was made by Trustee Rea, seconded by Trustee Hannon, to waive first reading and adopt and place on file Resolution Number 2006-R-049: **A RESOLUTION RECOGNIZING THE ANDREW HIGH SCHOOL MARCHING BAND - 2006 CLASS 5A STATE CHAMPIONS**. Mr. Dan Romano, Band Director, appeared to accept this Resolution on behalf of the marching band. President Zabrocki stated that this Resolution is in its final stage and asked if anyone would care to address the Board. No one came forward. Vote on roll call: Ayes: Rea, Seaman, Hannon, Heffernan, Maher. Nays: None. Absent: Bettenhausen. President Zabrocki declared motion carried.

Motion was made by Trustee Hannon, seconded by Trustee Heffernan, to adopt and place on file Ordinance Number 2006-O-080: **AN ORDINANCE GRANTING VARIATIONS FOR THE PROPERTY LOCATED AT 6636 RIVERSIDE DRIVE (BURNS)**. This Ordinance would allow for a two (2) foot, six (6) inch variance to the required five (5) foot side yard setback and a three (3) foot height variance for a total detached garage height of eighteen (18) feet in the R-4 (Single Family Residential) Zoning District. The petitioner had stated that he would be raising his existing detached garage and that the proposed garage would match the architectural style of the existing residence. There are several detached garages in the surrounding neighborhood which match both the setback and height variance requested. The Ordinance includes the following stipulations: 1) that the garage shall not be utilized as living space or for any business use; 2) that the garage be constructed entirely to meet the minimum two hours fire rating; 3) that the overhang eave/gutter extend no closer than two feet to the westerly property line so as to maintain conformance with the applicable permitted yard obstruction; 4) that any approval of the proposed side yard be contingent upon approval of the Village's Engineering Consultant to the respect of storm water management and drainage related issue; and 5) in the event that the additional side yard is required to accommodate drainage, the garage must either be reduced in width or relocated so as to conform to the applicable storm water management and drainage regulations. President Zabrocki stated that this Ordinance is in its final stage and asked if anyone would care to address the Board. No one came forward. Vote on roll call: Ayes: Rea, Seaman, Hannon, Heffernan, Maher. Nays: None. Absent: Bettenhausen. President Zabrocki declared motion carried.

Motion was made by Trustee Seaman, seconded by Trustee Hannon, to adopt and place on file Ordinance Number 2006-O-081: **AN ORDINANCE GRANTING REZONING AND A SPECIAL USE PERMIT FOR THE PROPERTY LOCATED AT 18020 SOUTH OAK PARK AVENUE (FOX COLLEGE)**. This Ordinance would authorize rezoning from B-1 (Neighborhood Shopping) Zoning District to B-3 (General Business and Commercial) Zoning District and grant a special use to allow the animal related use for the operation of a veterinary tech school on the subject property. The entire facility will eventually be utilized for Fox College and the existing Comcast portion will be utilized upon expiration of their lease. The facility will have additional landscaped islands added in the parking lot and lighting will be enhanced not to interfere with the surrounding residential area. There will be no unsupervised outdoor activity by animals. If noise becomes a problem, the animals will be supervised on an individual basis. There will be no large animals kept on site nor any surgery or euthanasia performed at this facility. Animals would not be kept outdoors overnight or walked in the evening hours. Mr. Jerry Francis, President of Fox College, was in attendance. Trustee Seaman noted that in terms of the special use,

if this facility is a good neighbor, they may petition to expand their capacity. President Zabrocki stated that this Ordinance is in its final stage and asked if anyone would care to address the Board. No one came forward. Vote on roll call: Ayes: Rea, Seaman, Hannon, Heffernan, Maher. Nays: None. Absent: Bettenhausen. President Zabrocki declared motion carried.

Motion was made by Trustee Seaman, seconded by Trustee Hannon, to adopt and place on file Resolution Number 2006-R-048: **A RESOLUTION AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE JUNE 18, 1996, WASTEWATER TREATMENT CONSTRUCTION AGREEMENT.** This Resolution would authorize an Amendment to the June 18, 1996, Wastewater Treatment Construction Agreement between the Village of Tinley Park and the Village of Frankfort. Per this agreement, the Village of Frankfort agrees to construct wastewater treatment facilities and furnish water treatment service for the Brookside Glen Subdivision and the Brookside Glen South Subdivision as well as the First Addition. In consideration of this Amendment, Malone and Maloney Builders agree to pay the Village of Frankfort a capacity expansion fee of \$177,924.60 for sixty (60) single family lots. President Zabrocki stated that this Resolution is in its final stage and asked if anyone would care to address the Board. No one came forward. Vote on roll call: Ayes: Rea, Seaman, Hannon, Heffernan, Maher. Nays: None. Absent: Bettenhausen. President Zabrocki declared motion carried.

Motion was made by Trustee Seaman, seconded by Trustee Hannon, to remove from the table, Resolution Number 2006-R-044 authorizing the execution of an Annexation Agreement - First Addition to Brookside Glen South. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Seaman, seconded by Trustee Hannon, to adopt and place on file Resolution Number 2006-R-044: **A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNEXATION AGREEMENT - FIRST ADDITION TO BROOKSIDE GLEN SOUTH.** This Resolution was placed on the table at the regular Board meeting held on November 7, 2006. This Resolution would authorize an annexation agreement for approximately 28 acres of property located generally south of Fairfield Lane, west of the Commonwealth Edison right-of-way, and 1/4 mile east of 88<sup>th</sup> Avenue. Upon annexation, this property will be known as the First Addition to Brookside Glen South Subdivision. The petitioner is requesting rezoning upon annexation to the R-2 (Single Family Residential) Zoning District classification under the Tinley Park Zoning Ordinance, and the granting of a special use permit to add the subject property as a substantial deviation to the existing Brookside Glen Planned Unit Development. The agreement includes specific site plan approval, requirements for storm water retention/detention, storm sewer requirements, streets, watermains and sanitary sewers to serve the subject property and provisions relating to easements, developmental codes and ordinances, along with other miscellaneous provisions. The agreement includes all required contributions and recapture fees. The proposed annexation is contingent upon passage of an amended Intergovernmental Boundary Agreement between the Village of Tinley Park and the Village of Frankfort. President Zabrocki stated that this Resolution is in its final stage and asked if anyone would care to address the Board. No one came forward. Vote on roll call: Ayes: Rea, Seaman, Hannon, Heffernan, Maher. Nays: None. Absent: Bettenhausen. President Zabrocki declared motion carried.

Motion was made by Trustee Seaman, seconded by Trustee Hannon, to remove from the table, Ordinance Number 2006-O-065 annexing property - First Addition to Brookside Glen South. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Seaman, seconded by Trustee Hannon, to adopt and place on file Ordinance Number 2006-O-065: **AN ORDINANCE ANNEXING PROPERTY - FIRST ADDITION TO BROOKSIDE GLEN SOUTH.** This Resolution would authorize an annexation agreement for approximately 28 acres of property located generally south of Fairfield Lane, west of the Commonwealth

Edison right-of-way, and 1/4 mile east of 88<sup>th</sup> Avenue. Upon annexation, this property will be known as the First Addition to Brookside Glen South Subdivision. A Public Hearing on this annexation was held on October 24, 2006, and was adjourned. President Zabrocki stated that this Ordinance is in its final stage and asked if anyone would care to address the Board. No one came forward. Vote on roll call: Ayes: Rea, Seaman, Hannon, Heffernan, Maher. Nays: None. Absent: Bettenhausen. President Zabrocki declared motion carried.

Motion was made by Trustee Seaman, seconded by Trustee Hannon, to adopt and place on file Ordinance Number 2006-O-068: **AN ORDINANCE REZONING AND GRANTING A SPECIAL USE PERMIT FOR AN AMENDED PLANNED UNIT DEVELOPMENT FOR CERTAIN PROPERTY LOCATED SOUTH OF FAIRFIELD LANE, WEST OF THE COMMONWEALTH EDISON EASEMENT RIGHT-OF-WAY AND ONE-QUARTER MILE EAST OF 88<sup>TH</sup> AVENUE - FIRST ADDITION TO BROOKSIDE GLEN SOUTH.** The subject property is currently zoned R-1 (Single Family Residential) Zoning District as a result of being annexed into the Village. The petitioner is requesting that the subject property be rezoned to R-2 (Single Family Residential) Zoning District and a Special Use Permit for an amended Planned Unit Development to match the surrounding zoning and allow for the continuation of the Brookside Glen planned unit development by including the aforementioned property as a part thereof. The petitioner is proposing to build sixty (60) single family residences with lot sizes similar to those approved for the existing Brookside Glen Planned Unit Development, a park site and open space for detention. Retention has been provided and calculated in a similar manner as the existing Brookside Glen Planned Unit Development. President Zabrocki stated that this Ordinance is in its final stage and asked if anyone would care to address the Board. No one came forward. Vote on roll call: Ayes: Rea, Seaman, Hannon, Heffernan, Maher. Nays: None. Absent: Bettenhausen. President Zabrocki declared motion carried.

Motion was made by Trustee Seaman, seconded by Trustee Hannon, to remove from the table, Resolution Number 2006-R-045 authorizing the execution of an annexation agreement - Brookside Meadow. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Seaman, seconded by Trustee Hannon, to adopt and place on file Resolution Number 2006-R-045: **A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNEXATION AGREEMENT - BROOKSIDE MEADOW.** The subject property contains approximately 44.5 acres and is located generally north of LaPorte Road and immediately west of Fairfield Glen Subdivision. The petitioner is requesting rezoning upon annexation to the R-2 (Single Family Residential) Zoning District classification under the Tinley Park Zoning Ordinance and the granting of a special use permit to add the subject property as a substantial deviation to the existing Brookside Glen Planned Unit Development. The agreement includes specific site plan approval, requirements for storm water retention/detention, storm sewer requirements, streets, watermains and sanitary sewers to serve the subject property and provisions relating to easements, developmental codes and ordinances, along with other miscellaneous provisions. The agreement includes all required contributions and recapture fees. The proposed annexation is contingent upon passage of an amended Intergovernmental Boundary Agreement between the Village of Tinley Park and the Village of Mokena. A Public Hearing on this annexation was held on October 24, 2006, and was adjourned. President Zabrocki stated that this Resolution is in its final stage and asked if anyone would care to address the Board. No one came forward. Vote on roll call: Ayes: Rea, Seaman, Hannon, Heffernan, Maher. Nays: None. Absent: Bettenhausen. President Zabrocki declared motion carried.

Motion was made by Trustee Seaman, seconded by Trustee Rea, to remove from the table, Ordinance Number 2006-O-066 annexing property - Brookside Meadow. Vote by voice call: President Zabrocki declared motion carried.



Motion was made by Trustee Seaman, seconded by Trustee Hannon, to adopt and place on file Ordinance Number 2006-O-066: **AN ORDINANCE ANNEXING PROPERTY - BROOKSIDE MEADOW.** This Resolution would authorize an annexation agreement for approximately 44.5 acres of property generally located north of LaPorte Road and immediately west of the Fairfield Glen Subdivision. Upon annexation, this property will be known as the Brookside Meadow Subdivision. President Zabrocki stated that this Ordinance is in its final stage and asked if anyone would care to address the Board. No one came forward. Vote on roll call: Ayes: Rea, Seaman, Hannon, Heffernan, Maher. Nays: None. Absent: Bettenhausen. President Zabrocki declared motion carried.

Motion was made by Trustee Seaman, seconded by Trustee Heffernan, to adopt and place on file Ordinance Number 2006-O-069: **AN ORDINANCE REZONING AND GRANTING A SPECIAL USE PERMIT FOR AN AMENDED PLANNED UNIT DEVELOPMENT FOR CERTAIN PROPERTY LOCATED NORTH OF LA PORTE ROAD AND IMMEDIATELY WEST OF THE FAIRFIELD GLEN SUBDIVISION - BROOKSIDE MEADOW.** The subject property is currently zoned R-1 (Single Family Residential) Zoning District as a result of being annexed into the Village. The petitioner is requesting that the subject property be rezoned to R-2 (Single Family Residential) Zoning District and a Special Use Permit for an amended Planned Unit Development to match the surrounding zoning and allow for the continuation of the Brookside Glen planned unit development by including the aforementioned property as a part thereof. The petitioner is proposing to build twenty-one (21) single family residences with lot sizes similar to those approved for the existing Brookside Glen Planned Unit Development, and one-hundred two (102) townhomes with lot sizes similar to those approved for the existing Brookside Glen Planned Unit Development, a park site and open space for detention is proposed for the property. Retention has been provided and calculated in a similar manner as the existing Brookside Glen Planned Unit Development. President Zabrocki stated that this Ordinance is in its final stage and asked if anyone would care to address the Board. No one came forward. Vote on roll call: Ayes: Rea, Seaman, Hannon, Heffernan, Maher. Nays: None. Absent: Bettenhausen. President Zabrocki declared motion carried.

Motion was made by Trustee Seaman, seconded by Trustee Hannon, to place on first reading Ordinance Number 2006-O-058 annexing property - 19435 South Greenfield Avenue, located in the northwest quarter of Section 12, Township 35 North, Range 12 east of the third principal meridian of Will County, Illinois, (former MCI communications tower site). Per the annexation agreement, the Village recently acquired the property that formerly housed an MCI Communication Tower. This parcel is in the middle of an open space detention area in Brookside Glen. This Ordinance would annex the property into the Village of Tinley Park to avoid any problems with public safety issues. As noted, this parcel is in the middle of Outlot S in the Brookside Glen subdivision, and is currently being maintained by the developer. Upon annexation, this property will be turned over to the Village, at which time it will become the Village's responsibility for its maintenance. The former tower and other improvements were removed in 2002 and the property is indistinguishable from the rest of Outlot S. Because of the location of this property, notification was not required to be sent to any township, road, library or fire district. This property will not be developed in any way, and the annexation will fall under the default R-1 (Single Family Residential) Zoning District. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Rea, seconded by Trustee Maher, to place on first reading Ordinance Number 2006-O-073 levying taxes for corporate purposes for the Village of Tinley Park for the current fiscal year commencing on the first day of May 2006, and ending on the thirtieth day of April 2007. The property tax levy request for 2006 will be set at \$17,379,187. This represents a 6.3% increase over the previous year's extension in total dollars. However, the tax impact per household is expected to remain about the same due to the expected increases, Equalized Assessed Valuation (EAV) brought to the Village through growth and development. The levy amount is net of the abatements of debt service considered in Ordinances 2006-O-074, 2006-O-075, 2006-O-076, 2006-O-077, 2006-O-078 and 2006-O-079 in a total amount of \$2,323,692.50. If these funds were not abated, the total required levy would be \$19,702,880, and would represent a 20.5% increase. A public hearing on the 2006 tax levy was held prior to the Board meeting and was adjourned. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Rea, seconded by Trustee Heffernan, to place on first reading Ordinance Number 2006-O-074 abating a portion of the 2006 tax levy requirements as provided for in Ordinance Number 1998-O-087 entitled "An Ordinance providing for the issue of \$7,500,000 General Obligation bonds, Series 1998, of the Village of Tinley Park, Cook and Will Counties, Illinois, and for the levy and collection of a direct annual tax for the payment of the principal and interest on said bonds" adopted November 17, 1998. The 2006 tax levy requirements for this bond issue is established at \$633,685 and the Village is in a position to abate the entire amount of this levy from funds in the Oak Park Avenue Tax Increment Financing District (Convention Center). Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Rea, seconded by Trustee Hannon, to place on first reading Ordinance Number 2006-O-075 abating a portion of the 2006 tax levy requirements as provided for in Ordinance Number 2000-O-033 entitled "An Ordinance providing for the issue of \$3,520,000 General Obligation Bonds, Series 2000, of the Village of Tinley Park, Cook and Will Counties, Illinois, and for the levy and collection of a direct annual sales tax for the payment of the principle and interest on said bonds" adopted May 2, 2000. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Rea, seconded by Trustee Hannon, to place on first reading Ordinance Number 2006-O-076 abating a portion of the 2006 tax levy requirements as provided for in Ordinance Number 2001-O-093 entitled "An Ordinance providing for the issue of \$9,700,000 General Obligation Corporate Purpose Bonds, Series 2001, of the Village of Tinley Park, Cook and Will Counties, Illinois, and for the levy and collection of a direct annual tax for the payment of the principal and interest on said bonds" adopted December 20, 2001. The 2006 tax levy for this bond issue is established at \$799,057.50, and the Village is in a position to abate \$549,057.50 of this levy with \$266,326 to be funded from the Village's Water and Sewer Revenue Fund and \$282,731.50 from the Tax/Bond Stabilization Fund. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Rea, seconded by Trustee Heffernan, to place on first reading Ordinance Number 2006-O-077 abating a portion of the 2006 tax levy requirements as provided for in Ordinance Number 2002-O-067 entitled "An Ordinance providing for the issue of \$3,505,000 General Obligation Refunding Bonds, Series 2002, of the Village of Tinley Park, Cook and Will Counties, Illinois, and for the levy and collection of a direct annual tax for the payment of the principal and interest on said bonds" adopted October 22, 2002. The 2006 tax levy for this bond issue is established at \$217,700 and the Village is in a position to abate the entire amount of this levy with \$56,602 from the Village's Tax/Bond Stabilization Fund and \$161,098 from the Water and Sewer Revenue Fund. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Rea, seconded by Trustee Seaman, to place on first reading Ordinance Number 2006-O-078 abating a portion of the 2006 tax levy requirements as provided for in Ordinance Number 2003-O-056 entitled "An Ordinance providing for the issue of \$9,700,000 General Obligation Library Bonds, Series 2003, of the Village of Tinley Park, Cook and Will Counties, Illinois, and for the levy and collection of a direct annual tax for the payment of the principal and interest on said bonds" adopted June 24, 2003. The 2006 tax levy for this bond issue is established at \$705,743.75 and the Village is in a position to abate \$150,000 of this levy from the Village's Surtax Capital Projects Fund. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Rea, seconded by Trustee Heffernan, to place on first reading Ordinance Number 2006-O-079 abating a portion of the 2006 tax levy requirements as provided for in Ordinance Number 2005-O-070 entitled "An Ordinance providing for the issue of \$8,450,000 General Corporate Purpose Bonds, Series 2004, of the Village of Tinley Park, Cook and Will Counties, Illinois, and for the levy and collection of a direct annual tax for the payment of the principal and interest on said bonds" adopted October 5, 2004. The 2006 tax levy for this bond issue is established at \$705,743.75 and the Village is in a position to abate \$150,000 of this levy from the Village's Surtax Capital Projects Fund. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Rea, seconded by Trustee Heffernan, to place on first reading Ordinance Number 2006-O-083 abating a portion of the 2006 tax levy requirements as provided for in Ordinance Number 88-O-031 entitled "An Ordinance providing for the issue of \$1,625,000 Unlimited Ad Valorem Tax Bonds of Special Service Area Number 3 of the Village of Tinley Park, Cook and Will Counties, Illinois, and for the levy and collection of a direct annual tax for the payment of the principal and interest on said bonds" adopted April 26, 1988. The 2006 tax levy for this bond issue is established at \$204,702.50 and the Village is in a position to abate the entire amount of this levy from the Village's Special Service Area Number 3 Bond Fund. This bond issue is associated with the development of Park Center Shopping Plaza. This abatement impacts only the three taxpayers in that development and eliminates the levy to cover the final year's debt service on the bonds. A separate letter is being prepared to share this information with the taxpayers. This reduction in the taxes will also benefit the various tenants of this shopping center. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Rea, seconded by Trustee Heffernan, to place on first reading Resolution Number 2006-R-006 authorizing an Inducement Agreement for the property located at 16300 South Harlem Avenue (K-Mart/Sears Holding Corporation) on the table until the December 5, 2006 regular Board meeting, at the request of the Corporate Counsel of K-Mart/Sears Holding Corporation. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Maher, seconded by Trustee Seaman, to place on first reading Ordinance Number 2006-O-082 approving a parking lot regulation agreement by and between the Village of Tinley Park and Brementowne Mini-mall LLC and amending Section 74.201 (A) of the Tinley Park Municipal Code in relation thereto. This Ordinance would authorize a Parking Lot Regulation Agreement by and between the Village of Tinley Park and Brementowne Mini-Mall LLC and amend Section 74.201(A) of the Tinley Park Municipal Code to allow for Police enforcement of parking lot use, parking of motor vehicles, and control of motor vehicle traffic at the aforementioned location. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Heffernan, seconded by Trustee Maher, to place on first reading Resolution Number 2006-R-051 authorizing the execution of a Paratransit Agreement between the Village of Tinley Park and PACE for the "Dial-A-Ride" Program for the period of January 1, 2007, through December 31, 2007. This Resolution would authorize the annual agreement wherein PACE provides approximately two-thirds of the operating cost of the program. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Rea, seconded by Trustee Hannon, to adopt and place on file Ordinance Number 2006-O-072: **AN ORDINANCE AMENDING TITLE 11, CHAPTER 112, SECTION 112.22 OF THE TINLEY PARK MUNICIPAL CODE - ADDITION OF CLASS "B" LIQUOR LICENSE.** The additional Class "B" license is expected to be issued to a proposed upscale liquor store in the Tinley Pointe Development located at 7050 West 183<sup>rd</sup> Street. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Rea, seconded by Trustee Seaman, to cancel the regular Board meeting scheduled for December 26, 2006. Vote by voice call: President Zabrocki declared motion carried.

Motion was made by Trustee Rea, seconded by Trustee Hannon, to waive first reading and adopt and place on file Resolution Number 2006-R-050: **A RESOLUTION PROVIDING FOR AND AUTHORIZING LANDING RIGHTS TO SANTA CLAUS IN THE VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS.** This Resolution would allow the necessary approvals for Santa Claus to land in Tinley Park as often as deemed appropriate. President Zabrocki stated that this Resolution is in its final adoption stage and asked if anyone would care to address the Board. No one came forward. Vote on roll call: Ayes: Rea, Seaman, Hannon, Heffernan, Maher. Nays: None. Absent: Bettenhausen. President Zabrocki declared motion carried.

At this time, President Zabrocki thanked Trustee Rea and staff for their work on the levy. He further reminded everyone of Santa's arrival and the tree lighting scheduled for Sunday at the Oak Park Avenue train station. He offered congratulations to Michael and Gina Bettenhausen on the birth of their son William Harlan on Saturday, November 18<sup>th</sup>.

Trustee Rea noted the attachments to the November 1<sup>st</sup> on the levy which has a matrix attached regarding the tax abatements.

President Zabrocki asked if anyone from the audience would care to address the Board.

Mr. Pat O'Niel, 16532 Parkview, addressed the Board regarding the abandoned house next door to him. President Zabrocki requested Mr. O'Niel meet with the Village Manager after the meeting.

Mr. Jim Eireman, 17217 69<sup>th</sup> Avenue, questioned the article in the Exchange regarding the new waste hauling contract and the fact that indicated trash will be picked up every other week. The Village Manager explained that the service has not been cut, rather that 65 gallon versus 18 gallon recycle bins will be provided and recyclables will be picked up every two weeks. The regular trash will be picked up every week.

The Village Manager noted that since the mailing of the Exchange, there have been over 200 subscribers to the community e-mail program.


**Board of Trustees - Minutes**  
**November 21, 2006**

**Page 9**

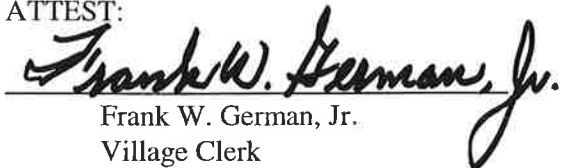
Motion was made by Trustee Rea, seconded by Trustee Seaman, to adjourn the regular Board meeting. Vote by voice call: President Zabrocki declared motion carried and adjourned this meeting at 8:50 p.m.

“PLEASE NOTE: Where there is no summary of discussion on any items in the minutes, this reflects that no discussion occurred other than the introduction of the item.”

APPROVED:

  
Edward J. Zabrocki  
Village President

ATTEST:

  
Frank W. German, Jr.  
Village Clerk





#### **Applicant**

David Petroni, on behalf of Buckeye Community Sixty-Nine, LP.

#### **Property Location**

NEC of Oak Park Avenue & 183<sup>rd</sup> Street

#### **Parcel Size**

2.2 ac

#### **Zoning**

Neighborhood Flex (NF), Legacy District

#### **Approval Sought**

Site Plan Approval

#### **Requested Action**

Assign two Commissioners to meet with the Applicant in a Work Session.

#### **Project Planner**

Paula J. Wallrich, AICP  
Deputy Planning Director

## PLAN COMMISSION STAFF REPORT

FEBRUARY 4, 2016

### THE RESERVE

#### **SITE PLAN REVIEW**

**Neighbor Flex District, NEC of Oak Park Avenue and 183<sup>rd</sup> Street**

**REVISIONS NOTED IN RED**

#### **EXECUTIVE SUMMARY**



Mr. David Petroni, on behalf of Buckeye Community Sixty-Nine, LP., is proposing a multi-family project at the northeast corner of Oak Park Avenue and 183<sup>rd</sup> Street. The Buckeye Group is based in Ohio and has been developing residential properties for over 25 years in the Midwest and the Southeast. This prominent corner functions as the southern entry for the Downtown area. The parcel is located in the Neighborhood Flex District (NF), which is characterized by a variety of lots sizes and building scales with buildings designed for both commercial and residential uses. The proposed development includes a three-story structure with 47 residential units on a 2.2 acre parcel. The units range from one to three bedroom units with covered parking and include such amenities as a library/computer room, lounge, laundry, and community room. The site includes a tot lot and outdoor activity area. The proposed land use, site plan, parking, setbacks and minimum dwelling sizes meet the code requirements for the Neighborhood Flex District. Staff considers the project to be in 'Precise Conformance' with the Neighborhood Flex District; however, since there remain some outstanding issues the review will require two (2) public meetings before the Plan Commission. Village Board review is not required. No variances, special uses or incentives have been requested.

The proposed architecture meets the building requirements for the Legacy District and includes brick, stone and *Hardiplank* Siding (fiber cement siding) in accordance with Legacy Code requirements. Staff has worked closely with the Applicant to provide quality architecture consistent with Legacy Code architectural guidelines.

Vehicle access is provided at the north end of the project at Oak Park Avenue and at the east property line on 183<sup>rd</sup> Street. Landscaping will be provided to buffer the edges of the parcel with the adjacent residential uses. A 10' bike trail and sidewalks provide pedestrian and bicycle access per the intent of the Legacy Code and the Village's Active Transportation Plan.

## POST MEETING #1 REVIEW

Since the project is in 'Precise Conformance' with the Legacy Plan, the Plan Commission Chair elected not to assign Commissioners as part of a workshop session. However, since the last meeting staff has received a few questions from Commissioners and there have been several questions/concerns expressed by the public. The Village Manager issued a News Release on January 26, 2016 (attached) which provides FAQ's on various aspects of the development. In addition, the Applicant has provided a letter, dated January 25, 2016, addressing some of the comments raised at the meeting including the *Tenant Selection Plan* that the Management Company (RLJ Management) will use will processing tenant applications. These are also attached for your review. During the last meeting it was recommended that the Applicant provide information regarding the projects energy conserving initiatives. A list of these is attached.

Additional information provided and questions answered since the last meeting is summarized below:

**1. What security measures will be employed at the facility?**

*All exterior doors will be key / card access only. In addition the facility will be monitored with cameras at exterior doors and all interior halls.*

**2. How many people are allowed to live in one unit?**

Per the Village's Building Code, a bedroom must contain 50 SF per occupant and the bedroom must be a minimum of 70 SF in size. A table outlining bedroom sizes and the maximum number of occupants per the Building and Property Maintenance Code is outlined below. However, the Applicant has stated that it is their leasing policy to only allow 2 people per bedroom.

Building code:404.5.1

*Area for sleeping purposes: Only rooms designated bedrooms may be occupied for sleeping purposes and/or considered to be rooms occupied for sleeping purposes. Every room occupied for sleeping purposes (bedroom) shall contain at least fifty (50) square feet (4.65 m2) of floor area for each occupant thereof.*

IPMC404.4.1

*Room area. Every living room shall contain at least 120 square feet (11.2 m2) and every bedroom shall contain at least 70 square feet (6.5 m2).*

| Unit                 | Master Bedroom Area (SF) | # People | Bedroom 2 Area (SF) | # People | Bedroom 3 Area (SF) | # People | Total People | # People per Buckeye |
|----------------------|--------------------------|----------|---------------------|----------|---------------------|----------|--------------|----------------------|
| Typ 1-Bedroom Type A | 143                      | 2        |                     |          |                     |          | 2            | 2                    |
| Typ 1-Bedroom Type B | 134                      | 2        |                     |          |                     |          | 2            | 2                    |
| Typ 2-Bedroom Type A | 155                      | 3        | 122                 | 2        |                     |          | 5            | 4                    |
| Typ 2-Bedroom Type B | 166                      | 3        | 108                 | 2        |                     |          | 5            | 4                    |
| Typ 3-Bedroom Type A | 143                      | 2        | 102                 | 2        | 140                 | 2        | 6            | 6                    |
| Typ 3-Bedroom Type B | 142                      | 2        | 102                 | 2        | 140                 | 2        | 6            | 6                    |

## SUMMARY OF OPEN ITEMS

| OPEN ITEM   | SUGGESTED RESOLUTION   |
|---|--|
| 1. Retention of 5' public sidewalks.  | Staff recommends the Plan Commission allow the existing 5' wide sidewalks to remain. <b>This is consistent with other approved developments with existing sidewalk infrastructure.</b> |
| 2. Landscape Plan is incomplete.  | Submit final Landscape Plan. <b>Complied and approved.</b>   |
| 3. Lack of definition for rear entrance.  | Staff recommends adding a metal canopy over the rear entrance to provide additional way finding and aesthetic interest. <b>Complied</b>  |
| 4. Engineering review is incomplete.  | Provide engineering comments to Applicant. <b>Complied</b>   |
| 5. The property must comply with the Village's Crime Free Housing Program prior to signing leases with renters. | The Applicant should contact the Crime Free Housing Program Coordinator to begin the process. <b>Complied</b>  |

## EXISTING SITE

The subject property is relatively flat with a minor depression at the north end of the property. There is no flood plain or flood hazard area encumbering the property. There is minimal existing vegetation.

The property comprises 2.22 acres, with the longest frontage along Oak Park Avenue at ±255 L.F. and ±101 L.F. of frontage along 183<sup>rd</sup> Street. A roundabout was originally planned for the intersection of 183<sup>rd</sup> and Oak Park Avenue; however, the Village recently voted to not move forward with this intersection design.

Oak Park Avenue is one of the Village's primary commercial corridors and at its intersection with 183<sup>rd</sup> Street it is developed with left and right turning lanes for southbound traffic. The west bound traffic on 183<sup>rd</sup> Street is also provided with a dedicated left turning lane. The intersection of 183<sup>rd</sup> and Oak Park Avenue is a signalized intersection and experiences high traffic volumes.



## PROPOSED USE & COMPLIANCE WITH THE COMPREHENSIVE PLAN

The proposed development provides for an 80,436 SF three-story structure with a total of 47 residential rental units. There are ten (10) one-bedrooms units, ten (10) two-bedroom units and

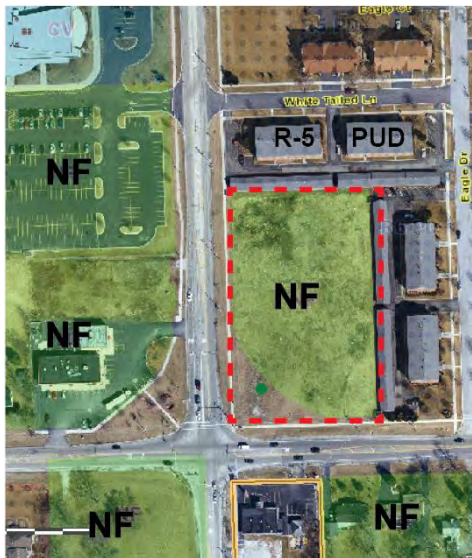


twenty-seven (27) three-bedroom units. The sizes of each of these units meet the Village's minimum dwelling size requirements as illustrated in the table below:

| # of bedrooms | Proposed Area  | Village Requirements |
|---------------|----------------|----------------------|
| One-bedroom   | 806-851 SF     | 800 SF               |
| Two-bedroom   | 1,000-1,002 SF | 1,000 SF             |
| Three-bedroom | 1,200 SF       | 1,200 SF             |

A small tot lot and open lawn area are provided at the rear of the property, with a sidewalk connecting the parking lot to the play area. The stormwater detention area is located at the northeast corner of the property. Inside the building there is a communal laundry room (443 SF), a Library/Computer Room (256 SF), Game Room (208 SF), Play Room (208 SF), Lounge (195 SF), and Community Room (553 SF), all on the first floor. There is also a 257 SF leasing office and conference room on the first floor. The Legacy Plan identifies this site as "Civic/Institutional/Office/Multifamily"; therefore the proposed development is consistent with the approved Plan.

## ZONING & NEARBY LAND USES



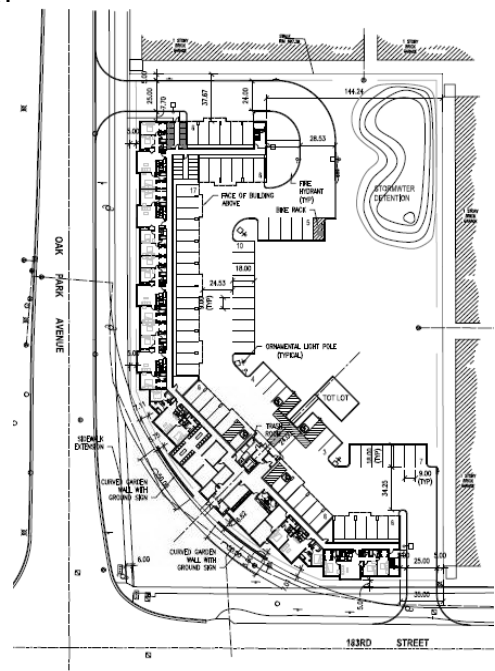
**Zoning:** The zoning to the north and east is Low Density Residential District (R-5) PUD, and the parcels to the west, southwest and south are all Neighborhood Flex with the exception of the unincorporated parcel to the south. The property is surrounded by multifamily uses to the north and east; a commercial use is located to the west across Oak Park Avenue as well as to the south on the unincorporated parcel. There are single family homes to the south across 183<sup>rd</sup> Street as well.

The subject property is zoned Neighborhood Flex (NF) zoning district which is defined as "a variety of lot sizes and building scales, with building designed for residential or commercial uses." Renter-occupied dwelling units located within multi-family or mixed-use structures is a permitted use in the NF District, as is the small commercial leasing office on the first floor.

## GENERAL SITE PLAN REVIEW

The Legacy Code is intended to work in conjunction with the adopted Legacy Plan, which established clear principles in an effort to strengthen the aesthetics and economics of the downtown area. Site planning principles identified in the code are unique to the District and are distinct from the regulations and guidelines for the rest of the community. Staff has reviewed the proposed site plan against the policy statements set forth in the "Intent" section of the Code (Section 1.B.):

- 1) Regulating building form to create a street wall of appropriately scaled buildings that address the street and create a pedestrian-oriented setting. The proposed site plan is consistent with this policy by locating the



*building within the minimum front yard setback of 5', with façade articulations extending a maximum of 13.25' from the front property line. The corner position of the building respects the views from the intersection and provides an additional design element with the curved garden wall. Landscaping along the façade and in the public parkway enhance the pedestrian experience.*

2) Prohibiting the placement of off-street parking in front yards in order to maintain the continuity of buildings along the street, minimize the views of parked cars, and provide adequate sidewalks and amenities for pedestrians and bicyclists. *Parking has been located at the rear of the building with landscape screening to minimize unsightly views. There is a 10' asphalt bike trail that runs along both the Oak Park Avenue and 183<sup>rd</sup> Street frontages. The public sidewalk extends from the bike path to the intersection of 183<sup>rd</sup> and Oak Park Avenue to provide access across both streets. The sidewalk also extends to the east to connect with the existing sidewalk along 183<sup>rd</sup> Street. There is also a sidewalk connecting the bike trail to the front entrance of the building. At the rear of the property there is a playground and open play area. A sidewalk is provided to connect the tot lot to the parking lot. Bike parking is provided within the building as well as a guest bike rack at the front of the building and in the parking lot.*

3) Regulating streets and rights-of-way to encourage landscaped streetscapes and complete streets that accommodate multiple modes of travel. *The proposed site plan complies with Code setback and landscape requirements. Additional landscaping has been provided in the large public area at the intersection to help frame the views of the building from the intersection. Provisions have been made for pedestrians and bicyclists; critical sidewalk connections are provided to on-site uses (tot-lot) and off-site points of destinations.*

4) Creating architectural standards to ensure that new buildings comply with the community's shared vision. *The proposed architecture is consistent with the architectural guidelines outlined in the Code and are discussed further in this report under the Architecture Review section.*

The specific Legacy Code regulations for the Neighborhood Flex District encourage a site plan and architecture that provides a mix of commercial and multi-family uses that will “anchor the north and south ends of the Legacy Code Area”. The bulk of the proposed three story building, its adjacency to the front property lines, the design of the building and garden wall that reflect the tangency and curvature of the intersection, and the enhanced landscape treatments, all support the proposed project's compliance with the intent of this zoning district to anchor the south end of the District.

Required Setbacks: The required setbacks in the Neighborhood Flex District are listed below. The proposed site plan meets the requirements of this District.

| NEIGHBORHOOD FLEX DISTRICT - REQUIRED SETBACKS |                    |                    |
|--|--------------------|--------------------|
| VILLAGE REGULATION                             | DIMENSION REQUIRED | DIMENSION PROVIDED |
| Minimum Lot Width                              | 20 feet            | 252 feet           |
| Minimum Building Height                        | 2 stories          | 3 stories          |
| Front Yard Setback                             | 5-15'              | 5-13.25'           |
| Side Yard Setback<br>(along access drive)      | 5' minimum         | 5-7.70'            |
| Rear Yard Setback                              | 5' minimum         | 35'                |

The Legacy Plan and Legacy Code identify certain alley and corridor improvements for a site representing a 'block end', including the dedication and construction of an alley. In this instance, the Legacy Plan and Legacy Code do not require an alley dedication for this property.

Required corridor improvements (Public Frontage Standards) include a minimum 6' sidewalk and a 17' landscape buffer (between road pavement and property line). The existing public sidewalk

along 183<sup>rd</sup> Street is 5' in width as is a portion of the sidewalk on Oak Park Avenue. The Applicant will extend the sidewalk at 6' in width along Oak Park Avenue to connect with the existing 10' bike path. The Applicant is requesting consideration of allowing the existing 5' sidewalk to remain, especially in light of the existing 10' bike trail.

**Open Item #1:** *The Applicant is requesting to retain the existing 5' sidewalks along 183<sup>rd</sup> Street. Upon approval of the Site Plan, the Commission is approving the retention of the existing 5' sidewalks.*

The landscape buffers measure approximately 29' along Oak Park Avenue and 24' along 183<sup>rd</sup> Street and therefore are in compliance with Legacy Code.

Circulation/Access: Access is provided to the site from Oak Park Avenue with a 25' wide full access drive; access is provided from 183<sup>rd</sup> Street as a 25' wide access limited to a right-in/right-out (RI/RO) drive. The driveways have been designed at 25' to accommodate the turning movements of the Village's firetrucks. The limited access on 183<sup>rd</sup> Street addresses the existing traffic volumes and lane configuration of 183<sup>rd</sup> Street, which typically experiences significant stacking of west bound vehicles at distances in excess of 250' from the intersection. The proposed access on 183<sup>rd</sup> Street will be designed with a curbed median to prohibit left turns onto and out of the subject property.

Private Frontage Standards: The Neighborhood Flex District allows for certain permitted private frontage improvements including the recommendation of a "curved building treatment oriented to address the future roundabout at 183<sup>rd</sup> Street and Oak Park Avenue." The proposed site plan indicates a building with its main entrance and façade oriented to the intersection. The building is designed as a tangent to the intersection meeting the intent of the frontage standards even though the concept for a roundabout is no longer planned for this intersection.

Parking: The Neighborhood Flex District requires certain parking requirements for vehicles and bicycles and for commercial uses. The following table provides information on parking requirements and compliance. Required parking for residential uses must be located either within or below the building envelop or within an attached parking structure. Guest parking may be located in lots open to the sky. The proposed vehicular and bicycle parking spaces meet Village requirements.

| NEIGHBORHOOD FLEX DISTRICT - PARKING REQUIREMENTS |                         |                    |  |
|---|-------------------------|--------------------|--|
| LAND USE  | VILLAGE REQUIREMENT     | REQUIRED           | PROPOSED                                   |
| Vehicular Parking (Residential)                   | 1 space/dwelling unit   | 47 internal spaces | 47 internal spaces                         |
| Vehicular Parking (Guest)                         | .5 spaces/dwelling unit | 24 spaces          | 27 spaces                                  |
| Vehicular Parking (Commercial)                    | 4 spaces/1,000 SF       | 2 spaces           | 2 spaces                                   |
| Bicycle Parking (Residential)                     | 1/dwelling unit         | 47                 | 47 internal                                |
| Bicycle Parking (Guest)                           | N/A                     | N/A                | Bike rack at rear of building and entrance |

Trash Enclosure: All trash will be handled internal to the building through garbage chutes and an overhead door at the rear of the building.

## LANDSCAPING

The intent of the Village's Landscape Ordinance and the landscaping regulation of the Legacy Code is to utilize landscape materials to enhance proposed development, soften the impact of parking areas, add pervious surfaces to the site, provide a buffer between land uses, and create an overall quality aesthetic for the site. Bufferyards are required at the rear of any property that has a surface parking lot that abuts a use outside of the Legacy Code Area. The minimum standard shall be a bufferyard width of 5' with 2 shade trees, 1 ornamental tree and 20 shrubs per 50 linear feet. The proposed plan meets the bufferyard requirements as outlined in the table below.

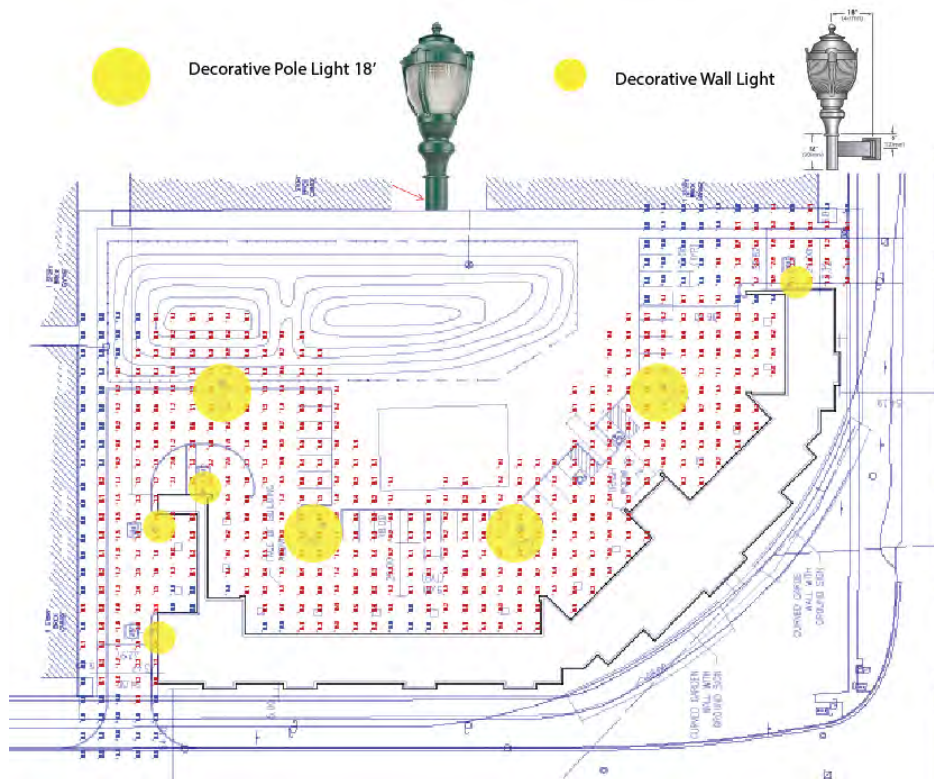
In addition to the bufferyard, the parking lot must meet the 15% interior landscaping requirement for parking lots. The proposed plan provides 15.2% of the parking area as landscaping. Street trees are also required at a rate of 1 tree per 25' linear feet of frontage. Due to the overhead lines along both street frontages, staff recommends the use of ornamental trees rather than shade trees. Twenty-three ornamental trees are provided along the street frontages. The applicant also provided landscaping in the large triangular area in the parkway adjacent to the intersection per staff recommendation. Shade trees have been provided adjacent to the tot lot and the parking areas at the rear of the property. Appropriate seed mix has been provided in the storm water detention area consistent with IDOT seeding recommendations.

Per the Legacy Code interior lot landscaping for multi-family units are required to provide 1 tree per dwelling unit. **The landscape plan has been revised to provide these additional trees.**

**Open Item #2: Landscape Plan does not meet Village requirements. Complied.**

## LIGHTING

The submitted photometric plan complies with Village requirements of .5 foot candles at all property lines. Decorative wall and pole lights have been proposed as indicated in the plan below. Decorative Street lights are required along both street frontages with a maximum average spacing of 60'.



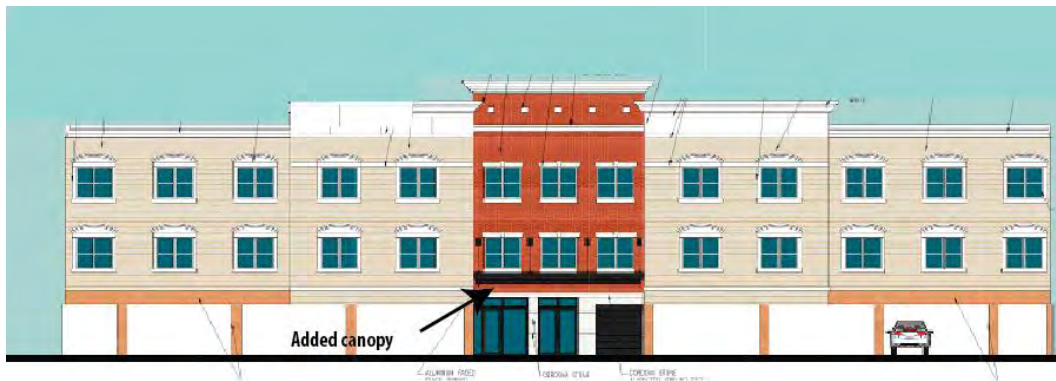


## ARCHITECTURE



Staff has worked closely with the Applicant requiring several revisions resulting in a final design that is attractive with quality building materials. The Legacy Code establishes specific requirements regarding building materials. The project meets these requirements by utilizing brick, stone and fiber cement siding. Stone and decorative Fypons provide decorative accents at the cornice along with embellished medallions and window treatments. The building presents a series of architectural sections that mimic buildings commonly found in urban settings. The use of building materials that are repeated in an architecturally consistent manner supports the design integrity of the building. Interest is provided through the articulation of the façade and the use of an accent stone bullnose defining the separate floors of the building. The rhythms of the materials on all four facades speak to the quality of design.

The rear façade echoes the architectural style and materials of the front façade but does not provide the grandeur of the main southwest entrance. This façade will function more privately with minimal public views. Staff is recommending that a metal canopy be installed over the resident entrance. **The Applicant has provided a canopy at the rear entrance.**



The Legacy Code Architectural Guidelines establishes the following design goals. The proposed architecture meets the intent of these guidelines as evidenced in the italicized remarks below:

### General

*A consistent style of architectural composition should be applied throughout a structure. A mix of styles is discouraged. The proposed architecture provides a consistent architectural style that has an established rhythm of window design and building materials.*

### Articulated Base

*The distinction between ground floors and upper floors should be articulated through changes in architectural treatments and/or materials. The proposed architecture provides distinct building materials (including the decorative bull nose) and window design that articulate the different floors. The use of the dark brick at the*

entrance with the tall transom windows provides a hierarchy of window design that creates a defined entrance to the building.

|                           |   |
|---------------------------|---|
| <b>Articulated Corner</b> | <u>Buildings located at intersections should feature articulated corners in the form of architectural treatments and/or unique private frontages. The building has been designed with a southwest façade that is tangent to the intersection; a curved brick garden wall that mirrors the bike trail radius accentuates the corner and provides a unique entry to the building.</u>   |
| <b>Windows</b>            | <u>Wherever practical, ground floor windows should remain free of internal obstructions in order to allow for views into and out of the building. Windows on the upper floors should be smaller in size than storefront windows on the ground floor. The first floor windows at the southwest façade, which includes the main entrance, are larger than upper floor windows. They are also distinct in design as transom windows. The first floor windows on the rest of the façade reflect the residential use of the building and are not designed as ‘storefront windows’.</u> |
| <b>Cornice</b>            | <u>Structures should be capped with a cornice, which is a horizontal projection that can include elements such as decorative brick and stone work, and ornamental brackets. Significant cornice treatments have been provided with the southwest façade being dominant over the rest of the building. Decorative medallions have also been provided.</u>  |

***Open Item #3: Staff recommends adding a metal canopy over the rear entrance to provide additional way-finding and aesthetic interest. Complied***

## **STAFF REVIEW: ENGINEERING, BUILDING, POLICE AND FIRE DEPARTMENT**

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Engineering: Since this project does not require Village Board review, final approval falls under the jurisdiction of the Plan Commission; therefore, staff is seeking final engineering approvals prior to building permit issuance. Engineering plans have been recently submitted; however, engineering review is incomplete. Some of the major issues have been resolved including limiting the 183<sup>rd</sup> Street entrance to a right-in/right-out. This design is supported by the Police and Fire Departments.

***Open Item #4: Engineering review is incomplete. As typically required, final engineering will be approved as part of the Building Permit process***

Police Department: Since the units will be renter-occupied, the owner/manager of the property must complete the requirements of the Village’s Crime Free Housing Program. The Applicant must complete the necessary steps before signing leases for the rental units. The Police Department encourages the Applicant to contact the Crime Free Housing Program Coordinator, Doug Alba, to begin the process.

***Open Item #5: The property must comply with the Village’s Crime Free Housing Program prior to signing leases with renters. Applicant will comply prior to issuance of leases.***

Building and Fire Departments: Issues that have been raised have been addressed.

## **RECOMMENDATION**

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If the Plan Commission wishes to take action, an appropriate wording of the motion would read:

“.....make a motion to recommend approval of the Site Plan filed by Mr. David Petroni, on behalf of Buckeye Community Sixty-Nine, LP, for property located at the northeast corner of Oak Park Avenue and 183<sup>rd</sup> Street (PIN 28-31-416-005-0000), located within the NF (Neighborhood Flex) Zoning District and the Village’s Legacy District. The Petitioner is proposing to construct a three-story, forty-seven (47) unit multi-family residential building with related site improvements, including landscaping and stormwater detention.

**LIST OF REVIEWED PLANS**

| <b>Submitted Sheet Name</b> |   | <b>Prepared By</b> | <b>Date On Sheet</b> |
|-----------------------------|---|--------------------|----------------------|
| AS1                         | Architectural Site Plan                           | Gleason            | 1/27/2016            |
| AS2                         | Lighting Photometric Plan                         | Gleason            | no date listed       |
| A1.1                        | Overall 1 <sup>st</sup> Floor Plan                | Gleason            | 1/27/2016            |
| A1.2                        | Overall 2 <sup>nd</sup> Floor Plan                | Gleason            | 1/27/2016            |
| A1.3                        | Overall 3 <sup>rd</sup> Floor Plan                | Gleason            | 1/27/2016            |
| A1.4                        | Overall Roof Plan                                 | Gleason            | 1/27/2016            |
| A2.1.1                      | Enlarged 1 <sup>st</sup> Floor Plan: North        | Gleason            | 1/27/2016            |
| A2.1.2                      | Enlarged 1 <sup>st</sup> Floor Plan: North/Center | Gleason            | 1/27/2016            |
| A2.1.3                      | Enlarged 1 <sup>st</sup> Floor Plan: Core         | Gleason            | 1/27/2016            |
| A2.1.4                      | Enlarged 1 <sup>st</sup> Floor Plan: East         | Gleason            | 1/27/2016            |
| A2.2.1                      | Enlarged 2 <sup>nd</sup> Floor Plan: North        | Gleason            | 1/27/2016            |
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| A2.2.3                      | Enlarged 2 <sup>nd</sup> Floor Plan: Core         | Gleason            | 1/27/2016            |
| A2.2.4                      | Enlarged 2 <sup>nd</sup> Floor Plan: East         | Gleason            | 1/27/2016            |
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| A2.3.2                      | Enlarged 3 <sup>rd</sup> Floor Plan: North/Center | Gleason            | 1/27/2016            |
| A2.3.3                      | Enlarged 3 <sup>rd</sup> Floor Plan: Core         | Gleason            | 1/27/2016            |
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| A6.1                        | Building Sections                                 | Gleason            | 1/27/2016            |
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| C2.0                        | General Notes                                     | CML                | 1/27/2016            |
| C3.0                        | Details   | CML                | 1/27/2016            |
| C4.0                        | Details   | CML                | 1/27/2016            |
| C5.0                        | Existing Conditions & Demolition Plan             | CML                | 1/27/2016            |
| C6.0                        | Geometry Plan                                     | CML                | 1/27/2016            |
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| EXH-1                       | Fire Hydrant Radius & Fire Truck Autoturn Exhibit | CML                | 1/27/2016            |
|                             | Bike Rack Cut Sheet                               | Belson             | no date listed       |
|                             | Tot Lot Play Structure                            | Kidstuff           | no date listed       |
|                             | Lighting Fixture Cut Sheet                        | Sun Valley         | no date listed       |

CML  
Gleason  
Belson  
Kidstuff  
Sun Valley

C.M. Lavoie & Associates, Inc.  
Gleason Architects, P.C.  
Belson Outdoors  
Kidstuff Playsystems  
Sun Valley Lighting



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January 25, 2016

Paula J. Wallrich, AICP  
Deputy Planning Director  
Village of Tinley Park  
16250 S. Oak Park Avenue  
Tinley Park, Illinois 60477

RE: The Reserve at Tinley Park - Resident Selection Process  
Other Questions

Dear Mrs. Wallrich,

On behalf of our board of directors, I wish to thank you and the Village for your continued support for The Reserve at Tinley Park rental housing development initiative. Over the course of your discussions with local government and community representatives, you generated additional questions about the security features, resident screening, tenant selection process, and other development examples, and references.

As we discussed at the planning commission meeting, it is very important and a goal for us to strive to meet "precise conformance" with all Village codes. With the assistance of the Village and your direction and guidance, we are pleased to have achieved that goal. As a rental community, there are many other factors incorporated into our design and development features such as:

- Federal Fair Housing Laws
- American with Disability Laws
- State and Local Building Codes
- New Energy Codes
- Alternative Energy – Solar Power

To date, Buckeye has developed over 3,600 units. The current occupancy of our portfolio is 97%+. The best solution to insure The Reserve has great residents is to implement strong a Tenant Selection Plan. We utilize and require our on-site property manager, RLJ Management Co., Inc., to adhere to the attached plan. There simply is no option and no choice in this matter.

Because we enforce our Tenant Selection Plan criteria and rules, Buckeye Community Hope Foundation (BCHF) maintains a very high occupancy of our properties managed by our management company, RLJ Management Co., Inc. This process and Plan is key for an Owner. For your review, our Tenant Selection Plan is attached. Although the entire document reflects the professionalism of our third party property manager, the strongest areas within this document relevant to occupancy rules / criteria are located on pages 11-14 that include:

- Screening Applicants & Criteria
- Screening Criminal History
- Sexual Offender Zero Tolerance Policy
- Screening Credit History
- Verification Of Eligibility

When you review each section of our Tenant Selection Plan, one can understand how RLJ Management Co., Inc. keeps our more than 3,600 units at 97% occupancy. Good tenant profiles and good residents, make good neighbors. As you are aware, when utilizing housing tax credits funded by Illinois Housing Development Authority, additional rules and regulations must be followed to remain in compliance. It is important to Buckeye to provide the most competitive and high quality rental option in the Village, and we firmly believe the Reserve exceeds these expectations.

For your review and dissemination, we have also included a few similar properties. BCHF does not have a similar property in the portfolio that matches the high quality design presented to the planning commission last week. In fact, this development is what is commonly called, "Design Built". This means, our entire team has worked together to meet local, state, and federal rules / codes, but formulated the building envelope to fit on the site. It is unique, so our examples will not exactly mimic the style.

As part of our specifications, the Reserve will also incorporate the following security features:

- All exterior entrances will be locked for resident access only
- All unit doors will be steel with high quality dead bolt locks
- Each floor will be monitored by video cameras
- All access doors will be monitored by video cameras
- The parking areas will be monitored with cameras
- The general grounds will be monitored with video cameras



As a future property owner in the Village, we are excited to offer an affordable and high quality housing option for residents who live and work within Tinley Park. I hope this additional information is helpful as you field questions within the community. Please call with questions at your convenience.

Sincerely,



David F. Petroni  
Vice President

Attachments:      Tinley Park RLJ Tenant Selection Plan  
                             General sample product and references

Cc:                     Amy Connolly, Tinley Park Director of Planning

# Tenant Selection Plan for Low Income Housing Tax Credit

|                                  |   |
|----------------------------------|---|
| <b>PROPERTY NAME</b>             | The Reserve At Tinley Park                    |
| <b>PROPERTY<br/>CONTACT NAME</b> |   |
| <b>ADDRESS</b>                   | Corner of 183 <sup>rd</sup> and Oak Park Ave, |
| <b>CITY, STATE , ZIP</b>         | Village of Tinley Park, IL                    |
| <b>PHONE</b>                     |   |
| <b>FAX</b>                       |   |





### **The Purpose of the Tenant Selection Plan**

The Tenant Selection Plan is to help ensure that residents are selected for occupancy in accordance with LIHTC requirements. Below is an alphabetized index of topics that are established management policies and procedures that comply with the LIHTC requirements.

## **INDEX:**

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## PROGRAM & PROJECT ELIGIBILITY

Program eligibility determines whether applicants are eligible to receive assistance. Applicants and residents must meet the following requirements to be eligible for occupancy and housing assistance.

- The family's annual income must not exceed program income limits.
- Proof of Social Security numbers for all household members must be provided within 90 days of the date of your application.
- The unit for which the family is applying must be the family's only residence.
- An applicant must agree to pay the rent required by the program.
- Applicants must meet the requirements under the Student Rule.
- All information reported by the family is subject to verification.
- Various subsidy or insurance programs may impose additional occupancy restrictions.
- Students who are the head or co-head of a household are eligible for assistance if they meet the U.S. Department of Education's definition of an independent student.

### **Project Eligibility**

Project eligibility establishes whether applicants are eligible to reside in a specific property to which they have applied. The property you have applied at is described below:

### **Type of Property**

|       |
|-------|
| LIHTC |
|-------|

### **Household/Resident Type**

Individual programs often serve more than one resident population. However, individual properties may not. The property you have applied at is described below:

|              |  |
|--------------|--|
| Multi-Family |  |
|              |  |

## INCOME LIMITS

LIHTC requires that properties incorporate the most recently published income limits when determining eligibility. Income limits are updated annually, usually around February. For this property, qualified applicant households must meet the following income limit requirements.

Please see attached chart.



## OCCUPANCY STANDARDS

Occupancy standards serve to prevent the over or underutilization of units that can result in an inefficient use of housing assistance. Occupancy standards also ensure that residents are treated fairly and consistently and receive adequate housing space.

It is the policy of RLJ Management, Inc. that at move in, no more than two people may share a bedroom.

| Number of Bedrooms | Min. # Household Members | Max. # of Household Members |
|--------------------|--------------------------|-----------------------------|
| 1                  | 1                        | 2                           |
| 2                  | 2                        | 4                           |
| 3                  | 3                        | 6                           |
| 4                  | 4                        | 8                           |

Applicants that qualify for more than one unit size are given the opportunity to choose the unit size they prefer when added to the waiting list.

## SECTION 504 REHABILITATION ACT & REASONABLE ACCOMODATIONS

### **Section 504 of the Rehabilitation Act of 1973**

The Act prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Although Section 504 often overlaps with the disability discrimination prohibitions of the Fair Housing Act, it differs in that it also imposes broader affirmative obligations on owner/agents to make their programs as a whole, accessible to persons with disabilities.

These obligations include the following:

- Making and paying for reasonable structural modifications to units and/or common areas that are needed by applicants and residents with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens;
- Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order;
- Providing auxiliary aids and services necessary for effective communication with persons with disabilities;
- Performing a self-evaluation of the program and policies to ensure that they do not discriminate based on disability.
- Developing a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements; and
- Operating programs in the most integrated setting appropriate to the needs of qualified individuals with disabilities.



## SECTION 504 REHABILITATION ACT & REASONABLE ACCOMODATIONS

To ensure equal treatment of all disabled applicants or residents that may wish to make a reasonable accommodation or modification of the existing premises or policy, all such requests are to be initially referred to the property manager. The property managers will then meet with the applicant or resident and discuss the proposed accommodation/modification and explain what information is required on the written request for permission.

Once the applicant or resident's written request for permission to make an accommodation or modification is submitted to the property manager, it will be forwarded to the 504 Coordinator for discussion about what items will be required for a final approval agreement between the applicant/resident and the landlord.

RLJ Management Inc., has designated one person for the property to coordinate efforts to comply with Section 504 requirements. This person is referred to as the Section 504 Coordinator: **Name of Section 504 Coordinator: TBD**

## FAIR HOUSING AND CIVIL RIGHTS ACT

Title VI of the Civil Rights Act of 1964 and the Fair Housing Act of 1988, makes it unlawful to refuse to rent or sell or refuse to negotiate for the rental or sale of or otherwise make available or deny a dwelling to any person because of race, color, age, religion, sex, national origin, familial status or handicap. Management is pledged to the letter of said policy for the achievement of equal housing for all. Management will make reasonable accommodations for individuals with handicaps/disabilities during the application process as needed. Such accommodations may include changes in the method of completing the application and/or other services.

### Privacy Policy

It is the policy of management to guard the privacy of individuals as per the Federal Privacy Act of 1974, and to ensure the protection of such individual's records maintained by management.

## LANGUAGE ACCESS PLAN FOR L.E.P.

Our Language Access Plan will be executed by identifying our Limited English proficient (LEP) populations in all owned and managed portfolios operated by RLJ Management Co., Inc. Our goals are to identify our L.E.P by language needs, develop affirmative fair housing marketing plans accordingly, provide L.E.P sensitivity training to staff when assisting L.E.P customers, provide oral or written interpreter/translation services, and monitor and update our Language Access Plan to ensure continued compliance and equal delivery of services to all L.E.P populations in our service areas.

## STUDENT RULE

Students include those attending public or private elementary schools, middle or junior high schools, senior high schools, colleges, universities, technical, trade, or mechanical schools, but does not include those attending on-the-job training courses or those pursuing a GED.

Household contains at least one occupant who is not a student, has not been a student, and will not be a student for five or more months during the current and/or upcoming calendar year (months need not be consecutive).



Household contains all students, but is qualified because the following occupant(s) is/are a part-time student(s). Documentation of part time student status is required for at least one member of the household.

Household contains all full-time students for five or more months during the current and/or upcoming calendar year (months need not be consecutive). Must meet one of the following exemptions:

- Receiving assistance under Title IV of the Social Security Act - (e.g.TANF)
- Previously under the care and placement responsibility of the local county children services agency (i.e. foster care)
- Enrolled in a government-sponsored job-training program
- A single parent household with at least one dependent child. The parent is not the dependent of another individual and the child is only a dependent of the resident or the other non-resident parent.
- Married and eligible to file a joint income tax return

*Households composed entirely of full-time student that are income eligible and satisfy one or more of the above conditions are considered eligible. If exemptions 1-5 above are considered NO, or verification does not support the exemption indicated, the household is considered an ineligible student household.*

## **VIOLENCE AGAINST WOMENS ACT (VAWA)**

Under the Violence Against Women Act (VAWA), the Department of Justice Reauthorization Act of 2005, Public Law 109-162, offers the following protections against eviction or denial of housing based on domestic violence, dating violence or stalking.

- An applicant's status as a victim of domestic violence, dating violence or stalking is not a basis for denial of rental assistance or for the denial of admission, if the applicant otherwise qualifies for assistance or admission.
- The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.
- The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.
- The Landlord may request in writing that the victim or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

## **CITIZENSHIP AND IMMIGRATION STATUS**

By law, only U.S. citizens and eligible non-citizens may benefit from LIHTC. Compliance with these rules ensures that only eligible families receive. These requirements apply to families making application to the property, families on the waiting list, and tenants. This paragraph



describes the procedures we must use to determine applicant eligibility based on citizenship/immigration status.

- Housing is restricted to the following:
  - U.S. citizens or nationals; and non-citizens who have eligible immigration status.

All applicants for assistance must and will be given notice of the requirement to submit evidence of citizenship or eligible immigration status at the time of application.

All family members, regardless of age, must declare their citizenship or immigration status.

Non-citizens (except those age 62 and older) must sign a Verification Consent Form and submit documentation of their status or sign a declaration that they do not claim to have eligible status. Non-citizens age 62 and older must sign a declaration of eligible immigration status and provide a proof of age document. U.S. citizens must sign a declaration of citizenship. A mixed family with one or more ineligible family members may receive prorated assistance, continued assistance, or a temporary deferral of termination of assistance.

Applicants who hold a non-citizen student visa are ineligible, as are any non-citizen family members living with the student. Non-citizen students and their non-citizen families. Non-citizen students are not eligible for continuation of prorated or temporary deferral of termination.

A non-citizen student is defined as an individual who is as follows:

1. A resident of another Country to which the individual intends to return;
2. A bona fide student pursuing a course of study in the United States; and
3. A person admitted to the United States solely for the purpose of pursuing a course of study as indicated on an F-1 or M-1 student visa.

This prohibition applies to the non-citizen student's non-citizen spouse and children. However, spouses and children who are citizens may receive assistance. For example, a family that includes a non-citizen student married to a U.S. citizen is a mixed family.

### **Administrative Restrictions on Assistance to Non-Citizens**

Management is responsible for administering the restriction to non-citizens in accordance with regulations. When administering the restriction, we must treat all applicants equally, applying the same non-citizen rule procedures without regard to race, color, national origin, sex, religion, disability, or familial status, and must comply with the nondiscrimination requirements.

### **Reviewing a Family's Citizenship/Immigration Status**

We generally consider citizenship/immigration status once for each family, but will do so more frequently if immigration status or family composition is likely to change (e.g., when a family member applies for a change in immigration status)

We determine the applicant's citizenship or immigration status during the initial eligibility determination, prior to move-in.

As part of the annual recertification process, we must determine the citizenship/immigration status of tenants from whom we have not previously collected the proper documentation or whose documentation suggested that their status was likely to change.

If the status of a family member in a mixed family changes from ineligible to eligible, the family





may request an interim recertification.

The required evidence of citizenship/immigration status for any new family member must be submitted at the first interim or regular recertification after the person moves to the unit.

Although the extension period may not exceed 30 days, we may establish a shorter extension period based on the circumstances of the individual case.

We must inform the applicant in writing if an extension request is granted or denied. If the request is granted, we must include the new deadline for submitting the documentation. If the request is denied, we must state the reasons for the denial in the written response. When granting or rejecting extensions, we must treat applicants consistently.

We must deny assistance to an applicant upon the occurrence of any of the following:

1. The applicant fails to submit evidence of citizenship (i.e., the declaration) and eligible immigration status by the date specified.
2. The applicant submits evidence of citizenship and eligible immigration status on a timely basis, but DHS primary and secondary documentation does not verify eligible immigration status of a family member; and
3. The family does not pursue a DHS appeal or informal hearing rights;
4. The family pursues a DHS appeal and informal hearing, but the final decision is against the family member.

## **SOCIAL SECURITY NUMBER DISCLOSURE**

**ALL** household members, and any new household members added to a lease must provide

- The complete and accurate SSN assigned to each member of the applicant's household and
- Documentation necessary to prove that the Social Security Number is accurate (verification)

**Waived from Disclosure:** For eligibility purposes, the requirement to disclose a Social Security Number is waived if no Social Security Number has been assigned and:

- **62 or older as of January 3, 2010** – household member is 62 or over as of January 31, 2010 and eligibility determination started **before** January 31, 2010
- **Ineligible non-citizen**- if household member is an ineligible non citizen, this household member does not qualify for assistance therefore household assistance will be prorated.

**90 Days to Disclose:** If a household member is under the age of six, *and does not have a Social Security Number*, the applicant household will have 90 days to provide the Social Security Number and adequate documentation that the Social Security Number is accurate. Under certain circumstances, the owner/agent may provide an additional 90 days to allow the resident to obtain Social Security Number information.

**Denial for Non-Disclosure:** The owner/agent may deny housing, in accordance with the provisions governing the program, if the assistance applicant does not meet the applicable SSN disclosure, documentation, and verification requirements.

**SSN Fraud:** If the applicant/resident deliberately provides an inaccurate Social Security



Number, the owner/agent may pursue additional penalties due to attempted fraud.

## **SINGLE RESIDENCE CRITERIA**

A household is eligible for housing if the unit will be the household's only residence. This rule is meant to ensure that the affordable housing is for only one unit for a household and provides housing to as many eligible households as possible.

## **APPLICATION PROCEDURES**

Applications are taken on \_\_\_\_\_ from \_\_\_\_\_ with the office being closed one hour during the day for lunch. Other times are available by appointment. All applications are to be completed in the office to ensure accuracy of information, and that all forms are signed and dated by all adult members of the household. Owners may also send out and receive applications by mail to accommodate persons with disabilities, who, as a result of their disabilities, cannot complete the application in the office. Applications are taken on a first-come, first-serve basis and placed on our waiting list based on the date and time of application.

## **WAIT LIST- OPENING & CLOSING**

The Waiting List for this property will remain open at all times to give all applicants the opportunity for housing.

## **WAIT LIST- SELECTING APPLICANTS**

Applications are processed in advance of available units to allow applicants to prepare for moving. You will be notified when your name has reached the top 5 of the waiting list to further process your application. We will notify you first by phone. If we are unable to contact you by phone, we will mail you a letter notifying you that you must contact the management office within ten (10) days to begin processing of your application. *If you do not respond within the 10 days, your application will be removed from the Waiting List.* Applicants are housed based on their date and time of application.

Please note that it is our policy to conduct in-house transfers prior to housing applicants from our waiting list. Refer to the Unit Transfer section of the Tenant Selection Plan.

## **WAIT LIST – UPATING & REMOVAL**

### **Updating Wait list**

The waiting list will be updated on a quarterly basis. Each applicant will be mailed a letter asking that they contact the property within twenty on (21) days to verify their continued interest. Applicants that do not respond within the specified time frame, or who respond that they are no longer interested will be removed from the waiting list. If the letter is unable to be delivered by the United States Postal Service, the application will be deemed ineligible and removed from the waiting list.

Applicants on the waiting list must contact the property, in writing, if any information on the application changes (i.e. address, phone number, number of household members, number of future household members, income). If the household composition changes, a decision will be



made as to whether the household needs the same or different unit size. If a determination is made that the household qualifies for more than one unit size the applicant will be given the opportunity to choose which unit size they prefer.

If as a result of the household composition change, it is determined that the household will be on the waiting list for a different size unit than originally indicated, the household will be added to the bottom of the waiting list for the new unit size.

### **Removal of applicants from Wait List**

The property manager must document removal of any names from the waiting list with the date and time of the removal.

The property manager will remove an applicant's name from the waiting list when:

- Applicant requests that the household be removed
- Applicant fails to keep application information up to date based on the requirements described in this plan
- Applicant was advised, in writing, of the requirement to tell the property manager of his/her continued interest in housing by a particular time and failed to do so.
- Letters sent to the head of household are unable to be delivered by the U.S. Postal Service.

If an applicant is removed from the list, and subsequently the property manager determines that an error was made in removing the applicant, the applicant will be reinstated at the original place on the waiting list.

If an applicant is removed from the waiting list and later, the applicant household feels that they are now qualified for assistance/tenancy, the applicant household must submit a new application. The application will be placed on the waiting list as of the date and time it has been filled out at the property office.

## **WAIT LIST PREFERENCES**

Our policy is to give preference on the wait list to existing tenants waiting on transfers, applicants displaced by government actions, or applicants displaced by disaster.

### **Existing Tenant Transfers**

Existing residents who have submitted a request for a unit transfer are given preference on the waiting list. Refer to the Unit Transfer section of the Tenant Selection Plan.

### **Displacement by Government Action**

Verification from a unit or agency of government that an applicant has been or will be displaced by activity carried on by an agency of the United State or by any State or local government body or agency in connection with code enforcement or a public improvement or development program is required at the time of application.

### **Displacement by Disaster**

Verification from a unit or agency of government that an applicant has been or will be displaced as a result of a presidentially declared disaster that results in the uninhabitable of an applicant's unit is required at the time of application.



## SCREENING APPLICANTS & CRITERIA

All applicants for housing will be screened according to the criteria set forth in the Admission Standards. These criteria are:

1. Past performance in meeting financial obligations, especially rent;
2. Bad record of residency such as destruction of property, disturbance to neighbors, poor housekeeping habits;
3. Involvement in criminal activities, including but not limited to felonies, in the past 60 months;
4. Record of evictions or terminations from housing programs & private landlords;
4. Applicants ability and willingness to comply with the lease;
5. An applicant's misrepresentation of any information related to eligibility, income, household composition, previous landlords etc.; and
6. Applicants must be of legal age to enter a lease.

## SCREENING CRIMINAL HISTORY

Criminal history reports will be investigated for each applicant household member 18 years of age or older. Screening for criminal offenses will be subject to denial, if they are related to SEXUAL OFFENSES, DRUGS and VIOLENCE. HUD has established standards that prohibit admission of:

- **Evicted for Drugs:** Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity.
- **Use of Illegal Drugs:** A household in which any member is currently engaged in illegal use of drugs or for which the owner/agent has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
- **Sexual Offender:** Any household member who is subject to any state sexual offender registration requirement will be denied admission.
- **Violence & Violent Crime:** You or any member of your household that have a history of violence against other persons. Or if at any time, you or any member of your household has been convicted of a crime using a weapon against another individual.
- **Alcoholism Behavior:** Any household member's behavior, from alcoholism abuse that may has lead to violent or offensive behavior and/or crime that will interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on alcoholism behavior, not a medically diagnosed condition of alcoholism or alcohol abuse.
- **Felony Conviction:** If in the last seven years, you or any member of your household have a felony conviction for any type of crime that is less than 7 years old will be subject to denial.
- **Misdemeanor Conviction:** if you or any member of your household has a misdemeanor conviction or are a habitual offender with misdemeanor convictions that relate to sexual offenses, drugs or violence, you will be subject to denial. *Example but not limited to: public intoxication, disorderly conduct, menacing, soliciting prostitution, vandalism.*
- **Criminal Offense against Employees & Property:** If at any time, you have committed other criminal activity that would threaten the health, safety of the owner, or any employee, contractor, subcontractor or agent of the owner who is involved in housing operations or the vandalism and destruction of property.



## SEXUAL OFFENDER ZERO TOLERANCE POLICY

In accordance with HUD regulations a zero tolerance policy is in effect to prevent lifetime sex offenders from receiving federal housing assistance. Current regulatory requirements include the screening of new applicants and existing tenants for any sexual offenses and lifetime registration of any state sex offender list.

- **Property Management:** will conduct criminal background screening with RLJ credit/criminal background screening system that retrieves data. They will confirm any sexual offense violations and enforce our policy. Termination of tenancy will be aggressively pursued to ensure the highest level of public safety in federally assisted housing.
- **Current Tenants:** At annual recertification's all current tenants will be required to self certify if they or any of their household members is subject to a lifetime state sex offender registration program in any state. Tenants will be informed at recertification that screenings of sexual offender registration lists will be conducted according to HUD regulations.
- **Applicants:** applicants will self certify on their application if they or any of their household members is subject to a lifetime state sex offender registration program in any state. Any applicant and their household members who is a registered sex offender will be denied housing and their application rejected.

## SCREENING CREDIT HISTORY

A credit report will be made for head of household/co-head. The purpose of reviewing an applicant's credit history is to determine how well applicants meet their financial obligations. The applicant's entire credit history is reviewed. Please note that lack of a credit history is not considered poor credit. The following areas will be screened according to criteria:

- **Credit Screening:**  
Credit screening is completed by an outside company. Rental delinquencies, utility delinquencies, bankruptcy, etc. will be taken into consideration. If an applicant is demonstrates a poor credit history, the application will be rejected.
- **Rental History:**  
All applicants must provide current and previous landlord information. This information will be used to verify applicant's ability to pay rent and adhere to a lease. If an applicant has a unfavorable landlord reference or has a public record of eviction for nonpayment of rent or failure to adhere to a lease, they will be subject to denial. If any member of the applicant household has been evicted from any property owned or managed by RLJ Management, Inc., that applicant household will be rejected.
- **Reasonable Accommodations to Screening**  
Owners may consider extenuating circumstances in evaluating information obtained during the screening process to assist in determining the acceptability of an applicant for tenancy. If the applicant is a person with disabilities, the owner must consider extenuating circumstances where this would be required as a matter of reasonable accommodation.
- **Failed to pass screening:**  
Any applicants who did not pass our screening criteria may appeal the rejection notice. Applicants are advised to follow the instructions on their rejection letter to call the Property Manager to request reconsideration. All reconsiderations will be sent to the District Manager for a determination upon review of information given by the applicant



and any third party verifications obtained.

## VERIFICATION OF ELIGIBILITY

Information needed to determine applicant eligibility shall be obtained, verified, and the determination of applicant eligibility performed, in accordance with HUD and property eligibility requirements.

### **Preliminary Eligibility**

The property manager will make a preliminary eligibility determination when placing a household on the waiting list or initiating final eligibility tasks. Once the applicant comes to the top of the waiting list, the application will be reviewed to ensure that there are no obvious factors that would make the applicant ineligible. If information on the application indicates that the applicant household does not meet the eligibility and/or screening requirements, the household will be rejected.

### **Final Eligibility**

If there is no information on the application that would deem the applicant household ineligible, then a criminal background check will be performed. Criminal background must be checked to reveal any previous criminal activity that would deem the household ineligible.

If the application review and the criminal background do not reveal information that would deem the applicant household ineligible, a credit check will be performed to see if the household meets the property credit screening criteria. If the applicant does not meet the credit screening criteria, the household will be rejected.

If the applicant household successfully passes the criminal and credit checks, verification of the following will commence: Verification of assets, income and expenses.

## VERIFICATION METHODS

The property manager shall obtain verifications in compliance with requirements set forth in the HUD Handbook 4350.3. After the preliminary eligibility determination, no decision to accept or reject an application shall be made until information provided on the application form and during subsequent interviews has been collected and any necessary follow-up interviews have been performed.

All information relative to the following items must be verified as described in these procedures.

The following information will be verified on all applicants

- Eligibility for admission
- Allowances
- Compliance with Resident Screening Criteria
- Special program requirements
- The need for an accessible unit

Verifications will be attempted in the following order:

- Third-party written
- Third-party oral with a record kept in the file
- Copies of third party documents provided by the household (i.e. Social Security or agency printout, award letter, pay stubs, bank statements, pharmacy printouts, payment book stubs for medical insurance premiums, etc.)
- In the absence of any of the above, affidavits from the household





Each file will be documented, when appropriate, to show that the property staff attempted to obtain third-party written documentation before relying on some less acceptable form of information.

### **Sources of Information:**

Sources of information to be checked may include, but are not limited to

- The applicant by means of interviews
- Present and former housing providers/landlords
- Credit checks and management record services, etc.

### **Forms of Verification**

Documentations required as part of the verification process, may include, but are not limited to:

- Checklists completed as part of the interview process and signed by the applicant
- Verification forms completed and signed by third parties
- Reports of interviews, etc.

At a minimum, such reports will indicate the date and time of the conversation, source of the information, name and job title of the individual contacted, and a written summary of the information received.

Management staff will be the final judge of the credibility of any verification submitted by an applicant. If the staff considers documentation to be doubtful, it will be reviewed by management staff who will make a ruling about its acceptability. Management staff will continue to pursue credible documentation until it is obtained or the applicant is rejected for failing to produce it.

### **Period for Verification**

Only verified information that is less than 120 days old may be used for verification or recertification. Verified information not subject to change (such as a person's date of birth) need not be re-verified.

### **Verifying the need for an Accessible Unit**

When an applicant requests an accessible unit, the property manager will conduct inquiries to:

- Verify that the applicant is qualified for the unit, which is only available to persons with a disability or to persons with a particular type of disability. For example, an applicant with a physical disability who uses a wheelchair may not be eligible for a unit that is specifically designed and intended for a person with a visual disability.

Verify that the applicant needs the features of the unit as an accommodation to his or her disability.

## **VERIFICATION CONSENT AND REFUSAL TO SIGN**

All adult members of a household must sign consent forms and, as necessary, verification documents, so that the property manager can verify sources of household income and household size. The property manager must consider a household ineligible if the adult members refuse to sign applicable consent and verification forms.

Each household member age 18 and older and each household head, spouse or co-head regardless of age must sign the following forms:

- Applicant's/Resident's Consent to the Release of Information.
- Verification by Owners of Information Supplied by Individuals who apply for Housing.



All adults must sign the forms regardless of whether they report income. All adult members of an applicant or resident household must sign individual verification forms, authorizing the property manager to verify household income and other applicable eligibility factors (e.g., disability status). Consent and verification forms protect the rights and privacy of Residents and applicants by allowing them to have control over any information collected about them.

### **Provisions for Refusal to Sign**

If the applicant or any adult member of the applicant's household, does not sign and submit the consent forms as required in 24 CFR 5.230, the property manager must deny admission to the applicant.

## **REJECTIONS & RECONSIDERATION PROCEDURES**

### **Rejecting Ineligible or Unqualified Applicants**

The property complies with applicant rejection requirements set forth in the HUD Handbook 4350.3. Management reserves the right to reject applicants for admission if it is determined that the applicant or any member of the household falls within any one or more of the following categories:

- Failure to meet the HUD indicated eligibility requirements for the assistance program.
- Refusal to sign appropriate verification documents
- Misrepresentation: Willful or serious misrepresentation is the application procedure for the unit or certification process for any government assisted dwelling unit.
- Failure to respond to management inquiries for additional information during the application process.
- Failure to meet the minimum credit score.
- Criminal history.
- Unsatisfactory landlord reference, if applicable

The property manager will promptly notify the applicant, in writing, of the denial of admission or assistance. The result of the eligibility determination will be sent to the head of household, as indicated on the application, via First Class Mail.

### **Rejection Notice will include:**

- The specifically stated reason(s) for the rejection, and
- The applicant's right to respond to the property manager in writing (or in an equally effective format) or request a meeting within fourteen (14) days to dispute the rejection.
- That persons with disabilities have the right to request reasonable accommodations to participate in an informal hearing.
- The 800 number to contact The Credit Reporting Agency to obtain a free copy of their credit report.

After an initial rejection, applicants have the right to request an appeal. Management will follow the grievance process in compliance with the requirements set for in the HUD handbook 4350.3.

The process of requesting an appeal is known as a Request For Reconsideration. Applicants must first make a request in writing, provide an explanation for reconsideration and submit request to the site manager. Applicants are strongly advised to call the 800 number listed on the initial rejection notice to obtain a free copy of their credit report, before a reconsideration interview is conducted.



The District Property Manager who was not involved in the initial decision to deny admission or assistance will conduct a telephone interview with the applicant to discuss the applicant's rejection and letter of request for reconsideration.

During the reconsideration interview, applicants will be asked to explain derogatory accounts, public records, civil judgments, or any criminal offenses as listed on their credit/criminal reports. Applicants may also be asked to provide additional documentation to justify their statements and be subject to certain conditions for a final approval. The process of Reconsideration does not guarantee an approval and the owner reserves the right to uphold an initial rejection.

Reconsideration final approvals will be given within five (5) business days of the telephone interview, compliance personnel will advise the applicant in writing of the final decision on eligibility and will not disclose that decision on the phone during the interview process.

Applicants must provide a working telephone number for contact with time of availability to call. Three attempts will be made to conduct a phone interview. If applicant is not available after those attempts an “unable to contact” notice will be issued. Applicants will then be given (5) five business days to contact the District Property Manager for reconsideration interview. Failure to contact after such notice will result in a decision to “uphold initial rejection” and the reconsideration will be null and void and the file closed. Rejected applicants will then have to reapply at a later date to be processed again.

## FRAUD POLICY

Any information provided by the applicant that verification proves to be untrue may be used to disqualify the applicant for admission on the basis of attempted fraud. Unintentional errors that do not cause preferential treatment will not be used as a basis to reject applicants

## TRANSFER POLICY & PROCEDURES

Unit transfers will only be approved under the following (2) conditions:

- **Change in Family Composition-** increase in family members requiring additional room, or decrease in family members and market/waiting list demands require vacating an under housed unit.
- **Reasonable Accommodation** - a household member's disability certified by a doctor. For example, a resident with a physical disability might need a transfer to an accessible unit, or a unit on the ground floor, or a larger unit to accommodate a live-in aide. In these cases, these households will be added to the waiting list and listed with an existing resident preference and housed **first**, to other applicants on the waiting list. This “preference” is non-transferable to any other RLJ property and will only be enforced within the apartment community the application was intended for. If a tenant household is being moved to a different unit as a reasonable accommodation for a household member's disability, then the owner must pay for the move unless doing so would constitute an undue financial and administrative burden.
- **Unit Transfer Request & Approvals-**Tenant must place a completed application for transfer at the management office. Prior to transfer approval, tenant must meet the following criteria:
  - 30 day notice to move in writing submitted to management
  - Proof of ability to establish utility
  - Met occupancy standard requirements for larger, smaller or ADA unit



- Met obligations of one year lease and in good standing with no account balances
- No more than 3 lease violations in prior year, passed unit inspections with no damages
- New Rental Application and lease is required
- New TIC and first months rent properly prorated.

### **Unit Transfer Wait List:**

Upon approval of a unit transfer, existing residents will have preference over applicants on the waiting list, unless the current number of vacancies at the property is creating an undue financial burden on the property. A unit transfer waiting list will be kept in order of date and time of request. As apartments become available, the unit transfer list will be utilized first prior to going to the regular waiting list.

### **Unit Transfer and Security Deposit**

Security deposit is transferable to a new unit upon approval of a unit transfer.

## **SECURITY DEPOSIT**

The property manager must collect a security deposit at the time of move-in/ initial lease execution. The amount of security deposit established at move-in does not change when a resident's rent changes. The property manager will comply with any applicable state and local laws governing the security deposit. The resident is expected to pay the security deposit from his/her own resources, and/or other public or private resources.

### **Security Deposits At Move In:**

Security deposit and First Month's Rent must be paid in the form of money order or certified bank check only. After the security deposit and first month's rent are paid the resident may then begin using personal checks.

**Security Deposit At Move Out:** Security deposit is reimbursable and is issued upon vacating a unit with proper 30 day notification. Any charge backs for rents owed, or damages to property will be applied accordingly. Security Deposit reimbursements will be dispersed within 30 days of an official move-out. The amount reimbursed will be paid by check and made out to the resident or individual designated by the resident.

## **INSPECTIONS**

### **Move In Inspection:**

All apartments must undergo a move-in inspection by the property manager. These inspections include not only interior but also exterior inspections. The move-in inspection is an opportunity to familiarize the resident with the property and the unit, as well as to document its current condition.

### **Move Out Inspection:**

Upon the unit being vacated by the resident, the property manager will perform a move-out inspection to ensure there are no damages to the unit. The property manager will list the damages on the move-out inspection form and compare it with the move-in inspection form to determine if the damage is reasonable wear and tear or excessive damage. The resident will be given prior notice of the move-out inspection and be allowed to accompany the property manager if the resident chooses.



**Periodic Inspection:**

In addition, the property manager will conduct unit inspections to determine that appliances and equipment are in good working order. Service requests will be made for anything requiring repair. Also the unit inspection ensures that the resident is keeping the unit in a clean and sanitary condition.

Owner/Agent or its authorized contractor(s) has the right to inspect the unit and the entire property. These inspections assure that the owners are fulfilling their obligations under the regulatory agreements and/or subsidy contract and that the resident is provided with decent, safe, and sanitary housing.

**CHANGES IN FAMILY COMPOSITION**

Management must approve change of family composition and screen any new person requesting to be added to the household. Anyone age 18 or older must complete an application **before** he/she moves into the unit. The proposed new household member will be considered an applicant and must pass the screening for criminal history.

**Live In Aides Added to Lease**

The policy applies to live-in aides as well. Resident selection criteria will also be applied to live-in aides, except for the criteria regarding credit performance or the ability to pay rent on time because live-in aides are not responsible for rental payments. However, live-in aides must meet other screening criteria established by management. Income and/or allowances received by live-in aides will not be considered.

**Newborn**

Information about newborn household members must be provided to management within 14 days of the birth of a child

**CHANGES TO TENANT SELECTION PLAN**

Applicants will be notified in writing when the Tenant Selection Plan undergoes significant change. At that time, applicants will be:

- Given an opportunity to review the new plan
- Notified of changes to preferences
- Asked if they wish to remain on the waiting list

If an applicant household does not respond, that household will be deemed ineligible and removed from the waiting list. The current resident selection plan, in place at the time of final eligibility determination, will be used to determine eligibility.



# The Reserve at Tinley Park

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## **GREEN BUILDING DESIGN FEATURES**

(Ref ICC 700-2012 National Green Building Standard)

1. Site Design Features
  - a. Walkways, street crossings and entrances designed to promote pedestrian activity.
  - b. Bicycle use is promoted and storage facility is incorporated into building.
  - c. Landscape plan is provided and construction activities will minimize the length of time soils will be exposed.
  - d. Sediment and erosion controls are installed and maintained in accordance with storm water pollution prevention plan.
  - e. Facilities that minimize concentrated flows and simulate flows found in natural hydrology by the use of vegetative swales and similar infiltration techniques are used.
  - f. Parking capacity does not exceed minimum required parking capacity.
2. Resource Efficiency
  - a. Design and construction practices that minimize the environmental impact of the building materials will be incorporated, environmentally efficient building systems and materials will be incorporated, and waste generated during construction is reduced.
  - b. Design and construction practices will be implemented that enhance the durability of materials and reduce in-service maintenance.
3. Energy Efficiency
  - a. Third party review will be conducted to verify design and compliance with energy efficiency requirements.
  - b. Heating and cooling systems will be sized according to heating and cooling loads calculated using applicable standards.
  - c. Duct systems will be sealed as required by applicable standards and tested for conformance.
  - d. The building envelope and shafts will be insulated and air sealed in accordance with NGBS requirements.
  - e. Windows and exterior doors will be Energy Star rated and will exceed the U-factor requirements of the energy code.
  - f. The building will utilize mass wall construction that enhances the buildings ability to retain and release heat when needed.
  - g. Energy Star appliances will be used throughout.
  - h. A renewable energy source will be incorporated using solar voltaic panels to supply building common areas with power and lighting.
4. Water Efficiency
  - a. Energy Star water conserving appliances will be installed.
  - b. Water-efficient toilets, faucets and shower heads will be installed that comply with NGBS flow rates
5. Indoor Environmental Quality
  - a. Pollutant sources will be controlled by specifying low-VOC paints, adhesives and sealants.



## The Reserve at Tinley Park

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- b. Pollutants generated in the building will be controlled by providing venting of bathrooms, clothes dryers and kitchen exhausts to the outdoors.
  - c. Moisture and moisture effects will be controlled by incorporating damp proofing materials, backing materials behind tiles surfaces, insulation on water lines, etc.
- 6. Operation, Maintenance, and Building Owner Education
  - a. Continued maintenance of the building's systems and equipment is essential to realize long term benefits of green building practices. The building's maintenance staff is to be provided with manuals and instructions on proper operation and maintenance of all building .