

**VILLAGE BOARD  
COMMITTEE OF THE WHOLE MEETING**

**FEBRUARY 24, 2014  
IMMEDIATELY FOLLOWING THE VILLAGE BOARD MEETING  
(APPROXIMATELY 7:00 PM)**

**LEMONT VILLAGE HALL  
418 MAIN ST.  
LEMONT, IL 60439**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. UNFINISHED BUSINESS**
- IV. DISCUSSION ITEMS**
  - A. CAPITAL IMPROVEMENT BUDGET DISCUSSION  
(ADMIN./FINANCE)(REAVES/SNIEGOWSKI)(SCHAFFER/SMITH)**
  - B. LEMONT 2030 - COMPREHENSIVE PLAN UPDATE – HOUSING & ECONOMIC  
PROSPERITY ELEMENT SECTIONS  
(PLANNING &ED)(STAPLETON)(JONES)**
  - C. SPECIAL EVENT PERMIT POLICIES & PROCEDURES DISCUSSION  
(PLANNING &ED/BUILDING)(STAPLETON)(JONES/LACHAPPELL)**
- V. NEW BUSINESS**
- VI. AUDIENCE PARTICIPATION**
- VII. MOTION TO ENTER EXECUTIVE SESSION**
- VIII. ADJOURN**

**Village Board  
Agenda Memorandum**

Item #

---

to: Mayor & Village Board  
from: George J. Schafer, Village Administrator  
Chris Smith, Finance Director  
Subject: Discussion of Capital Improvement Budget  
date: February 21, 2014

**BACKGROUND/HISTORY**

Staff has been going through the process of establishing the FY 2014-15 Capital and Operational Budget. As part of the process, there will be multiple meetings with the Committee of the Whole and Finance Committee to compile the FY 2014-15 budget, which will also include a 5 year capital plan. The steps listed below

During the February 10<sup>th</sup> Committee of the Whole Meeting several proposed capital projects were discussed. Due to time constraints, the Committee did not get a chance to review the entire presentation. For the Committee of the Whole Meeting on February 24th, staff will be leading the continued discussion of capital projects and looking for feedback on the desired projects for the coming year(s). The Budget calendar is listed below including completed and anticipated steps.

**Completed**

Week of 11/4/13 –	Dept Kick-off of CIP Process
Week of 12/9/13-	Dept Kick-off of Operational Budget Process
Week of 1/13 –	Staff Meeting Held to Discuss Requested Capital Projects
Week of 1/13 and 1/20 –	Department Operational Budget Meetings
2/10/14 COW Meeting-	Committee of the Whole Meeting Financial Trends and Begin Capital Discussion

## Anticipated

2/24/14 COW Meeting-	Committee of the Whole to Finalize Capital Project Prioritization
Week of 2/24 & 3/3-	Finance Committee Meetings with Board Liaisons
3/10/14 VB Meeting-	Conduct 1 <sup>st</sup> Budget Public Hearing. Draft budget made available prior to meeting.
3/17/14 COW Meeting-	Committee of the Whole Discussion with presentation of Operational Budget and Capital Improvement Plan
3/24/14 VB Meeting	Conduct 2 <sup>nd</sup> Budget Public Hearing. Updated draft budget made available prior to meeting.
4/14/14 VB Meeting-	Adopt FY 15 Operating and Capital Improvement Budget

## Capital Improvement Plan

The capital improvement plan is a yearly document that is used to identify capital projects and forecast anticipated spending relating to these expenditures. The plan includes the construction of new development, maintenance and replacement of existing infrastructure, and purchase or replacement of new equipment/vehicles. In general, the criteria to be included in the plan include multiple year useful life, the project results in a fixed asset or extend the life of the asset, and the project has a minimum value of \$10,000. Engineering and/or consulting costs that are associated with a capitalized project will also be included. At this time, technology purchases will not be included in the capital discussion; instead will be discussed during the operational budget. Funding sources for capital items include the Water and Sewer Fund, Road Improvement Fund, Downtown TIF, Canal TIF, Gateway TIF/Acquisition Fund, Seizure Accounts, General Fund and outside sources.

Attached to this memo is the draft capital plan for FY 2015. When completed, the unfunded items will be included with other future projects in the five-year capital plan.

As part of the plan, we have separated into four sections.

***Funded*** – In general, the items in the first section, staff has included as funded. Funding is either with Village revenues or outside funding (grants, other agencies via agreement, letter of credit, etc), or both.

***Projects for Review and Discussion*** – For these projects in particular, staff is looking for direction and prioritization from the Board to assist in further developing the budget.

*Future Projects* – These projects are currently not funded but are up for discussion. The Village is waiting on financing and/or project milestones to be completed before these items are addressed.

*Projects to be Reviewed with Operational Budget* – These equipment related expenses are up for discussion and direction. If funded, they will be funded with the general fund and will be reviewed in conjunction with the development of the operational budget based on direction given.

**PROS/CONS/ALTERNATIVES (IF APPLICABLE)**

**RECOMMENDATION**

**ATTACHMENTS (IF APPLICABLE)**

1. 2015 Draft Capital Improvement Plan

**SPECIFIC VILLAGE BOARD ACTION REQUIRED**

Discussion



# VILLAGE OF LEMONT

## 2015 CAPITAL IMPROVEMENT PLAN

## Village of Lemont- Capital Improvements Program

The Capital Improvement plan is a yearly document that is used to identify capital projects and forecast anticipated spending related to these projects. This plan includes the construction of new development, maintenance and replacement of existing infrastructure, and purchase or replacement of equipment/vehicles. This process allows for the careful planning, prioritizing, and funding for future items. This plan is updated each year. A project request is submitted into a database each December. During the month of January staff evaluate all projects based upon affordability and services. The team also considers the funding sources and grants that may be associated with each project. The Finance Committee reviews the projects in February with workshops held with the Village Board late February early March.

The criteria for the project to be included in the capital plan is:

- Multiple year useful life
- Results in a fixed asset or extends the life of the asset
- Minimum value of \$10,000

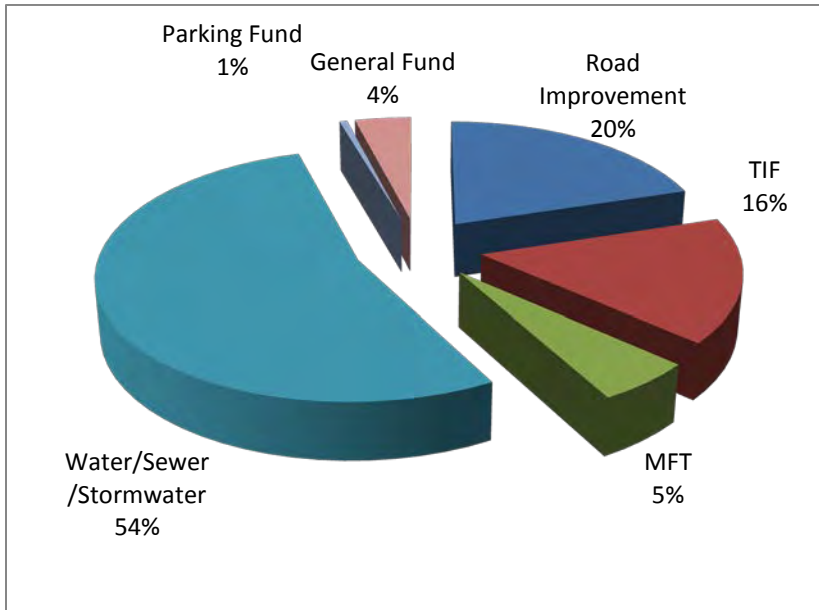
In the following pages, a summary table is provided that lists all the projects in the CIP plan year and funding sources. Detail projects pages are provided as well. The projects are broken into three categories:

1. FY2015 Projects
2. Projects to be Reviewed and Discussed
3. Future Projects
4. Projects to be Reviewed with Budget

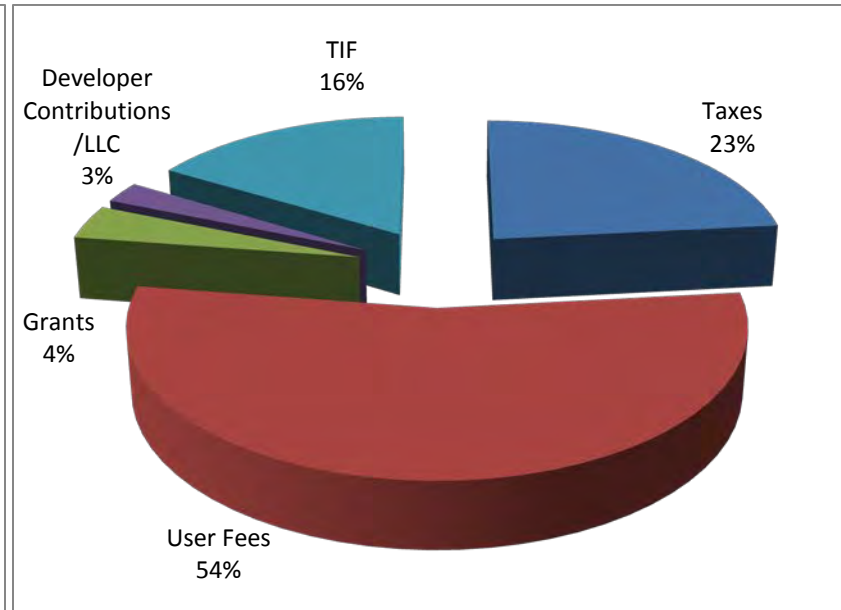
The current year capital projects are included in the budget document and can be found by their funding source.

### FY2015 PROJECTS

#### Funding Uses



#### Funding Sources



The Capital Improvement Program (CIP) for FY15 is \$6.5 million. Utility infrastructure projects account for \$3.5 million of the total cost. The balance of the projects include, Emerald Ash Borer program, road projects, and maintenance of the existing non utility infrastructure.

Capital improvements projects are funded through a variety of sources. A majority of the utility infrastructure projects are funded from operating revenue, such as user fees. A majority of the roadway projects are funded from taxes, grants, and developer contributions.

## Village of Lemont- Capital Improvements Program

CIP NAME	PROJECT FY	EST COST	FUND DESCRIPTION	Page #
Main Street Paver Brick Rehabilitation/Budnick Plaza Brick Replacement	FY2015	\$200,000.00	Downtown TIF	7
Illinois Street and Pruyne Street Water Main Replacement	FY2015	\$290,000.00	Downtown TIF	8
2014 Bridge Repairs	FY2015	\$275,000.00	Downtown TIF/ Road Improvement	9
Gateway Signs	FY2015	\$50,000.00	Gateway TIF/General Fund	10
Land Acquistion	FY2015	\$550,000.00	Gateway TIF/Road Improvement	11
Demolition	FY2015	\$80,000.00	Gateway TIF	11
Emerald Ash Borer (EAB)	FY2015	\$100,000.00	General Fund	12
Emerald ash borer replacement trees	FY2015	\$10,000.00	General Fund	12
2014 MFT Resurfacing Program	FY2015	\$685,000.00	MFT/Road Improvement	13
Enhanced Parking Machines - Metra Lot	FY2015	\$35,100.00	Parking Lot	14
Tollway Payment	FY2015	\$50,000.00	Road Improvement	15
Sidewalk Repair	FY2015	\$25,000.00	Road Improvement	16
State Street Retaining Wall Replacement	FY2015	\$40,000.00	Road Improvement	17
CDBG Sidewalk Replacement Program	FY2015	\$305,000.00	Road Improvement	18
Smith Farms West Detention Basin Repairs	FY2015	\$24,000.00	Road Improvement	19
Meadowlark Subdivison Pavement Surfacing	FY2015	\$57,500.00	Road Improvement	20
Archer Avenue (IL 171)- Improvements at Long Run Creek by IDOT	FY2015	\$30,000.00	Road Improvement	21
First Street Paving: Schultz Street to McCarthy Road	FY2015	\$33,000.00	Road Improvement	22
Canal Street Repaving: Lemont Street to Stephen Street	FY2015	\$13,000.00	Road Improvement	22
Bell Road Utility Extension	FY2015	\$1,700,000.00	Water/Sewer/ Stormwater	23
First Church of the Nazarene Utility Extension	FY2015	\$400,000.00	Water/Sewer/ Stormwater	24
IMTT Culvert Replacement	FY2015	\$465,000.00	Water/Sewer/ Stormwater	25
Water Tower Cleaning/Repair- State Street	FY2015	\$10,000.00	Water/Sewer/ Stormwater	26
Warner Avenue Water Main Replacement - Phase 1	FY2015	\$330,000.00	Water/Sewer/ Stormwater	27
Warner Avenue Water Main Replacement - Phase II	FY2015	\$193,000.00	Water/Sewer/ Stormwater	27



## Village of Lemont- Capital Improvements Program

Castle Bowl Drainage Channel Repairs- North of Logan Street	FY2015	\$23,000.00	Water/Sewer/ Stormwater	28
Pfeiffer Avenue (North) Retaining Wall Repair (West of Edgewood Drive) 33 Eureka Retaining Wall Repairs	FY2015	\$48,000.00	Water/Sewer/ Stormwater	29
Buffet Harbor Detention Basin Rehabilitation	FY2015	\$18,000.00	Water/Sewer/ Stormwater	30
Water Supply Study Update	FY2015	\$25,000.00	Water/Sewer/ Stormwater	31
2014 Sanitary Sewer Cleaning & Television	FY2015	\$34,000.00	Water/Sewer/ Stormwater	32
Athen Knolls Lot 16 Detention Basin Modifications	FY2015	\$66,000.00	Water/Sewer/ Stormwater	33
East Street Water Main Replacement	FY2015	\$140,000.00	Water/Sewer/ Stormwater	34
Sports Complex	FY2015	\$150,000.00	General Fund	35
		\$6,454,600.00		

Village of Lemont- Capital Improvements Program

CIP NAME	PROJECT FY	EST COST	FUND DESCRIPTION	Page #
<b>Projects for Review and Discussion</b>				
Stephen Street Overlook		\$453,000.00	Unfunded	37
School Sidewalk Network		\$645,000.00	Unfunded	38
Quarry Open Space Acquisition		\$150,000.00	Unfunded/General Fund	39
HQRA Natural Resource Inventory & Management Plan		\$15,000.00	General Fund	39
Boat Trailer Ramp		\$15,000.00	General Fund	39
Path Completion from Boat Trail to Waterfall		\$30,000.00	General Fund	39
Quarry Challenge I Bridge		\$25,000.00	General Fund	39
I&M Canal Improvements		\$1,300,000.00	Downtown TIF	40
Downtown Gateway		\$75,000.00	Downtown TIF	41
		\$2,708,000.00		
<b>Future Projects</b>				
Stephen Street Water Main Replacement- Phase 1		\$58,000.00	Water/Sewer/ Stormwater	42
Stephen Street Water Main Replacement - Phase II		\$238,000.00	Downtown TIF	43
I&M Canal & Centennial Trail Connection		\$80,000.00	Unfunded General Corporate	44
I&M Canal - South Side Landscaping		\$392,000.00	Unfunded General Corporate	45
		\$768,000.00		
<b>Projects to be Reviewed with Budget</b>				
Holiday Decorations		\$10,000.00	General Fund	
Truck Replacement		\$20,000.00	General Fund	
LEMA Trucks		\$50,000.00	General Fund	
Dump Truck		\$150,000.00	General Fund	
Bike Route Signs		\$15,000.00	General Fund	
Replacment of Police Vehicles		\$30,000.00	General Fund	
		\$275,000.00		

Village of Lemont- Capital Improvements Program

**Fund:** Downtown TIF

**Project:** Main Street Paver Brick Rehabilitation/Budnick Plaza Brick Replacement



**Description:** Replacement of existing brick pavers on Main Street, and new pavers at Budnick Plaza, to match the Canal Street pavers.

FY2015- \$200,000



Village of Lemont- Capital Improvements Program

**Fund:** Downtown TIF

**Project:** Illinois Street and Pruyne Street Water Main Replacement



**Description:** Replacement of water mains on the following streets: Illinois Street Grant to Julia : Pruyne Street Loop Porter Street to Main Street

To replace 220 LF on Illinois Street on 550 LF on Pruyne Street of 4 inch and 6 inch of leaking water mains and improve fire protection, in anticipation of the Illinois Street Roadway Rehabilitation Project.



FY2015- \$290,000

Village of Lemont- Capital Improvements Program

**Fund:** Downtown TIF and Road Improvement

**Project:** 2014 Bridge Repairs



**Description:** The rehabilitation of two (2) bridges as required by IDOT bridge inspection report. The two bridges are the Stephen Street and Old Lemont.

FY2015- \$275,000



Village of Lemont- Capital Improvements Program

**Fund:** Gateway TIF and General Fund

**Project:** Gateway Signs



**Description:** Seven new signs at key entrances to the Village, including a directional sign outside the main Village boundary at Lemont National Bank on Lemont Road. To beautify entrances to the Village, provide way finding to key destinations, and replace deteriorating existing signs.

Gateway TIF will fund one of the signs for \$7,200.

FY2015- \$50,000

Village of Lemont- Capital Improvements Program

**Fund:** Gateway Acquisition Fund

**Project:** Land Acquisition



**Description:** The Village is in the process of acquiring 10980 Archer Avenue. Closing and full payment will occur in 2015. Funding for this project is prior year funds, as well as road improvement funds.

FY2015- \$550,000

Village of Lemont- Capital Improvements Program

**Fund:** General Fund

**Project:** Removal of infested and dead trees

Planting of Trees to replace the removed ash trees



**Description:** EAB has infected many of the trees in the area. This project is a 5 year project to remove the infested trees. EAB program is to remove infested and dead trees the next step is to replace the ash trees.

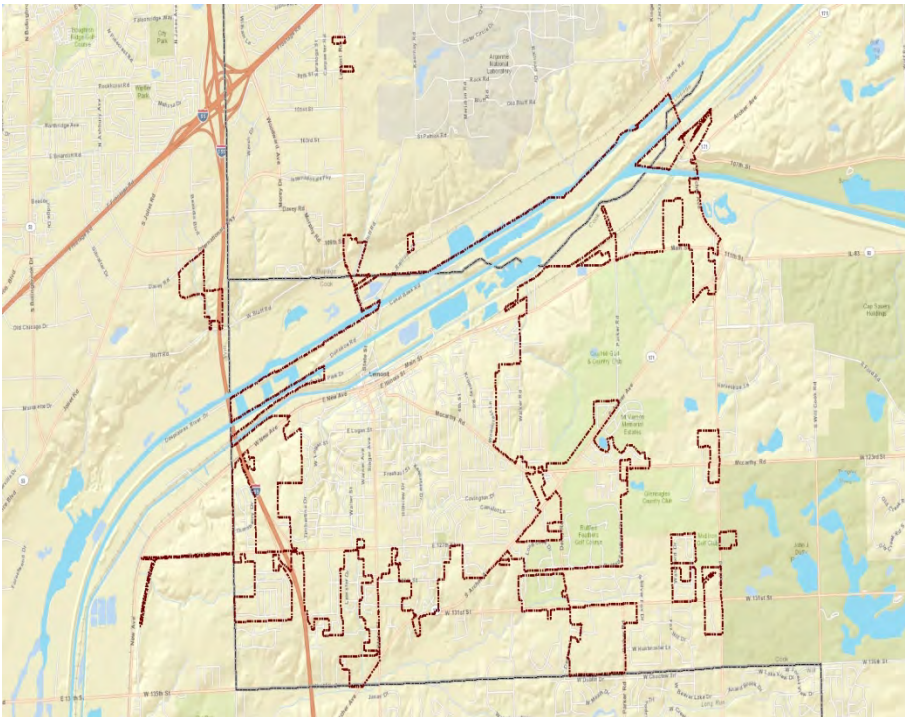
FY2015-        \$100,000- removal  
                      \$10,000 replanting



Village of Lemont- Capital Improvements Program

**Fund:** MFT fund and Road Improvement

**Project:** 2014 MFT Resurfacing Program



**Description:** Resurfacing/repair of the following streets:  
Lintz/John/ S. Main / Keepataw Dr./ Valley Dr./ Custer  
Street/ Park Place/ Kip Place/ Cass Street/ Lemont Street/  
119th Street/ Other

FY2015- \$350,000- MFT  
\$335,000- Road Improvement

Village of Lemont- Capital Improvements Program

**Fund:** Parking Lot

**Project:** Enhanced Parking Machines - Metra Lot



**Description:** The current machines are several years old and were basic machines at time of install. The Village receives numerous complaints on issue with the machines. Additionally, the machines have limited functionality. The parking lot fund is an enterprise fund where user fees support all expenditures. Listed below is a survey outlining the surrounding communities and their fees. For the Heritage Corridor Lemont's daily fees are within market; however, permit fees are low.

	Daily	Permit
Downer's Grove- Burlington Northern Line	\$3	\$90 per qtr
Joliet- Heritage Corridor /Rock Island	\$1	
Lockport- Heritage Corridor	\$1	\$60 per quarter
<b>Lemont-Heritage Corridor</b>	<b>\$1</b>	<b>\$50 per quarter</b>
New Lenox-Rock Island	\$1.25	
Willow Springs-Heritage Corridor	\$2.00	\$40/ month
Lisle-Burlington Northern Line	\$3	\$110 per qtr
Mokena-Rock Island	\$1.25	

FY2015- \$35,100

Village of Lemont- Capital Improvements Program

**Fund:** Road Improvement

**Project:** Tollway Payment



**Description:** The Village entered into a note payable for construction of entrance and exit ramps on the south extension of Interstate 355. The note is to be paid in annual installments of principal only. The final payment of all unpaid principal is due December 2014.

FY2015- \$75,000

Village of Lemont- Capital Improvements Program

**Fund:** Road Improvement

**Project:** Sidewalk Repair



**Description:** The sidewalk replacement/repair program runs in the spring (April 2014) and fall (October 2014). This program repairs/replaces sidewalk in various locations which are prioritized by the Village's inspection reports.

FY2015- \$25,000

Village of Lemont- Capital Improvements Program

**Fund:** Road Improvement

**Project:** State Street Retaining Wall Replacement



**Description:** The replacement of the existing block retaining wall on the east side of State Street, between Logan Street and Custer Street, with a new masonry (Sienna Stone) retaining wall. To replace an existing deteriorated retaining wall to prevent collapse of an adjacent sidewalk.

FY2015- \$40,000

Village of Lemont- Capital Improvements Program

**Fund:** Road Improvement

**Project:** CDBG Sidewalk Replacement Program



**Description:** Replacement of sidewalks, curbs, and driveways in CDBG Block Group 3 (near Downtown) The replacements will be of deteriorated sidewalks and provide ADA detectable warning ramps- Road Improvement Fund for matching \$25,000 and Engineering \$30,000

FY2015- \$305,000 (CDBG grant \$250,000)

Village of Lemont- Capital Improvements Program

**Fund:** Water Fund

**Project:** Smith Farms West Detention Basin Repairs



**Description:** Repair detention basin retaining walls and dredge of detention basin bottom to facilitate maintenance of the basin

FY2015- \$24,000- Letter of Credit

Village of Lemont- Capital Improvements Program

**Fund:** Road Improvement Fund

**Project:** Meadowlark Subdivision Pavement Surfacing



**Description:** Placement of the HMA surface course in the Meadowlark Subdivision. Installation of HMA surface course in Meadowlark Subdivision, so that the Subdivision can be accepted by the Village

FY2015- \$57,500 Letter of Credit



Village of Lemont- Capital Improvements Program

**Fund:** Road Improvement Fund

**Project:** Archer Avenue (IL 171)- Improvements at Long Run Creek by IDOT



**Description:** IDOT will raise the Archer Avenue pavement at Long Run Creek to prevent the roadway from flooding. IDOT's proposed improvements include upgrading the Village owned traffic signals at the Long Run Market Place Mall entrance. Because the signals are Village owned, the Village will be responsible for its share of the project, which is 20% of the cost of the signal.

FY2015: \$30,000

Village of Lemont- Capital Improvements Program

**Fund:** Road Improvement Fund

**Project:** FY2014 Projects that may have some spending in FY2015:

First Street Paving: Schultz Street to McCarthy Road

Canal Street Repaving: Lemont Street to Stephen Street

**Description:** Various projects are scheduled to be completed in the Spring of 2014; however, retainage may carry over in FY2015.

Village of Lemont- Capital Improvements Program

**Fund:** Water/Sewer/Stormwater

**Project:** Bell Road Utility Extension



**Description:** To provide 4,000 LF each of sanitary sewer and water main extensions to service parcels along Bell Road, South of McCarthy Road. The project will be funded by developer contributions, allocation of prior year funds and/or bond proceeds.

FY2015: \$1,700,000

Village of Lemont- Capital Improvements Program

**Fund:** Water/Sewer/Stormwater

**Project:** First Church of the Nazarene Utility Extension



**Description:** To provide 1,100 LF of sanitary sewer and water main extension on Bell Road to service the First Church of the Nazarene. The Village will seek funding from the Church, per prior discussions with the Church

FY2015: \$400,000

Village of Lemont- Capital Improvements Program

**Fund:** Water/Sewer/Stormwater

**Project:** IMTT Culvert Replacement



**Description:** Replacement of existing culverts with larger, high capacity culverts, at the IMTT discharge, from the I&M Canal to the CS&S Canal. The Village is negotiating partial funding for this project.

FY2015: \$465,000

Village of Lemont- Capital Improvements Program

**Fund:** Water/Sewer/Stormwater

**Project:** Water Tower Cleaning/Repair- State Street



**Description:** The water towers are inspected, power washed, and painted on a rotating cycle. Fiscal Year 2015 is when the State Street Water tower is schedule for repair.

FY2015: \$10,000

Village of Lemont- Capital Improvements Program

**Fund:** Water/Sewer/Stormwater

**Project:** Warner Avenue Water Main Replacement- Phase I and Phase II

**Description:** Phase I- Replacement of existing water main on Warner Avenue, South of Weimer Avenue to Pfeiffer Avenue. The replacement will be for 1,060, LF of leaking of 4 inch and 6 inch water main.



Phase II- Replacement of existing water main on Warner Avenue, from Pfeiffer Avenue to Norton Drive. The replacement will be 660 LF of leaking 6 inch water main. Improve Fire Protection

FY2015: Phase I- \$330,000

Phase II- \$193,000

Village of Lemont- Capital Improvements Program

**Fund:** Water/Sewer/Stormwater

**Project:** Castle Bowl Drainage Channel Repairs- North of Logan Street



**Description:** Repair to sides and bottom of existing stone drainage channel, north of Logan Street to the Castle Bowl.

FY2016: \$23,000



Village of Lemont- Capital Improvements Program

**Fund:** Water/Sewer/Stormwater

**Project:** Pfeiffer Avenue (North) Retaining Wall Repair (West of Edgewood Drive) 33 Eureka Retaining Wall Repairs



**Description:** Construction of a new masonry (Sienna Stone) retaining wall to repair existing wood retaining walls that have deteriorated.



FY2015: \$48,000

Village of Lemont- Capital Improvements Program

**Fund:** Water/Sewer/Stormwater

**Project:** Buffet Harbor Detention Basin Rehabilitation



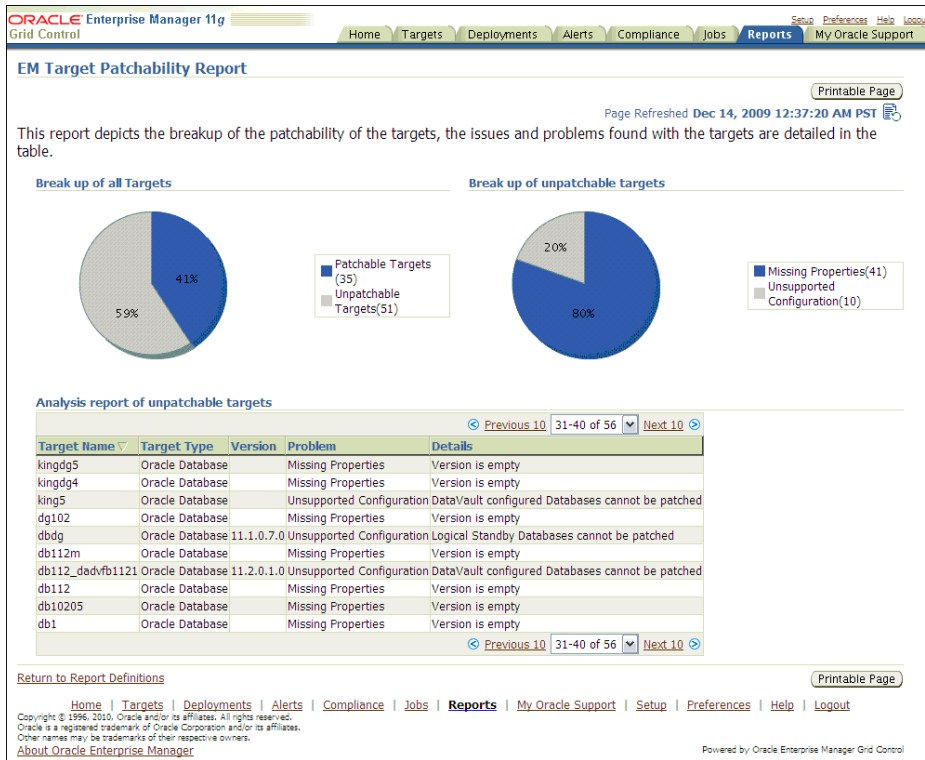
**Description:** Removal of sediment at the basin outfall to re-establish original normal water elevation, in the Buffet Harbor Detention Basin.

FY2015: \$18,000

## Village of Lemont- Capital Improvements Program

**Fund:** Water/Sewer/Stormwater

**Project:** Water Supply Study Update



**Description:** To make sure that the Village plans property for future growth, including pump capacity, water supply, and water storage.

FY2015: \$25,000

Village of Lemont- Capital Improvements Program

**Fund:** Water/Sewer/Stormwater

**Project:** 2014 Sanitary Sewer Cleaning & Television



**Description:** Cleaning and televising of existing sanitary sewers and combined sewers, in order to maintain sewers in good, clean condition and to comply with recommended long term control plan.

FY2015: \$34,000

Village of Lemont- Capital Improvements Program

**Fund:** Water/Sewer/Stormwater

**Project:** Athen Knolls Lot 16 Detention Basin Modifications



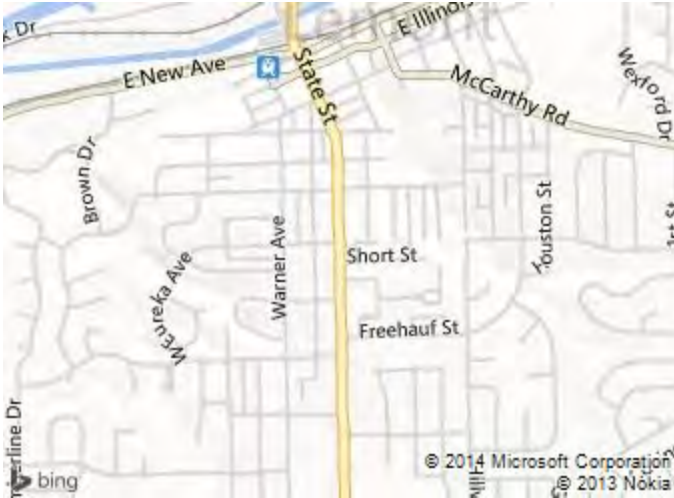
**Description:** The filling of an existing retention basin and removal of undesirable vegetation, in the Athen Knolls Subdivision. The Village has entered into an agreement with the developer of Athen Knolls to assume control over the basin and convert the existing basin to a dry facility. A portion of the project will be funded by a developer contribution.

FY2015: \$66,000

Village of Lemont- Capital Improvements Program

**Fund:** Water/Sewer/Stormwater

**Project:** East Street Water Main Replacement



**Description:** Replacement of water main on East Street, North and North of Short Street. To replace 580 LF of deteriorated 8 inch water main, prior to construction of townhomes at 902 and 910 East Street.

FY2015: \$140,000

Village of Lemont- Capital Improvements Program

**Fund:** General Fund

**Project:** Sports Complex



**Description:** The current feasibility studies and engineering is several years old. In order to do the proper due diligence these studies will need to be updated should the project move forward.

FY2015: \$150,000



## PROJECTS FOR REVIEW AND DISCUSSION



Village of Lemont- Capital Improvements Program

**Fund:** Unfunded General Corporate

**Project:** Stephen Street Overlook



**Description:** Extending Streetscape improvements to north end of Stephen Street and creating an overlook at the intersection with the Sanitary & Ship Canal.

Estimate: \$453,000

Village of Lemont- Capital Improvements Program

**Fund:** Unfunded General Corporate

**Project:** School Sidewalk Network



**Description:** The 2012 Lemont Active Transportation Plan recommends completing and repairing the Village's sidewalk network throughout the community. Completing / repairing the entire network within 5 years is not feasible. Schools, and particularly a .5 mile radius around schools, are identified as a priority area for sidewalk installation/repair in the plan.

Estimate: \$645,000

## Village of Lemont- Capital Improvements Program

**Fund:** General Fund

**Project:** Quarry Expenditures

- Quarry Open Space Acquisition
- HQRA Natural Resource Inventory & Management Plan
- Boat Trailer Ramp
- Path Completion from Boat Ramp to Waterfall
- Quarry Channel 1 Bridge

**Description:** The Quarry Expenditures are three different projects that staff would like guidance on.



**Quarry Open Space Acquisition-** There is a draft master plan for the Quarry Recreational Area that includes all the property in the Quarry Area. All of the property except for 6.18 acres is publically held. The acquisition of this piece would provide the Village with ability to implement its master plan. \$24.272 per acre lump sum or 5, 10 year payback. Total Cost is \$150,000 that would be unfunded. However, for a 10 year payback it would be \$18,000 per year funded from the General Fund.

**HQRA Natural Resource Inventory & Management Plan-** To identify and estimate costs for farther



enhancements to the HQRA to develop it as an attraction for eco-tourism and nature enthusiasts, as well as generally beautifying the area for all visitors. The total for this project is estimated to be \$15,000 funded from the General Fund.

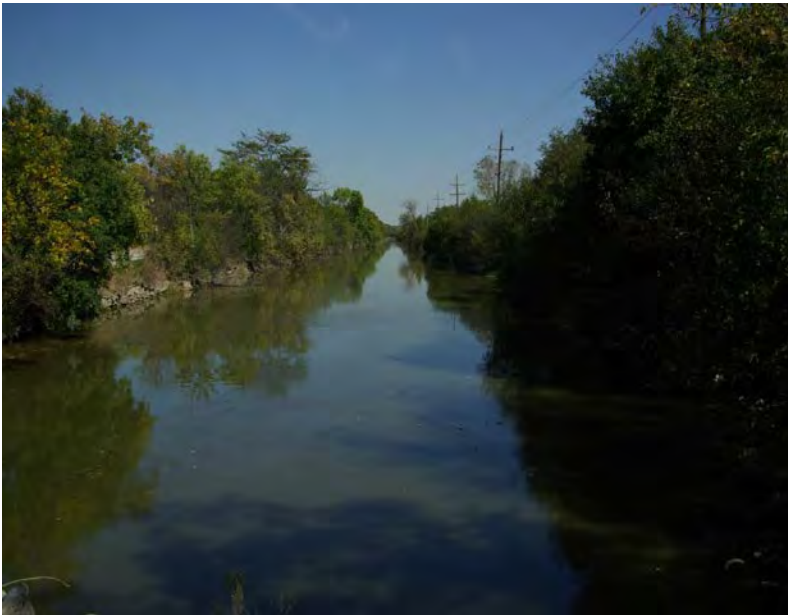


**Miscellaneous Improvements in the Quarry-** The projects are a boat ramp (\$15,000), the completion of a path from the boat ramp to the waterfall (\$30,000) and a bridge (\$25,000) The total for this is estimated to be \$70,000 funded from the General Fund.

Village of Lemont- Capital Improvements Program

**Fund:** Downtown TIF Funding

**Project:** I & M Canal Improvements



**Description:** The Village has completed engineering and received all required permits to dredge the I&M Canal from the Stephen Street bridge to the Ed Bossert Bridge. Estimated costs for the project are \$1,000,000. Staff has had preliminary meetings with an engineering firm to provide alternate options for cleanup of the canal. \$300,000 total for engineering and construction.

Village of Lemont- Capital Improvements Program

**Fund:** Downtown TIF

**Project:** Downtown Gateway

**Description:** The intersection of Illinois & State Street is a key gateway into Lemont, and particularly downtown Lemont. The 2012 Lemont Active Transportation Plan recommends creating a gateway at this important intersection and many other plans, including the 2002 Comprehensive Plan, recognized the importance of this gateway into our community. By beautifying this intersection, we further improve this gateway and link it more directly to downtown. This link, coupled with our way finding signage, will help to encourage traffic to come into downtown, rather than passing it by. The gateway improvements will also incorporate an area to promote community events through signage, therefore eliminating the need to put such signs on the side of the Lemont Road Bridge.



Staff needs direction on whether or not the board wishes to pursue this project.

FY2015- \$75,000



# FUTURE PROJECTS

## Village of Lemont- Capital Improvements Program

**Project:** Stephen Street Water Main Replacement – Phase I and Phase II

**Description:** Replacement of an existing water main on Stephen Street, from MWRDGC Entrance to Tri-Central Property

The water main that is being replaced is a deteriorated 4 inch water main and 250 feet of improved fire protection. Also install 2 force main in same trench.



Estimate: \$238,000

Village of Lemont- Capital Improvements Program

**Fund:** Unfunded General Corporate

**Project:** I&M Canal & Centennial Trail Connection



**Description:** Lemont has long recognized its need to connect downtown to regional trails in order to provide an amenity to residents and encourage economic development in downtown. The proposed link to the Centennial Trail has been mentioned in numerous plans, including the 2002 Comprehensive plan, the 2008 ED & Downtown Improvement Work Program and the 2012 Lemont Active Transportation Plan. The link will be even more important when the Cal-Sag Trail is finished in the coming years.

construction costs could be reduced substantially if a waiver could be obtained from the Cost Guard's required 40 ft clearance above the Sanitary & Ship Canal. The preferred design would create a bike/ped bridge at the north end of Stephen Street, linking downtown Lemont directly to the Centennial Trail.

Estimate: \$80,000



Village of Lemont- Capital Improvements Program

**Fund:** Unfunded General Corporate

**Project:** I&M Canal - South Side Landscaping

**Description:** Complete the canal landscaping designed by Teska in 2009 by installing new stairs and landscaping on south side of I&M Canal. North side was installed in 2011.



Estimate: \$392,000 (timing dependent on clean-up and rewatering work)



# Projects to be Reviewed with Budget

Village of Lemont- Capital Improvements Program

**Fund:** General Fund

**Project:** Holiday Decorations

Truck Replacement

LEMA Trucks

Dump Truck- Plow for Winter Operations

Replacement of Police Vehicles

Bike Route Signs



**Description:** The aforementioned projects have been presented in the Capital Budget. They are under review due to the nature of the funding source. Additionally, staff will be reviewing capital lease options for the larger ticketed items.

**Bike Route Signs:** The 2012 Lemont Active Transportation Plan recommended a network of bike routes throughout the community. Bike routes are recommended routes for cyclists to use when dedicated bike facilities are not available. Such routes provide reminders to bikes and drivers to share the road, and provide way finding to key destinations. A plan of proposed

signs and their appropriate locations would be needed and a consultant would be hired to complete that task. The sign production and installation could be done in-house.



Village of Lemont  
*Planning & Economic Development Department*

---

418 Main Street · Lemont, Illinois 60439  
phone 630-257-1595 · fax 630-257-1598

TO: Committee of the Whole  
FROM: Charity Jones, AICP, Planning & Economic Development Director  
SUBJECT: Lemont 2030 – Comprehensive Plan Update  
DATE: February 5, 2014

---

### **SUMMARY**

Staff has been working diligently to complete draft chapters (or elements) of the Lemont 2030 Comprehensive Plan. The Planning & Zoning Commission have reviewed the draft elements in various workshop sessions over the last few months, and have provided input that staff has used to further refine the draft elements. Attached are all of the draft elements completed to date: mobility, natural resources & recreation, civic life, housing, and economic prosperity.

The COW has previously reviewed the housing and economic prosperity elements at the May 2013 meeting; however, none of the current department staff was present for that meeting. Therefore, the current draft of the housing and economic prosperity elements are attached so the COW can inform staff if any changes requested by the Committee in May were not addressed. The housing and economic prosperity elements have been substantially edited since May to improve clarity and shorten the length of the elements but no substantial changes have been made to the recommendations of the elements.

Each element begins with a vision statement and guiding principles rooted in the vision survey results gathered in late 2011. Each element then addresses existing conditions and makes recommendations for action; each recommendation is accompanied by a series of implementation action steps to fulfill the recommendation.

### **ATTACHMENTS**

1. Draft Mobility Element
2. Draft Natural Resources & Recreation Element
3. Draft Civic Life Element
4. Draft Housing Element
5. Draft Economic Prosperity Element

## HOUSING ELEMENT

### VISION

In 2030, Lemont will have cohesive mix of housing products that provides financially obtainable options for various socio-economic groups and that ensures people in all stages of life can call Lemont home.

### GUIDING PRINCIPLES

- Continued population growth is desirable and important for Lemont’s economic prosperity.
- The social vibrancy and economic health of the community can be greatly enhanced by a cohesive mix of housing types.
- The creation of housing options—including multi-generational products—is important to maintaining and enhancing family and communal ties, and ensuring that people in all stages of life can call Lemont home.
- Housing products with higher densities will provide the population density needed to fulfill the goals of this plan and are therefore desirable, so long as they do not detract from the aesthetics or small-town charm of the community.
- Lemont is but one municipality in a large region, by providing housing that is financially attainable to a wider range of income levels and ensuring equal access to housing, Lemont helps to support the overall vitality of the larger Chicago region.

### INTRODUCTION

The purpose of the housing element of the Comprehensive Plan is to provide a plan for housing creation and preservation in order to meet the needs of the current and future populations. The plan should reflect the community’s vision for itself, and it needs to account for land use patterns and how the Village will grow. Ideally, the plan should address several inter-related issues concerning housing:

**Growth management.** How much new housing is appropriate, where should it go, and what form should it take? Responses to these concerns are found in this element as well as the chapter on land use.

**Preservation of community character.** Almost any community’s identity is forged by the type, quality, and maintenance of its housing stock. Lemont is no different. How does the housing stock define Lemont’s character? How should this character be altered or maintained?

**Housing diversity.** Housing within our community should accommodate individuals and families with a range of incomes, including those who serve the community in relatively lower-paying jobs, and those who have not reached their peak income-producing years of employment. Without proper planning,

younger members of our community may be forced to leave because they cannot find affordable housing.

**Fair housing.** Fair housing refers to equal access to housing. While seldom addressed in comprehensive plans, the Village nevertheless believes a discussion of fair housing should be included here.

## CURRENT CONDITIONS

### **Recent Housing Trends – Lemont’s Growth in a Regional Perspective**

For most of its existence, Lemont was a quiet little town of under 5,000 people. Over the last 30 years Lemont has seen tremendous growth in the number of residents, the number of acres developed, and the number of dwelling units. See Figures 3-1, 3-2 and 3-3.

Figure 3-1 Lemont population, 1920-2010. Source US Census

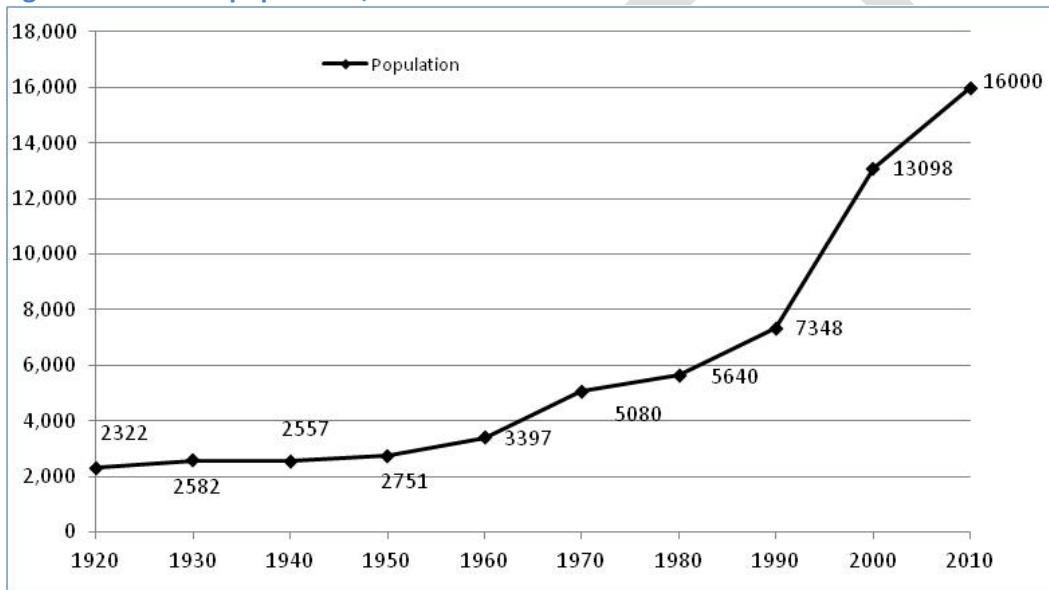


Figure 3-2 Lemont building permits for non-dwelling units, 1998-2012. Source: Village of Lemont Building Department

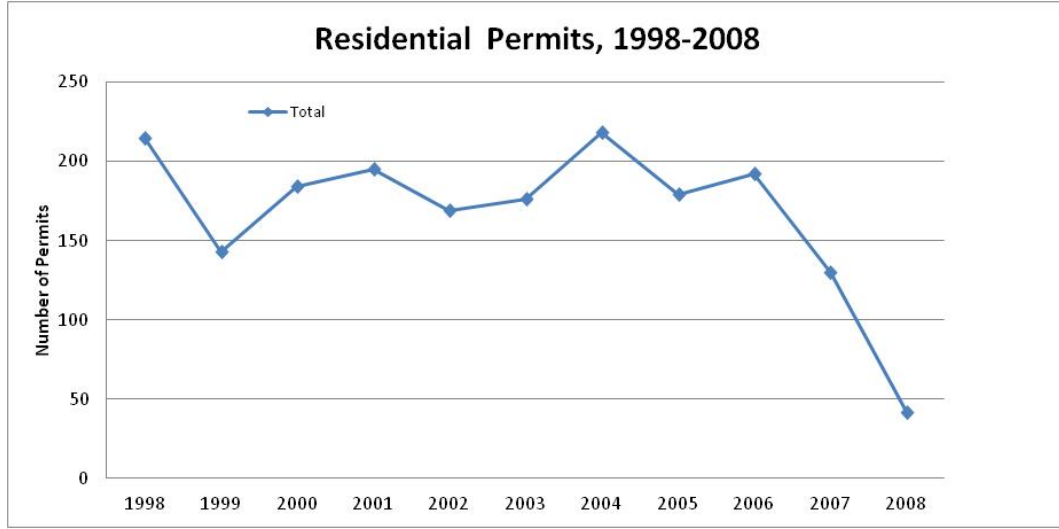
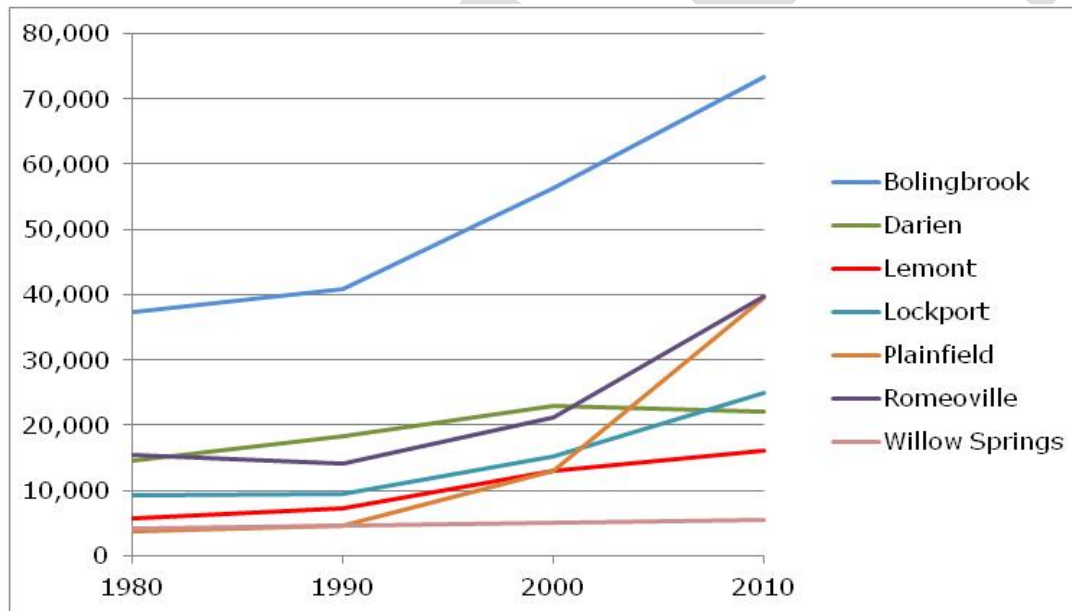


Figure 3-3 Comparison of population growth in Lemont with nearby towns, 1980-2010. Source: US Census



The housing boom in Lemont, while nevertheless impressive, did not match the building frenzy witnessed by nearby communities (see Figure 3-3). Some factors contributing to the more guarded pace of development in Lemont were: a relative shortage of large greenfield sites; the community’s aversion to tract housing and higher density housing; and minimum lot sizes of at least 12,500 square feet.

From 1980 to 2007 the metropolitan Chicago area experienced tremendous population growth and expansion of suburban areas. The population increase and suburban expansion were fueled by: a significant influx of Hispanic immigrants into Chicago and inner ring suburbs and attendant movement of others to outer ring suburbs and the fringes of the Chicago metro area; an ever-increasing motorized transportation network; favorable interest rates and lending policies that made homes attractive to

people who otherwise may not have qualified for a house or for a house at a particular price. The largest share of the region's residential growth occurred in the outlying western and southwestern suburbs. The population of Will County grew almost 35 percent from 2000 to 2010. In that same period the population of Kendall County doubled. Meanwhile, Chicago's population decreased by nearly 7 percent, and Cook County's population fell by 3.4 percent. To a large extent, the increase in suburban population was accommodated by new single-family construction on greenfield sites.

Concern over the dispersed, large-lot development patterns in the region and throughout the nation led to campaigns for Smart Growth, traditional neighborhood design, and transit oriented development. Nationally, the American Planning Association (APA) was a proponent of Smart Growth, which it defined as growth that "supports choice and opportunity by promoting efficient and sustainable land development, incorporates redevelopment patterns that optimize prior infrastructure investments, and consumes less land that is otherwise available for agriculture, open space, natural systems, and rural lifestyles."<sup>1</sup> Regionally, the Metropolitan Planning Council and CMAP championed both Smart Growth and TND. Locally, the 2002 Comprehensive Plan did not specifically advocate SmartGrowth, but it cautioned against a pattern of scattered development and urged the use of conservation design in new residential subdivisions. Yet, the development pattern that has evolved over the last decade and the specific developments approved in that time period did not follow the guidance espoused in the 2002 Comprehensive Plan.

Related to smart growth principles was the planning and construction of high-density housing near public transit, known as transit-oriented development (TOD). TOD often involved public-private partnerships and was hailed as effective public policy. Regionally, transit-oriented development usually manifested itself in mixed-use projects--condo or apartments on top of ground-floor retail--near Metra stations. Lemont undertook a couple of studies and efforts aimed at capitalizing on downtown's location along Metra's Heritage Corridor line: "Opportunities on the Waterfront" in 2002 and "Lemont Station Area Plan" in 2004.<sup>2</sup> Both plans examined the potential for redevelopment of underutilized downtown properties for residential and commercial use. In 2005, two small, mixed-use projects re-introduced a housing type that had been conspicuously absent from the local housing boom of the 1990s and early 2000s: the multi-family dwelling. Building permits were issued for 10 such dwelling units that year. In late 2004 the Village embarked on a public-private mixed-use transit oriented development effort with Marquette Companies that resulted in the creation of 82 condominium units along the I&M Canal, not far from the Metra station.

Although much of the region's recent growth was concentrated on the exurban fringe, older, smaller homes in established neighborhoods with good transit connections or close to downtown became attractive as sites for new, substantially larger homes. In 2002 the National Trust for Historic Preservation noted that a "disturbing new pattern of demolitions [was] approaching epidemic proportions in many historic neighborhoods across America." While many of these new homes replaced sub-standard housing stock, they were often viewed as being out of character with the surrounding

---

<sup>1</sup> American Planning Association, "Policy Guide on Smart Growth," originally ratified by Board of Directors, April 15, 2002. Updated Guide adopted by Chapter Delegate Assembly and ratified by Board of Directors, April 14, 2012. The full text of the Guide can be found at: <http://www.planning.org/policy/guides/adopted/smartgrowth.htm>.

<sup>2</sup> "Opportunities on the Waterfront" was completed with the assistance of Hitchcock Design Group. "Lemont Area Station Plan" was financed in part through a grant from the U.S. Department of Transportation, Federal Transit Administration, and the Regional Transit Authority. URS Corporation partnered with BauerLatoza Studio in completing the study. The document is dated November 5, 2004.



homes. And as noted by the National Trust, many charming and historic homes were being lost to this “teardown” trend. The Village responded to this trend with the creation of the R-4A zoning district which included a formula to restrict size of replacement homes in the Village’s most well established neighborhoods. Although over 60 demolition permits have been issued from 2002-2012 within the R-4A boundaries, general public consensus has been that the regulations strike an acceptable balance between allowing new houses that meet modern demands and still fit in with the character of the established neighborhoods.

**Looking Ahead—Regional Housing Issues & Local Impacts**

A decade ago there was a major shortage of affordable housing in the region.<sup>3</sup> Large tracts of farmland were being consumed for development. Housing was viewed as an excellent investment. Credit was easy, and a home could be purchased with virtually no money down. In the last seven years, however, the regional housing market has changed dramatically. Foreclosures have hit the region hard, with many properties throughout the region still vacant and bank-owned. Regionally, home prices dropped an average of 33 percent from 2007 to 2011, and 25 percent of homes were “underwater,” i.e. the mortgage was more than the resale value of the home.<sup>4</sup>

The regional and local housing markets perked up in 2012, particularly in the outer edges of the region<sup>5</sup> Over 50 dwelling units were created in Lemont in 2012, and the last half of that year was especially strong. M/I Homes started construction of the Courtyards of Briarcliffe, the first new residential subdivision to begin since 2006. The Village approved zoning entitlements for a new 241 unit single-family subdivision, with construction anticipated to begin in 2014.

Looking ahead, the current inventory of foreclosed and vacant homes will diminish. According to CMAP, population in the six-county Chicago region is projected to increase from eight to ten million by 2035. Both the current senior and Latino populations will double by 2035. The broad demographic shifts in the nation and the Chicago region will also affect Lemont. Up until the 1960s, half of US households had children. Today only one-third of households have children, and the share of households with children is expected to continue its decline, perhaps sinking to one quarter. The greatest housing demand will be generated by households without children, and it is possible that these households will prefer something rather than single-family detached homes on large lots in homogeneous subdivisions. In general, however, Americans still want their castle. According to a 2011 study by the National Association of Realtors (NAR), 80 percent of respondents would prefer to live in a single-family detached home if they had the option.<sup>6</sup>

Nationally, as home preferences meet the new demographic and economic realities, a large unmet demand for housing other than single-family detached residences on large lots is emerging. The housing market, long dominated by baby boomers, will be more affected by the post-baby boom generations and immigrants. And despite that desire for a castle, numerous polls, including a 2004 NAR survey, indicate that people desire neighborhood attributes more akin to mixed-housing and small-lot development: access to transit, ability to walk to school and shops, less yard maintenance.

---

<sup>3</sup> CMAP, “Housing Preservation Strategy Report,” Nov 2008.

<sup>4</sup> Figures in this section is from *Homes for a Changing Region, Phase 3: Implementing Affordable Housing Plans at the Local Level*, Metropolitan Mayors Caucus, MPC and CMAP, 2012.

<sup>5</sup> CMAP Housing Policy Update, Trends for the first half of 2012, September 12, 2012

<sup>6</sup> Nelson, Arthur C., “The New California Dream: How Demographic and Economic Trends May Shape the Housing Market,” 2011, Urban Land Institute, 2011, p.15-26. Despite the title of the report, Nelson is here discussing trends for the entire United States.

Recent mistakes that contributed to the housing market collapse were identified in *Homes for a Changing Region*, produced by the Metropolitan Mayors Caucus, the Metropolitan Planning Council, and the Chicago Metropolitan Planning Agency. The mistakes made throughout the region were:

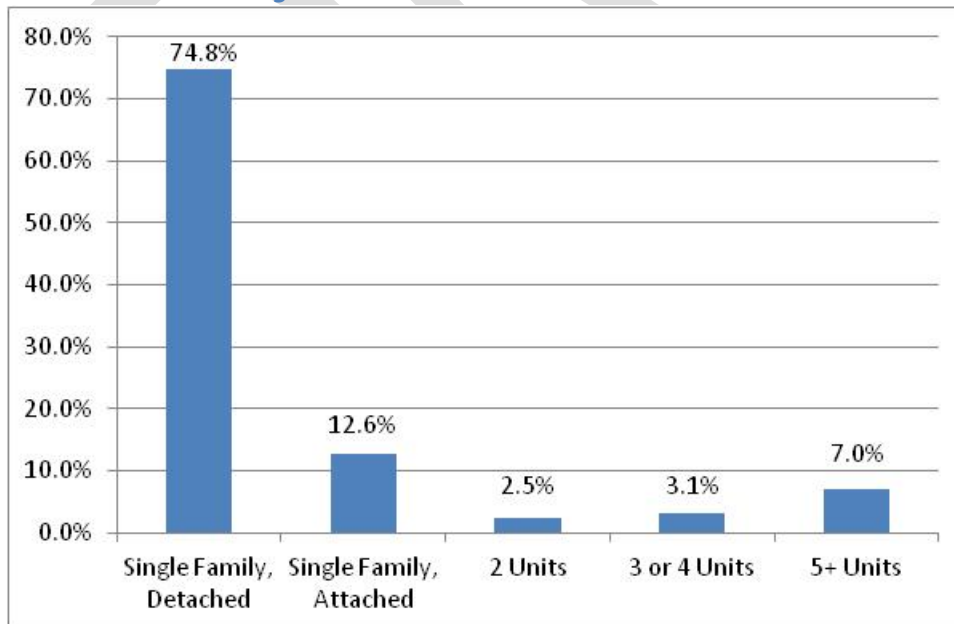
- Building too many large-lot, single-family homes priced beyond the reach of moderate and middle-income families.
- Building too few moderately-priced dwelling units, whether small-sized detached homes or attached homes.
- Not creating housing options for multi-generational families that want to live together.
- Not focusing on the need for rental housing, especially affordable rental housing.

The following recommendations seek to avoid the mistakes of the past, and plan for a more diverse housing inventory to meet the needs of a growing and changing population.

## RECOMMENDATIONS

**Achieve and Maintain the Right Housing Mix.** The US Census for 2010 reported that Lemont has 6,100 housing units. The housing stock consists predominately of single-family detached dwellings (see figure 3-4). The geographic distribution of these single-family homes is widespread, covering every area of the community, including the downtown. Two-flats are pervasive in certain areas of the Village, particularly in and near the downtown and the older residential areas near State Street, to the north of Peiffer Street.

Figure 3-4 Housing Type, 2011. Source: 2011 American Community Survey, five-year estimates. Universe: Total housing units.



Clusters of townhouse units are found in many areas of the Village, sometimes as a component of a larger, primarily single-family detached subdivision. Multi-family housing units are limited in both number and geographic distribution within the Village; only one multi-family development exists south of 127<sup>th</sup> Street. The highest concentration of multi-family units is in the 82-unit, mixed use Front Street Lofts building downtown. Many of the Village's multi-family units are part of senior assisted living facilities.

Generally, the Village should do more to encourage single-family attached and multi-family housing. Such housing will meet the changing demands of a local housing market that has been dominated by baby boomers for the last 40 years. These different housing options should also prove attractive to the baby boomers, whether from Lemont or elsewhere, who will increasingly seek to shed their single-family detached homes. Likewise, the Village should re-evaluate the policy and zoning restrictions on location of single-family attached housing: townhouses, duplexes, two-flats.

Developments that offer single-family detached homes alongside duplexes or townhouses, for example, offer many social benefits, e.g. options for extended families with members at different life stages to live in proximity to one another; they have also proven attractive in the marketplace. Similarly, a mix of detached single-family home and lot sizes can add diversity and vibrancy to a neighborhood, and accommodate the desires of various homebuyers. The Village should be receptive to new development proposals that mix housing types and lot sizes. In the near-term, the existing supply of entitled but undeveloped subdivisions will need to be absorbed. The Village should consider proposals to add a diversity of lot sizes and/or housing types to previously approved subdivisions comprised entirely of homogeneous single-family detached lots.

Advocates for affordable housing have long been concerned that local zoning and land use regulations were increasing social and racial stratification in the region.<sup>7</sup> In an effort to increase the supply of affordable housing, the State of Illinois passed the Illinois Affordable Housing Planning and Appeal Act in 2003 (310 ILCS67/). The law mandated that municipalities and counties without at least 10 percent of their housing stock classified as affordable create and adopt an affordable housing plan by 2005. The Village of Lemont complies with the law, i.e. over 10% of the housing in Lemont is considered affordable. Affordable housing for Lemont should nevertheless remain a concern and the Village should seek to include affordable units in future growth. Finally, the Village should remain open to inter-jurisdictional discussions aimed at addressing a regional fair share of affordable housing distribution.

**Encourage Infill Development.** The cost burdens of converting office space to residential units should be reduced. The Village and Lemont Fire Protection District should explore the adoption of the International Rehabilitation Code and/or amendments to existing building and fire codes. Additionally, changes to zoning code and the zoning map could allow for some infill redevelopment at slightly higher densities; a higher density may make redevelopment more financially viable as costs of redevelopment are generally higher than that for new greenfield development.

**Reinvest in Lemont's Housing Stock.** Historically, Americans have been extremely mobile. While one recent study suggests that internal migration is at a 30-year low, "the latest Census data reveal that that

---

<sup>7</sup> For a further discussion of national and regional affordable housing issues, see: Meck, Stuart, Rebecca Retzlaff and James Schwab, *Regional Approaches to Affordable Housing*, Planning Advisory Service Report Number 513/514 (2003), American Planning Association.

young people aged 25 to 29 are increasingly more mobile and willing to move to new cities, very often in new states, in search of jobs.”<sup>8</sup>

People’s choices on where they live are based on many factors. For most households, housing characteristics interacting with evolving stage-of-life housing preferences are the dominant reasons for moving. Housing characteristics, therefore, also influence whether current or future residents will choose to reinvest in existing dwellings or purchase new ones. The well-being of neighborhoods, local governments, and regions is linked to reinvestment in structures. If the reinvestment motivation and capacity of too many current owners is insufficient, neighborhoods, local governments, and regions will suffer.

The housing age and quality of Lemont’s housing are not homogeneous; indeed the age of Lemont homes is truly diverse. The historic district contains residences that date from the 1850s – 1880s while subdivisions on the fringes of town are lined with brand new two-and-a-half story, masonry homes of substantial size and bulk.

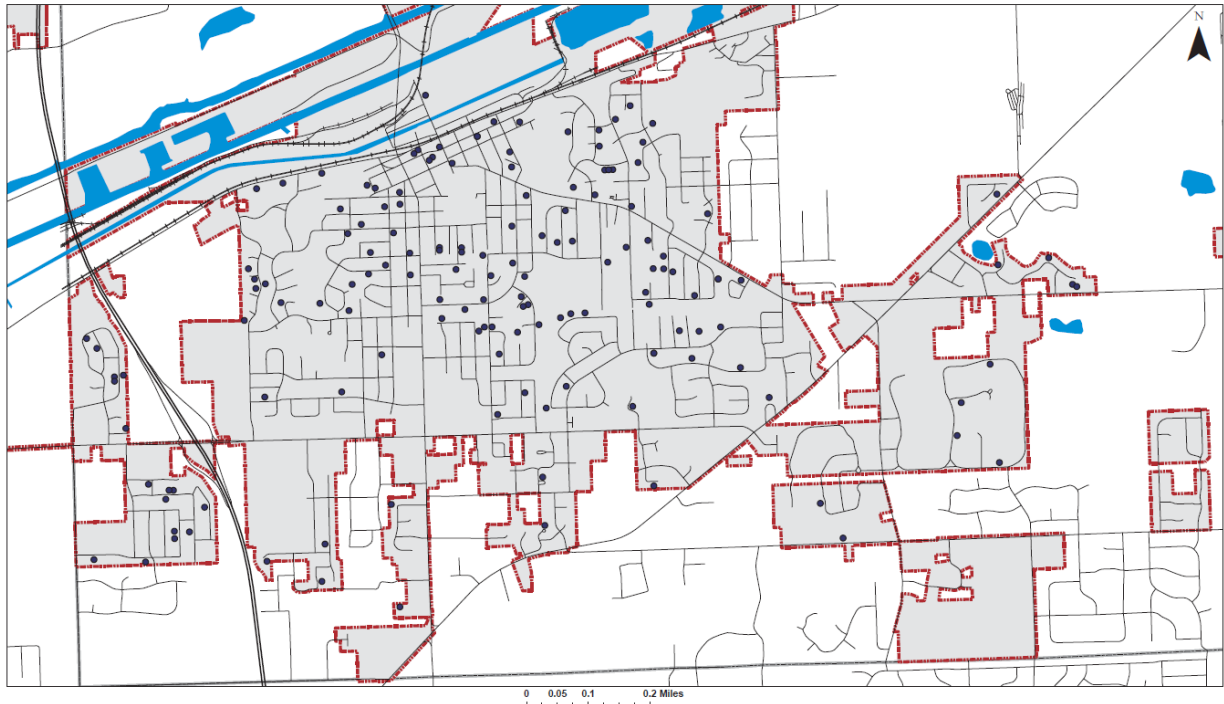
The R-4A zoning district, near downtown, contains an abundance of small one-story frame homes built in the immediate years after World War II. The small size of the homes built in the 25 years after World War II pose “a major obstacle to effecting enough housing reinvestments to achieve neighborhood stability.”<sup>9</sup> However, a review of building permit activity (basement, remodel, addition) from 2006 to 2012 reveals reinvestment is occurring in homes in the R-4A (see Figure 3-5). For the moment, it appears that neither the age nor the quality of Lemont’s housing stock poses a threat to the long-term social and economic stability of any of the Village’s neighborhoods. Nevertheless, as Lemont’s existing housing stock continues to age and as the availability of new homes increases, reinvestment in the older homes in town will remain important. The Village should continue to monitor reinvestment in its existing homes, particularly the residences in the DD and R-4A zoning districts. Lack of re-investment should be addressed through various programs, including, where feasible, the use of Community Development Block Grant money.

---

<sup>8</sup> Molley, Raven, Christopher L. Smith and Abigail Wozniak, “Internal Migration in the United States,” *Journal of Economic Perspectives*, Vol 25, No 3 (Summer 2011), p173-196, suggest that “migration rates have fallen for most distances, demographic and socioeconomic groups, and geographic areas.” On the other hand, William H. Frey, senior fellow at the Brookings Institute, notes that young people are increasingly mobile. See Frey, William H. “America’s Young Adults: A Generation on the Move,” at <http://www.brookings.edu/research/expert-qa/2012/11/20-frey-qa>.

<sup>9</sup> National Association of Home Builders, 1997

Figure 3-5 Reinvestments in Lemont (2006-2012) Source: Lemont Building Department



The Village should also seek to preserve the community's existing housing stock. The following statement should be applied to Lemont: "The preservation of older market-rate owner-occupied and renter-occupied housing, much of which is affordable to low-income households, should be used as a filter whereby land use choices and decisions are made on new development or proposed redevelopment projects."<sup>10</sup> The impact of stringent building and fire codes on the rehabilitation of existing housing should be addressed. The Village should seek to make the requirements of such codes more supportive of rehabilitation.

**Re-invigorate Fair Housing Efforts.** Often confused with affordable housing is fair housing. While affordable housing policy addresses the economic attainability of housing for all segments of the community, fair housing policy addresses equal access to housing. "Equal and free access to residential housing (housing choice) is fundamental to meeting essential needs and pursuing personal, educational, employment, or other goals. Because housing choice is so critical, fair housing is a goal that government, public officials, and private citizens must achieve if equality of opportunity is to become a reality."<sup>11</sup>

The Village of Lemont has had a fair housing ordinance since at least 1992. Over the years the Village has undertaken various efforts to publicize its fair housing ordinance, but these efforts have been sporadic and uncoordinated. Lemont's policy on fair housing remains consistent with federal, state, and

<sup>10</sup> American Planning Association, "Policy Guide to Housing," p. 7.

<sup>11</sup> *Fair Housing Planning Guide, Volume 1*, U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity.

county policies. This ordinance, however, does not include all of the protected classes as listed in federal, state, and county regulations and policies; it requires review and updating. Moreover, the Village should adopt a Fair Housing Plan. Such a plan should seek to increase awareness of fair housing issues and ensure that potential fair housing violations can be easily reported. And despite staffing and budget constraints, the Village should analyze impediments to fair housing choice in Lemont. Staff training and workshops with local real estate brokers should also be considered as part of a Fair Housing Plan.

Associated with fair housing is housing that is accessible to those with disabilities. “Accessible housing increases housing opportunities and choices for the elderly and persons with physical disabilities, and enhances convenience for non-disabled persons and children.” A continuing issue is the lack of accessibility in single-family detached homes. Although most multifamily housing is now required to comply with the accessibility provisions of the Fair Housing Act, single-family housing and multifamily developments less than four units are not required to be accessible or have adaptable units. Visitability is a housing design strategy to provide a basic level of accessibility for single-family housing, thus allowing people of all abilities to interact with each other. Visitability standards do not require that all features be made accessible. As the population trends toward an older demographic, visitability and universal design will increase in importance.

**Preserve Lemont’s Single-Family Character.** Almost any community’s identity is forged by the type, quality, and maintenance of its housing stock. Lemont is no different, and for decades our town has been one of predominately single-family detached homes. This should remain so. Other recommendations contained within this chapter for a varied housing mix should not be considered in conflict with this recommendation to preserve the single-family character. The Village should plan for and regulate the orderly integration of urban single-family attached and multi-family building forms within suburban single-family residential neighborhoods.

**IMPLEMENTATION ACTION AREAS**

The following tables summarize the housing element’s recommendations and responsible parties for addressing housing issues.

**Implementation Action Area 1: Achieve and Maintain the Right Housing Mix**

<p><b>Allow detached single-family development with smaller lots</b></p> <p>LEAD IMPLEMENTER(S): Planning &amp; Economic Development Dept.; Planning &amp; Zoning Commission</p>	<p>As part of the effort to re-evaluate greenfield development, the Village should consider the creation of a new zoning district aimed at allowing detached single-family home construction on smaller lots. Requirements for lot size, width and setbacks should be reduced from the current R-4 zoning standards. Smaller lot sizes should be tied to controls over the size of the house on the lot, e.g. standards similar to the Village’s floor area allowance in the R-4A. Additionally, subdivisions with such lot standards should be required, though PUD, annexation, or other zoning control, to contain adequate open space.</p>
<p><b>Allow the construction of “rowhouses”</b></p> <p>LEAD IMPLEMENTER(S): Planning &amp; Economic Development Dept.; Planning &amp; Zoning Commission</p>	<p>The Village should do more to encourage single-family attached and multi-family housing. Current zoning regulations effectively prohibit the construction of rowhouses, i.e. groups of townhouse units more than three abreast. The rowhouse product should be allowed as of right in the R-5 and R-6 zoning districts. The allowance for rowhouses should be coupled with a requirement for articulation of the façade, i.e. one or more units should protrude from the plane of the other façades.</p>
<p><b>Allow two-flats and/or duplexes on corner locations within single-family zoning districts</b></p> <p>LEAD IMPLEMENTER(S): Planning &amp; Economic Development Dept.; Planning &amp; Zoning Commission</p>	<p>The Village should do more to encourage single-family attached and multi-family housing. Two-flats—at least legal ones—are uncommon in Lemont. This housing product offers great opportunities for multi-generational usage, or provides an income-producing opportunity for homeowners. The two-flat has proven popular in the immigrant communities, and their availability in Lemont could help continue to attract immigrant groups such as the Lithuanians and Polish to town. Two-flats have been successfully blended within the fabric of single-family neighborhoods in many urban environments, and with attendant design controls, need not appear out of place.</p>
<p><b>Encourage residential planned unit developments that contain a range of housing products or lot sizes</b></p> <p>LEAD IMPLEMENTER(S): Planning &amp; Economic Development Dept.; Planning &amp; Zoning Commission; Village</p>	<p>In Lemont, planned unit development proposals have—with only two exceptions over the last 15 years—contained only one type of housing product, e.g. all townhouse units or all single-family homes. The Village should encourage developments with a mix of housing types and a mix of lot sizes for detached single-family lots. Encouragement should come in preliminary talks between the Village and developers, i.e. the Village should express its desire and willingness to see various housing products. Additionally, approval of annexations and planned unit developments should be more closely tied to considerations of the balance of housing products.</p>

<p>Board of Trustees</p>	
<p><b>Monitor and report on dwelling unit construction and home buying trends</b></p> <p>LEAD IMPLEMENTER(S):                  Planning &amp; Economic Development Dept.;                  Building Dept.</p>	<p>The Building Department tracks construction activity. Staff, primarily through functions with the Lemont Area Chamber of Commerce, receives antidotal information on home buying activities in town. Planning &amp; Economic Development staff should meet periodically with real estate brokers to obtain information on home buying trends in Lemont. Likewise, staff should track regional home construction and home buying trends. The data from on housing construction and the information from the realtors should be analyzed and reported to elected officials on at least an annual basis. Such reports should form the basis for continuing discussions of the appropriate housing balance and potential amendments to the comprehensive plan.</p>
<p><b>Reduce the practice of incorporating provisions in development approvals that result in more expensive construction</b></p> <p>LEAD IMPLEMENTER(S):                  Planning &amp; Economic Development Dept.;                  Planning &amp; Zoning Commission; Village Board of Trustees</p>	<p>In Lemont, annexation agreements and planned unit development ordinances of often include requirements that increase the cost of home construction. The most common manifestation of this has been provisions for high percentages of brick on building exteriors and minimum home sizes. Rather than taking a blanketing all new developments with such requirements, the Village should limit the incorporation of such provisions to a select number of new developments or require them on only certain phases of new developments.</p>
<p><b>Improve citizen perceptions of affordable housing by ensuring good design</b></p> <p>LEAD IMPLEMENTER(S):                  Planning &amp; Economic Development Dept.;                  Planning &amp; Zoning Commission</p>	<p>Poor site design and poor architecture contribute greatly to people’s unfavorable perceptions of affordable housing. Good design, therefore, could go a long way to assuaging such concerns over a potential project. See sidebar on specific recommendations for the design of multi-family housing.</p>



**Implementation Action Area 2: Encourage Infill Development**

<p><b>Remove barriers to the conversion of commercial space to residential space in the downtown.</b></p> <p>LEAD IMPLEMENTER(S): Building Dept.; Lemont Fire Protection District</p>	<p>Recent attempts of downtown property owners to convert office space to apartments have run afoul of the Lemont Fire Protection District’s fire code and/or the Lemont Building Code. The Village and LFPD should adopt the International Rehabilitation Code or make other appropriate changes to the existing building and fire codes.</p>
<p><b>Amend Zoning to allow more single-family attached options in infill locations</b></p> <p>LEAD IMPLEMENTER(S): Planning &amp; Economic Development Dept.</p>	<p>The Village should consider amending the R-4A zoning district regulations to allow two-flats on corner lots. Additionally, the Village should examine expanding the territory devoted to R-5 zoning in appropriate infill locations.</p>

*Note: many of the implementation action steps to achieve the right housing mix will also encourage infill development, if applied to already developed areas in addition to new Greenfield development.*

**Implementation Action Area 3: Re-invest in Existing Housing Stock**

<p>Monitor Construction Activity in Existing Housing Stock</p> <p>LEAD IMPLEMENTER(S): Building Dept.; Planning &amp; Economic Development Dept.</p>	<p>The Village should continue to monitor reinvestment in its existing homes, particularly the residences in the DD and R-4A zoning districts. Lack of re-investment should be addressed through various programs, including, where feasible, the use of Community Development Block Grant money.</p>
<p><b>Amend local building codes to encourage reinvestment and preservation of older homes.</b></p> <p>LEAD IMPLEMENTER(S): Building Dept.; Fire Protection District</p>	<p>The Village should consider the adoption of the International Rehabilitation Code or other local fire and building code amendments that would support further investment and preservation of existing housing stock.</p>

**Implementation Action Area: 4 Reinvigorate Fair Housing Efforts**

<p><b>Appoint a Fair Housing Officer; publicize the officer’s role.</b></p> <p>LEAD IMPLEMENTER(S): Village Administrator; Planning &amp; Economic Development Dept.</p>	<p>The mayor should appoint a Fair Housing Officer who will have oversight of the Village’s Fair Housing policy and who will function as the initial point of contact for those having inquiries or concerns about fair housing. The appointment of the officer and the officer’s function should be publicized. Residents should be encouraged to contact the Fair Housing Officer, and contact information and details on fair housing should be prominently displayed on the Village’s website and in other appropriate Village documents or media.</p>
<p><b>Consider the use of CDBG grant money for purposes other than water/sewer repair</b></p> <p>LEAD IMPLEMENTER(S): Planning &amp; Economic Development Dept.; Village Administration</p>	<p>Like many eligible municipalities in Cook County, the Village has used CDBG grant money for projects related to water main replacement. The Village should consider the use of CDBG money for other eligible projects, such as: streetscape improvements, housing rehabilitation, and correction of building and fire code deficiencies.</p>
<p><b>Analyze impediments to fair housing</b></p> <p>LEAD IMPLEMENTER(S): Planning &amp; Economic Development Dept.; Village Administrator</p>	<p>The Village should determine if any practices within the Village, e.g. actions by real estate brokers, are impediments to fair housing. Engagement of a consultant may be necessary to adequately implement this action.</p>
<p><b>Consider visitability programs and building code amendments to improve accessibility in single-family homes.</b></p> <p>LEAD IMPLEMENTER(S): Building Dept.</p>	<p>Accessibility can be improved with the concept of visitability and even more so with universal design. Universal design incorporates features that make homes adaptable to persons who require handicapped access without negatively impacting curb appeal or value. Many universal design features make a home more convenient and mitigate common household safety hazards.<sup>12</sup></p>

<sup>12</sup> American Planning Association, “Policy Guide to Housing.”

## ECONOMIC PROSPERITY ELEMENT

### VISION

In 2030, Lemont will have a thriving business community with few vacant commercial buildings. Downtown Lemont will be a vibrant mixed-use district full of unique shops, restaurants, offices, and homes. Lemont will be a desired destination for visitors from outside the community.

### GUIDING PRINCIPLES

- Village codes and permitting processes are safeguards of public health and safety; they should also be tools for promoting economic growth and development.
- Patronizing local businesses keeps money circulating in our local economy, thereby benefitting local businesses and local taxing bodies. “Shop Lemont First” should be the ethic of government agencies, local businesses and residents.
- By providing retail development consistent with local demand, Lemont residents will have adequate choices within the community to meet most of their retail shopping needs.
- Proactive approaches to business recruitment and retention are needed to overcome challenges to achieving our vision for economic prosperity
- Creating local employment opportunities for residents provides many benefits to our community including environmental benefits from shorter commutes and strengthened social ties among citizens who live and work locally.
- The downtown, I&M Canal, and the Heritage Quarries Recreation Area are unique assets and should be further cultivated to be attractive destinations for residents and visitors.
- The unique charm and rich history of Lemont provides a strong foundation for tourism. Partnerships will create the synergies needed to import spending into the local economy and make Lemont a destination for visitors

### INTRODUCTION

In many ways, any local community’s economy is a reflection of larger regional, national, and international trends, driven by forces far beyond the control of a local municipal government. Lemont, like the region and the nation, does not have the same level of manufacturing activity and the accompanying manufacturing jobs that it once had. The health care industry has grown locally and nationally as a reflection of the increasingly complex nature of health care and the aging population in the United States. Regionally and locally there has been limited total job growth over the last ten years.<sup>1</sup>

---

<sup>1</sup> US Census Bureau, Longitudinal Employer-Household Dynamics (LEHD) Program, <http://onthemap.ces.census.gov/>

Although all local economies are pushed and pulled by larger trends, each place has its own unique assets and challenges. While Lemont is within one of the most educated metropolitan areas in the country, Lemont's residents and local workforce have even higher rates of educational attainment than the larger region (38.7% of population 25 and over with a bachelor's degree or higher vs. 34% for the region).<sup>2</sup> Although Lemont is located within the second most populous county in the country, we are unique in that we still have hundreds of acres of land available for new residential or commercial development within Lemont township.<sup>3</sup> While Lemont's origins date back to the 1830's, many of Lemont's neighbors like Woodridge and Darien were not developed until the 1950's - 60's. Our neighbors do not face the same challenges of replacing and updating aging infrastructure as we do in Lemont.<sup>4</sup>

How do we take advantage of our unique assets and overcome our unique challenges to reach our vision for economic prosperity? This plan suggests an ongoing, comprehensive economic development effort focusing on: (1) specific industries that are likely to be attracted to Lemont's unique strengths; and (2) key areas in and around Lemont with the highest potential for current and future economic activity.

## **EXISTING CONDITIONS**

As a part of the Chicago metro, Lemont shares in many of the region's strengths and weaknesses. Achievement of our local economic goals depends largely on the success of coordinated efforts to improve shared regional infrastructure and workforce resources. Locally however, Lemont's infrastructure and workforce are two of its greatest assets as a potential location for business. Lemont provides its own water service and generally has excess capacity to meet demand; this allows for new development to proceed without costly upgrades to Village facilities. Most of the Village and its adjacent planning area is serviced by water and sewer, or has service within a reasonable distance. The Village has recently made plans to extend water and sewer service into a portion of its unincorporated planning area, opening this area up to additional development opportunities.

One infrastructure limitation for Lemont is difficulty in providing sewer service to adjacent sites in Will and DuPage counties. Any extension of service into those areas requires an amendment to the Water Reclamation District of Greater Chicago's (MWRD) facilities planning area. Lemont is also considerably older than many neighboring communities; its aging infrastructure is insufficient for new development in some areas and competing communities may not face similar challenges. In particular, aging infrastructure has been issue near the historic downtown retail district. The Village has taken proactive steps to improve infrastructure in these areas, but more work remains.

One of Lemont's other great strengths as a potential location for business is its educated workforce. The percent of Lemont residents with high school and bachelor's degrees far exceeds state and metro area averages. For retailers, Lemont has above average household incomes, resulting in above average disposable income to support local retail activity. However, the vast majority of Lemont's local residents work outside the village which means that the area has a low daytime population to support retail

---

<sup>2</sup> Chicago ranks 45<sup>th</sup> among all 374 Census Bureau Census Metropolitan Statistical Areas for the number of people age 25 or older with a bachelor's degree or higher. U.S. Census Bureau, 2010 Census.

<sup>3</sup> U.S. Census Bureau, 2010 Census.

<sup>4</sup> Village of Woodridge incorporated in 1959; City of Darien incorporated 1969.

establishments. Of 7,169 workers living in Lemont, only 12% also work in Lemont; the other 88% work outside the community.<sup>5</sup>

Just like the region, Lemont is impacted by state and county tax policies. Lemont struggles to compete with nearby communities for commercial and industrial development due to its disadvantageous tax situation. Property taxes for commercial and industrial properties are typically higher in Cook County than in nearby Will or DuPage counties. Sales tax is another comparative weakness for Lemont versus surrounding communities. Lemont actually lies within three different counties, Will, DuPage, and Cook, but the vast majority of Lemont's territory is in Cook County. Lemont's sales tax rate in Cook County is 8.5%. By comparison, if retail properties were located in the DuPage or Will County portions of Lemont, their sales tax rate would be 7%.

### **Target Industries**

In preparation of this comprehensive plan, a Target Industries Report was created based on a careful examination of Lemont's competitive position in the marketplace, its assets and its liabilities.<sup>6</sup> Target Industries are industries or groups of industries that are compatible with our community vision and are likely to choose to locate, remain, or grow in Lemont because of our economic, geographic, or other comparative advantages. The practice of targeting has become increasingly commonplace among local governments and regional economic development organizations as agencies seek ways to make the most efficient use of limited resources.<sup>7</sup>

The Target Industries Report examines each of the 20 North American Industrial Classification System (NAICS) industry sectors. Each industry sector was evaluated on the following quantitative factors: whether the sector is experiencing positive national, regional and local employment trends; whether regional economic development agencies are targeting the sector for future growth; whether there is a relative concentration of local employment in the sector when compared to the Chicago metropolitan region and the state; whether local jobs in the sector represent a significant portion of total local employment; and whether local resident employment in the sector represents a significant portion of total resident jobs. Each sector was also evaluated on two qualitative factors: whether the sector aligns with the Lemont 2030 vision and whether the sector is compatible with Lemont's unique strengths, weaknesses, opportunities and threats.

The Target Industries Report ultimately identifies six industry sectors toward which the Village should concentrate its economic development efforts. Four sectors are identified as growth targets, while two sectors are identified as preservation targets. The growth targets include: Health Care and Social Assistance (NAICS 62); Retail Trade (NAICS 44-45); Professional, Scientific and Technical services (NAICS 54); and Arts, Entertainment and Recreation (NAICS 71). The preservation targets are Manufacturing (NAICS 31-33) and Transportation and Warehousing (NAICS 48-49).

Based on the findings of the Target Industries Report, Lemont should seek to increase the proportion of growth target industry sectors in the local economy. Preservation target industry sectors are those which are not expected to increase as a percent of the total local economy, but are still vital components of the local economy. The Village should seek retention and expansion of existing businesses and limited attraction of new businesses in these industry sectors. The target industry

---

<sup>5</sup> Census on the Map

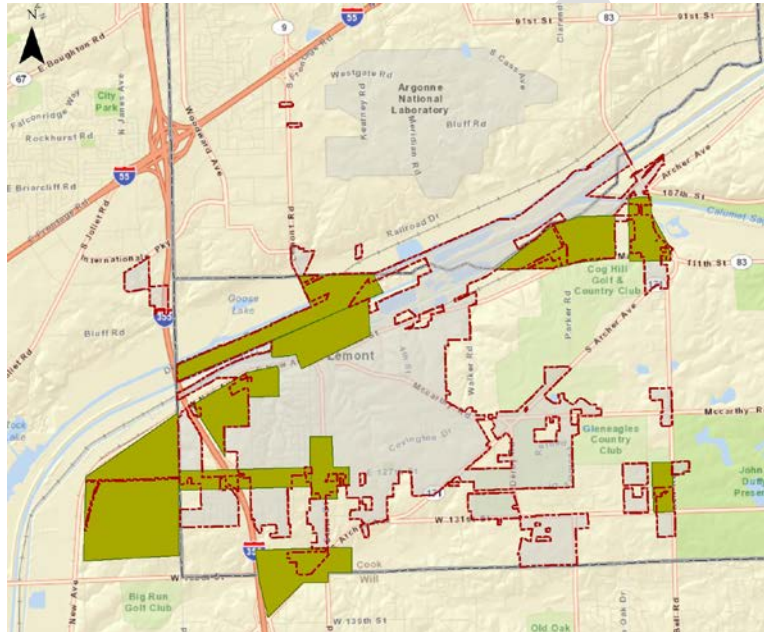
<sup>6</sup> Lemont Target Industries Report, 2012 – [www.lemont.il.us/lemont2030](http://www.lemont.il.us/lemont2030)

<sup>7</sup> Swager, R. J. "The Targeting Study in Economic Development Practice." *Economic Development Review*, Vol. 5, Issue 2 (1987): 56-60.

sectors contained within the Target Industries Report should take priority as the Village considers implementation of the Comprehensive Plan recommendations.

**Economic Activity Centers**

The Target Industries Report identifies ten locations within the Village or its planning area as economic activity centers. Economic activity centers are existing or potential future hubs of business activity; they are not intended to represent the locations of all commercial activity within the Village, but rather those areas where there already are or may in the future be significant concentrations of economic activity. These economic activity centers are the locations where the Village’s targeted industries are already located or may be located in the future.



The following matrix joins the target industries to Lemont’s economic activity centers. Cells shaded in green indicate that a given target industry is appropriate for a given activity center. These recommended locations should be considered in future annexation, planning and economic development efforts.

Economic Activity Areas	Target Industries				
	Growth Targets			Preservation Targets	
	Health Care	Retail	Professional, Scientific & Tech. Ass't.	Arts, Ent. & Recreation	Manufacturing & Transportation & Wholesale
Downtown					
Sanitary & Ship Canal					
Citgo					
Timberline					
W. 127 <sup>th</sup> Street					
State & 127 <sup>th</sup>					
Archer / I-355					
Bell Road					
Maley Road					
Route 83					

## RECOMMENDATIONS

To achieve the Village's vision for economic prosperity and to increase the proportion of target industry activity in Lemont, the Village should focus its economic development efforts on the following goals.

**Develop Lemont's "Product".** Just as the Chicago region competes with other regions in the country to attract businesses, residents, and visitors, Lemont competes with other communities for such resources. To enhance our competitive advantage, Lemont should create both a physical and a policy environment that supports economic growth. The Village's physical environment includes the appearance of commercial districts, the gateways into our community, and other physical attributes that are key to making a good impression on visitors and residents, including visitors who might consider opening or expanding a business in Lemont. The Village's policy environment includes zoning and building regulations, Village procedures, policies regarding incentives, and other non-physical considerations that are equally important to businesses seeking to open or expand in Lemont.

**Branding.** While the Village is making tangible physical and policy changes to support growth, it should simultaneously pursue an effort to identify the Village's brand and promote that brand through a comprehensive and ongoing brand strategy. Branding and marketing help a community distinguish itself from other communities and help develop a sense of the community's identity. Branding has become increasingly important for cities, as they compete against one another for residents, businesses, and visitors. "This competitive environment is a reality of our times, and how a city stakes out and communicates its distinctive place within it largely decides which cities succeed and which falter in the race for economic prosperity. To this end, places are just like companies: those with a strong brand find it much easier to sell their products and services and attract people and investment."<sup>8</sup>

Although branding is often thought to be simply a logo or a tagline, logos and taglines are marketing tools used to implement a brand strategy. CEOs for Cities describes branding efforts as, "anchored in a community's societal, political or economic objectives ... identifying the core promise that it makes to key audiences, and developing and consistently communicating the core, positive attributes of the place. Whether a place is looking to rebuild, enhance or reinvigorate its image, the first step is a comprehensive brand strategy."<sup>9</sup>

**Develop Downtown as a Destination for Residents and Visitors.** As Lemont's historic core and a key area of commercial activity, additional efforts should be dedicated to develop downtown's assets. The continued vitality of downtown was a key priority expressed during the public visioning process. Additionally, downtown represents an area of significant prior investment by the Village. From 1999 to 2010 in the downtown TIF district, over \$5.4 million of TIF funding has been spent on public infrastructure improvements, and nearly \$1 million has been spent on marketing, façade grants, and other improvement efforts.<sup>10</sup> Significant private investment has also taken place during this time period, the most obvious of which is the 82-unit Front Street Lofts condominium project. But many smaller, yet substantial other private investments have been made to update and restore the many smaller and often historic buildings downtown. Over \$250,000 in private funds has been spent just by

---

<sup>8</sup> CEOs for Cities, Branding Your City, p.2

<sup>9</sup> CEOs for Cities, Branding Your City, p.3

<sup>10</sup> Downtown TIF District Annual Reports FYE 2000 to FYE 2010

participants in the downtown façade and site improvement grant program. For all of these reasons, downtown warrants dedicated economic development efforts. Both physical improvements and policy changes will help Lemont realize its vision for downtown by 2030.

**Develop and Implement a Business Retention & Expansion Program.** The Village currently does not have a formal business retention and expansion program. Establishing such a program, with a designated staff coordinator, is an important step toward achieving our economic vision. Generally, it is less expensive for a community to retain and grow its existing businesses than to attract new businesses. Also, business retention and expansion efforts honor the prior investment made by local businesses. Central to any business retention and expansion program is annual surveys of local businesses. Surveys serve three functions. The surveys help collect important information that otherwise may not be available at the local level, or may not be available at the necessary level of detail. Surveys help build rapport between the business community and the economic development team conducting the surveys; they are a way to show businesses that the Village values their input. Finally, surveys help identify mid and long-term issues facing local businesses and provide an opportunity for the Village to assist the businesses with these issues. For example, a survey may reveal that an owner of a successful local business wants to retire; with that knowledge, the Village can assist the owner in succession planning and/or marketing the business for sale. Although annual business surveys should be the Village's first step, a successful business retention and expansion program should include other initiatives and services to support existing businesses, particularly those within Lemont's targeted industry sectors.

**Develop and Implement a Business Attraction Program.** While expansion of existing businesses will provide new economic growth, new businesses are also needed. New businesses will help expand the local tax base and add to the variety of locally available goods and services. Through straightforward strategies, like maintaining a complete inventory of commercial and industrial property in the Village, the Village can help match new or growing businesses in our targeted industry sectors to opportunities for development in Lemont.



**IMPLEMENTATION ACTION AREAS**

**Implementation Action Area 1: Develop Lemont’s “Product” – Physical & Policy Improvements**

<p><b>Develop inviting gateways into Lemont</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>Gateways are key intersections/corridors that represent major points of entry into a community. Ensuring that these points are attractive is key to creating a positive first impression of Lemont for visitors. The Village should enhance our gateways through streetscaping, signage, and other physical improvements. Private development at gateways should reinforce the public improvements and further enhance the aesthetics of these important areas.</p>
<p><b>Allow amendments to Planned Unit Developments for infill commercial development</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>Many of the Village’s shopping centers and other commercial developments were approved as planned unit developments. As such, many of the sites are restricted to specific site designs and/or parking ratios. Often the PUDs require more parking than recommended by current Village standards or best planning practices. On these sites, PUD amendments should generally be granted to incorporate additional commercial buildings.</p>
<p><b>Create master plans for Lemont’s economic activity centers</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>Each site has its own unique assets and challenges. For those centers which are undeveloped, or require significant redevelopment to become a hub of economic activity, master development (or sub area) plans should be developed. In addition to land use and design considerations, these plans should address infrastructure capacity and economic feasibility of any plan proposals.</p>
<p><b>Annex economic activity centers that are not already within the Village</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>Many of the economic activity centers that are key to the Village’s future economic growth are not currently within Village limits. Annexation of these areas is an important first step to add the necessary acreage for new commercial development.</p>
<p><b>Vigorously enforce existing property maintenance codes and pursue additional codes as needed</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept., Code Enforcement</p>	<p>Attractive commercial districts are critical to creating a positive impression for shoppers; unattractive districts are unlikely to be successful. The Village should prioritize enforcement of property maintenance in commercial districts, including the noncommercial properties located within or adjacent to those districts.</p>

<p><b>Establish a community-wide façade and site improvement program</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>The downtown façade and site improvement grant has been widely successful in helping business and property owners make needed improvements to downtown buildings and businesses. A similar program could encourage reinvestment in older commercial properties throughout the community. The program could be structured as a grant or low interest loan.</p>
<p><b>Create a “white elephant” ordinance or policy</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept., Village Attorney</p>	<p>It is not uncommon for large retailers to close and leave a vacant building behind, known as a “white elephant”. Many communities have addressed the problem of white elephants through ordinances that require large retail developments to submit a detailed reuse plan before site plan approval or pay an annual fee into a redevelopment fund. Some ordinances prohibit the use of restrictive covenants, which often prevent efficient reuse of vacant commercial properties. The Village should explore the development of a “white elephant” ordinance or policy to be applicable to future large-scale commercial development.</p>
<p><b>Annually review Village codes and development review procedures</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept., Building Dept.</p>	<p>At least once a year, Village staff should review any needed changes to the Unified Development Ordinance, other codes, and internal development review and permitting procedures to see if any improvements can be made to increase efficiency or reduce unnecessary regulation. Contractors, builders, and other stakeholders should be given an opportunity to provide input.</p>
<p><b>Revise the Unified Development Ordinance to support increased daytime and resident population</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>To support additional retail services the Village needs to increase its daytime population and residential population near its commercial districts. Revisions to the Unified Development Ordinance such as smaller minimum lot sizes for single-family homes and areas zoned for multi-family housing near commercial development would support residential population growth. Such revisions should be implemented, so long as they are not in conflict with other housing or land use goals of this plan.</p>
<p><b>Create a comprehensive incentives policy</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept., Village Administration, Finance</p>	<p>A comprehensive incentives policy will let businesses and residents know what kinds of incentives will be considered by the Village and for what kinds of projects. The policy should include consideration of in-kind as well as direct monetary incentives. Generally, incentives should only be available to businesses within Lemont’s targeted industries (growth or preservation) and/or businesses that will redevelop an underutilized or brownfield site. More detailed criteria may be included for specific types of incentives (e.g. the criteria for receiving in-kind incentives may be different than tax abatement). Incentive requests should be evaluated using a cost-benefit analysis.</p>

<p><b>Promote the development of health care sector businesses along 127<sup>th</sup> Street, west of State Street.</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept., Village Administration,</p>	<p>Typically sales tax generating uses are the preferred land use for commercial corridors. However, the area along 127<sup>th</sup> Street, west of State Street has two characteristics that make it particularly attractive for the development of health care businesses; it is located along I-355 in close proximity to two major hospitals and several medical uses already exist within the corridor. Conversely, the area is not particularly attractive for retail development due to its low traffic counts, which are unlikely to change. For these reasons, the Village should prefer medical office and other health care industry development along this corridor when making land use decisions, including incentive and planned unit development requests.</p>
<p><b>Maintain existing industrial zoning with very limited expansion</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>Manufacturing and transportation &amp; warehousing are Lemont’s two targeted preservation industries. These industries, located on the Village’s manufacturing and B-4 zoned properties, provide local jobs and play an important role in the regional economy. To retain this important component of our local economy, the Village should not reduce the amount of manufacturing zoned property, with the exception of properties within and immediately adjacent to the Route 83 &amp; Main Gateway TIF area and downtown Lemont. The Village should seek to increase our total acreage of industrial land use through annexation when the areas of annexation that are adjacent to existing industrial/manufacturing areas and such zoning will not create a conflict with existing residential development. The Village should refrain from rezoning existing territory to manufacturing, with the exception of B-4 zoned properties, discussed below. Any new industrial development should comply with the Village’s high standards for site design and aesthetics.</p>
<p><b>Revise the B-4 zoning district regulations and the Canal Overlay District</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>The B-4 zoning district is intended for outdoor commercial recreation. However 67% of B-4 zoned properties are within the Canal Overlay District, which allows for uses related to water-borne shipments and the barge industry along the Sanitary and Ship Canal which is unrelated to outdoor recreation. The zoning district and overlay cause unnecessary confusion and should be revised. The uses allowed within the Canal Overlay District should still be allowed along the Sanitary and Ship Canal, but new zoning districts should be created to distinguish between the currently B-4 zoned areas truly intended for recreation, and those intended for industrial and/or transportation related uses</p>
<p><b>Annex Nearby Arts, Entertainment and Recreation Employment Centers</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>Where owners are willing, the Village should annex existing nearby employment centers within the Arts, Entertainment, and Recreation growth target industry sector.</p>

**Implementation Action Area 2: Branding**

<p><b>Define Lemont’s Current Brand Image</b></p> <p>Lead Implementer(s): Village Administration, Planning &amp; Economic Development Dept.</p>	<p>Define the current perceptions of the community using tools like surveys or in person interviews.</p>
<p><b>Define Lemont’s Aspirational Brand Identity</b></p> <p>Lead Implementer(s): Village Administration, Planning &amp; Economic Development Dept.</p>	<p>Define the perceptions we want people to have of Lemont in the future. The aspirational brand identity is a goal the Village will strive to achieve.</p>
<p><b>Create a Brand Positioning Strategy</b></p> <p>Lead Implementer(s): Village Administration, Planning &amp; Economic Development Dept.</p>	<p>The gap between the current brand image and the aspirational brand identity influences the brand positioning strategy. The brand positioning strategy begins to move the village toward the aspirational identity, but communicates a credible image of Lemont as it is today. The brand positioning strategy is used to drive communications and the marketing plan.</p>
<p><b>Execute a brand-based marketing plan</b></p> <p>Lead Implementer(s): Village Administration, Planning &amp; Economic Development Dept.</p>	<p>The marketing plan will execute the brand positioning strategy, and will change over time as the brand positioning strategy changes. A brand-based marketing plan will include advertising, but should also include other opportunities to enhance the Village’s brand (e.g. customer service interactions).</p>

**Implementation Action Area 3: Develop Downtown as a Destination for Residents and Visitors**

<p><b>Stabilize the I&amp;M Canal wall and improve water conditions in the canal.</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>The I&amp;M Canal is the reason Lemont was founded and the nationally historic canal still cuts through the downtown. The Village has installed miles of walking paths on either side of the canal and planted extensive landscaping along the canal in heart of downtown. However, the canal and its original limestone canal walls are in need of repair. Restoring water to the canal and stabilizing the limestone canal walls, at least in the heart of downtown, will honor the past investments made by the Village and ensure the canal serves as an asset to the downtown, rather than a liability.</p>
<p><b>Create an “open air museum” within the downtown</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept., Historic Preservation Commission, Lemont Area Historical Society, Lemont Art &amp; Culture Commission</p>	<p>Downtown has many historic structures with rich histories and various works of public art depicting aspects of Lemont’s past. However, visitors do not have information to help them realize the historical significance of these buildings and displays. By adding historic interpretation (e.g. signs, self-guided tour maps, podcasts) the Village can create opportunities for people to interact with downtown’s existing historic features and enhance the visitor experience. The Village should also add features in the downtown that use Lemont’s history to engage and inform visitors.</p>
<p><b>Continue to support increased commuter rail service</b></p> <p>Lead Implementer(s): Administration</p>	<p>The Village has long recognized that increased Metra service would enhance the economic vitality of downtown, and the entire community. As such, the Village has supported increased service on the Metra Heritage Corridor Line. Efforts in support of increased service should continue.</p>
<p><b>Market downtown as a visitor destination</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.; Chamber of Commerce</p>	<p>Downtown Lemont is a unique, historic traditional business district. It is also host to most of the Village’s special events. To take advantage of downtown’s unique assets, promote attendance at special events, and remain competitive with other nearby downtown districts, the Village should create print and online advertising campaigns to market downtown to local residents, visitors from nearby communities, and heritage tourists.</p>
<p><b>Revise UDO as needed to continue support of a mixed use environment, consistent with historic development patterns</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>In 2005 Lemont adopted new zoning standards for the downtown. The standards are designed to maintain the area’s mixed use, pedestrian oriented environment. The standards are also designed to allow new construction, but with design features and setbacks that fit with the historic patterns of development downtown. The use standards have generally been successful to date, but in some instances the bulk regulations may allow construction that would be incompatible with existing buildings. The bulk standards should be re-evaluated and amended as deemed prudent. The standards should strike a balance between preserving the character of the downtown and stimulating investment in the area.</p>

<p><b>Adopt a vacant storefront ordinance</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>Vacant storefronts are particularly detrimental to the vitality of a downtown district; because shops are close together and buildings are close to the street the storefront windows are highly visible. Vacant storefront ordinances require building owners to place artwork or other signs in the storefront windows of a building that has been vacant for a given period of time. The required signs or art displays serve to reduce the visual impact of the vacant storefront window in the streetscape.</p>
<p><b>Create a funding plan to continue maintenance of TIF improvements upon expiration of the downtown TIF.</b></p> <p>Lead Implementer(s): Administration, Planning &amp; Economic Development Dept.</p>	<p>The downtown TIF district expires in 2014. Upon the expiration of the TIF, the Village will need to develop a plan to maintain and continue improvements to the public amenities in the downtown.</p>

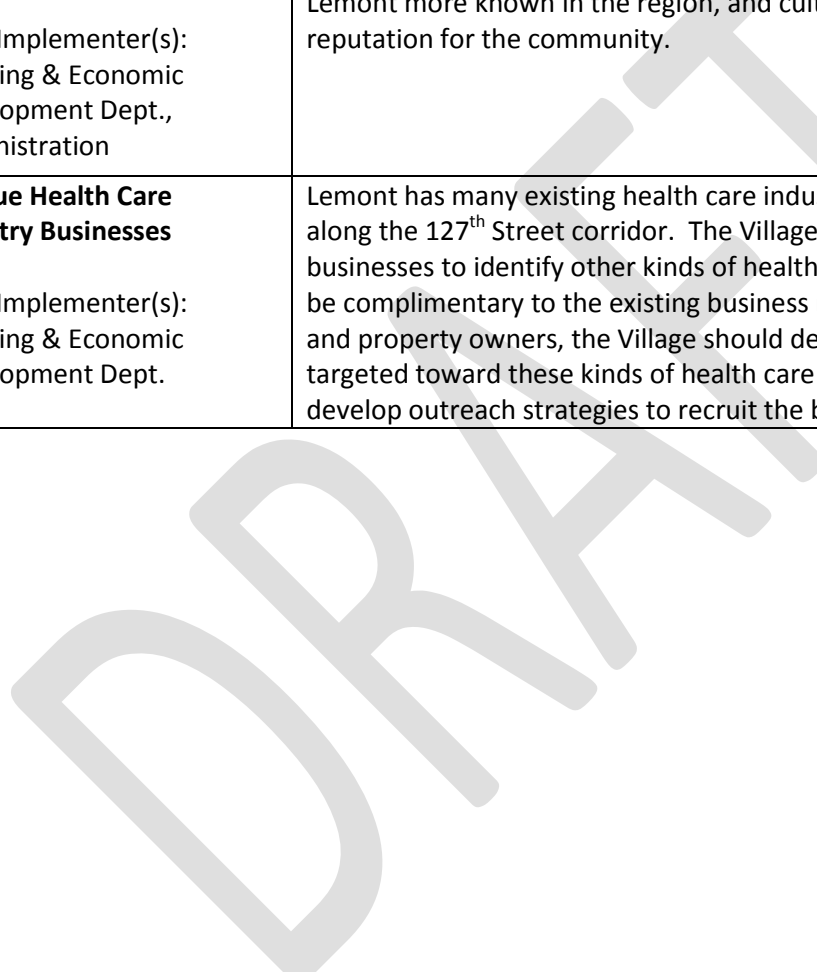
DRAFT

**Implementation Action Area 4: Develop and Implement a Business Retention & Expansion Program**

<p><b>Conduct Annual Business Retention Surveys</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>Annual business surveys are the foundation of most business retention and expansion programs. Due to resource constraints, some surveys will be conducted electronically or by paper. But in-person surveys should also be conducted, particularly for businesses within the Village’s growth target industries.</p>
<p><b>Increase local shopping</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.; Chamber of Commerce</p>	<p>Increasing the percentage of total disposable income spent within the village will increase local tax revenue and support local businesses. The Village should seek to increase local shopping through 1) a marketing campaign to educate residents on the benefits of local shopping and 2) assisting local businesses to match their inventory and services to those in demand by local residents.</p>
<p><b>Support retail clusters through advertising</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>The Village should create targeted advertising campaigns aimed at supporting existing local retail clusters that draw people into the trade area. For example, a “lunch in Lemont” campaign directed to nearby employment centers to enhance spending at Lemont’s quick service eating establishments.</p>
<p><b>Identify and assist home-based businesses</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept., Chamber of Commerce</p>	<p>Working with the Chamber of Commerce, the Village should begin a program to identify existing home based businesses in Lemont in the professional, scientific, and technical services target industry sector. Once identified, the Village should survey the businesses to discover common needs and interests and work to create programs and/or services to assist the businesses to transition to an office-based business with employees.</p>
<p><b>Support the Lemont Art &amp; Culture Commission to further growth in Arts, Entertainment, &amp; Recreation</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept., Lemont Art &amp; Culture Commission Chamber of Commerce</p>	<p>Lemont should build on its existing assets to promote economic growth within the Arts, Entertainment &amp; Recreation target industry sector. One of these assets is the Lemont Art &amp; Culture Commission. The Commission has been successful in developing several public art projects. It also provides art classes and features works of local artists in the recently opened Lemont Center for the Arts. The Commission works collaboratively with the Lemont Artists Guild, a group of local artists. The Village should support the continued work of the Art &amp; Culture Commission by providing a staff liason to assist with grant applications and programming aimed at promoting economic growth in the arts and entertainment sector. The Village should also support the Commission in its efforts to raise funds for a permanent Lemont Center for the Arts in the downtown.</p>

**Implementation Action Area 5: Develop and Implement a Business Attraction Program**

<p><b>Create and maintain a sites and buildings inventory</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>In order to quickly respond to requests for information from real estate brokers, developers, retailers and others, the Village should create and maintain an inventory of all commercial and industrial property in the Village. The inventory should also include properties currently outside the village limits that have development potential and could be annexed.</p>
<p><b>Cultivate a positive reputation for Lemont in the region</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept., Administration</p>	<p>The Village should participate in industry group events, particularly real estate industry events. Participation in such events provides opportunities for Village staff to interact with these communities, make Lemont more known in the region, and cultivate a positive, pro-active reputation for the community.</p>
<p><b>Pursue Health Care Industry Businesses</b></p> <p>Lead Implementer(s): Planning &amp; Economic Development Dept.</p>	<p>Lemont has many existing health care industry businesses, particularly along the 127<sup>th</sup> Street corridor. The Village should work with these businesses to identify other kinds of health care businesses that would be complimentary to the existing business mix. Working with business and property owners, the Village should develop marketing materials targeted toward these kinds of health care industry businesses and develop outreach strategies to recruit the businesses to Lemont.</p>







Village of Lemont  
*Planning & Economic Development Department*

---

418 Main Street · Lemont, Illinois 60439  
phone 630-257-1595 · fax 630-257-1598

TO: Committee of the Whole

FROM: Charity Jones, AICP, Planning & Economic Development Director  
Mark LaChappell, Building Commissioner

SUBJECT: Special Event Permit Policies & Procedures

DATE: February 19, 2014

---

### SUMMARY

Staff is proposing changes to the Village's policies and procedures for special event permits in order to 1) streamline the permit process and provide clear permit guidelines for applicants and 2) provide staff the necessary information and time effectively evaluate whether the proposed events adequately address issues of public health and safety and impacts to property.

**Streamlining the Process & Clear Guidelines.** The requirements for special event permits have grown in recent years, consistent with the increasing number of special events in the community and the increasing complexity of many of the events. As new requirements have been added, no comprehensive approach to permitting the events has been taken; each new requirement has merely been added on. Currently, applicants for special event permits may fill out a variety of forms: a special event permit application, a request for police services, a tent permit application, a temporary sign application, a special event liquor license application, and/or a raffle license application. Many, if not all, of the forms request duplicative information and some of the forms contain overlapping requirements/guidelines. In order to streamline the application process, staff is proposing one application package. The information contained within that package will then be used as application for the various approvals needed for an event (e.g. tent permit, police services, temporary signs, etc.). The application package attempts to clearly state all permit requirements in straightforward language.

**Allowing Village Staff to Effectively Review Permits.** Staff has proposed several changes to our current permit requirements and processes in order to ensure that there is sufficient time for reviews (including the possibility of needed plan revisions) and event organizers are providing the information necessary for staff to make determinations regarding event safety. The recommended changes are summarized below.

*Eligible Events.* Currently, we do not formally define which events require special event permits. In practice, all outdoor events are required to receive a permit. Indoor events are required to receive a permit if alcohol is served, but past practice on indoor events has not always been consistent. Staff is proposing that the following events require permits: events held on public property, events held outside on private property, events held inside a building on private property that involves a third party event organizer or vendor, or any event that requires police traffic control.

Some events would be exempt from permit requirements, such as regularly scheduled sports events, events at banquet centers, and indoor events on private property that do not require traffic control. If an event serves alcohol, a special event liquor license would be needed, but a full special event permit would not be required unless the event met the other thresholds.

*Application Deadline.* Currently, there is no application deadline for special event permits. Staff is proposing a deadline of 30 days prior to the special event. Most special events include alcohol and the State of Illinois's deadline for applications for special event liquor licenses is 14 days prior to an event (unless an additional fee is paid); since the state license application requires event organizers to attach the local license, it makes sense for our local deadline to be earlier. Additionally, events that include traffic control or use of public property require a pre-event meeting between Village staff and event organizers; having an earlier application deadline would allow time for this meeting to be scheduled in advance of the event.

*Fees.* Currently, Village practice has been to waive all permit or license fees for not-for-profit organizations, upon request. The only costs that have not been waived are reimbursements for police services / traffic control during events and Saturday inspection fees. Staff proposes that all organizations, regardless of not-for-profit status, pay the following fees: 1) the base \$25 special event permit fee, 2) an additional \$25 expedited review fee if the application is not submitted by the deadline, and 3) any Public Works time. Staff recommends that we continue the practice of requiring all event organizers to reimburse for police services and Saturday inspection fees. Finally, staff recommends that for events taking place in Village parking lots or other areas with public trash cans, that the Village reserve the right to require an additional trash pick up to empty these cans, the cost of which would then be billed to the event organizer. All other fees would remain unchanged, and would be charged to for-profit event organizers accordingly.

*Permit Application Requirements.* The draft permit application package includes a checklist of required materials, to be submitted with special event permit applications. In addition to what the Village has historically required, staff has explicitly stated that a sound control plan, lighting plan, and post-event clean-up plan would be required. These issues have been addressed with past special events, but not as part of the required application materials. The permit application also asks event organizers to request dates and times for inspections; this was not a part of the application form in the past, but the inspections were required.

## **ATTACHMENTS**

1. Draft Special Event Permit Application Package



## Special Event Information & Application Packet

### Introduction

Thank you for your interest in holding a Special Event in the Village of Lemont. This information packet was created to assist anyone who is considering applying for a special event permit. The packet presents an overview of the procedures and requirements for special event permit requests. It also includes all forms and information necessary to compile a complete special event permit application. However, this packet does not have any statutory standing and should not be considered a substitute for the actual law, ordinances, codes, or policies of the Village of Lemont. After reviewing this packet, if you have any questions about the permit process, or whether your proposed event requires a permit, contact Planning & Economic Development Department Special Event Coordinator at (630) 243-2700 prior to submitting an application.

### What is a Special Event?

A Special Event is any temporary occurrence conducted or sponsored by a person, organization, entity, or business that is open to the public. Examples of special events include, but are not limited to: festivals, concerts, carnivals, arts and craft shows, fireworks displays, sporting events, and parades.

Special Events requiring permits are 1) held on public property, or 2) held outside on private property or 3) held inside a building on private property and involves a third party event organizer or vendor, or 4) any event requiring police traffic control.

Regularly scheduled sporting events on property where such events are regularly held in support of the property's principal use do not constitute special events (e.g. regularly scheduled sports activities at public parks, regularly scheduled tournaments at golf courses, etc.). Indoor events on private property that are intended primarily for members of an organization do not require a special event permit, unless such event is expected to be so large in size as to necessitate traffic control (e.g. church potlucks, parties, etc.). Indoor events that are held at banquet halls, conference centers, and similar businesses do not require a special event permit, unless such event is expected to be so large in size as to necessitate traffic control.

Any event involving alcohol service must apply for and receive a special event liquor license, even if the event does not require a special event permit.

Please contact the Planning & Economic Development Department Special Event Coordinator at (630) 243-2700 with any questions about the kinds of events requiring a permit.

## Application, Review, and Approval Process

To apply for a special event permit, an applicant must submit a complete Special Event Permit Application form along with all of the applicable items listed on the attached *Special Event Permit Application Checklist of Required Materials* to the Planning & Economic Development Department. Special events vary widely in nature; some items on the *Special Event Permit Application Checklist of Required Materials* may not apply to a particular event. It is the event organizer's responsibility to determine which apply to the particular event in question and submit a complete application. If an event organizer has any questions regarding the applicability of any item on the *Special Event Permit Application Checklist of Required Materials*, contact Planning & Economic Development Department staff at (630) 243-2700 prior to submitting an application.

The application may be submitted by mail or e-mail. The Department staff will review the application for completeness. If the application is incomplete, the applicant will be notified and no further action will be taken by the Planning & Economic Development Department staff until the application has been completed. If the application is not completed within 14 days, the application may be considered withdrawn.

An adequate amount of lead time is required to allow for review by staff, accommodate for possible plan revisions, and any allow time for other applicable approvals as necessary. It is recommended that Special Event Permit Applications be submitted sixty (60) days prior to the event but no later than thirty (30) days in advance of the event. Any application submitted less than thirty (30) days from the scheduled event must pay a \$25 expedited review fee in addition to other applicable fees. This fee shall apply regardless of tax exempt or not for profit status.

Submission of an application does not guarantee approval of the permit request. The Village reserves the right to approve, deny, or modify requested events. If you have questions regarding the Special Event Permit Application process, please contact the Planning & Economic Development Department at (630) 243-2700.

Once the permit application is received and is determined to be complete, it is forwarded to each applicable Village Department and to the Lemont Fire Protection District for their review and approval. Village staff will evaluate whether the proposed event adequately addresses issues of public health and safety for event attendees, the event's potential impact to surrounding properties, and any proposed use of or impact to Village owned property. Within 10 days of submitting a complete application, the applicant will receive staff comments regarding any changes needed in order to approve the special event permit.

Once a Special Event Permit Application is approved by all applicable departments, a Special Event Permit will be issued by the Village. At that time, any conditions of the permit approval will be noted.

## Police & Public Works Support for Special Events

The Village will provide limited support to public events on a case-by-case basis and pending staff availability. This includes the availability of additional police services (i.e. traffic control, officer presence at event, etc.) and public works services (i.e. road closures, street sweeping, provision of barricades, etc.). An event organizer should note on the special event application if any police and/or public works

services are requested as part of the event. However, the Village shall ultimately determine if such services are required.

The event organizer for any event using Village services shall be required to reimburse the Village 100% for the fees and costs associated with providing these services. An invoice will be sent to the sponsoring organization after the event has concluded indicating these costs.

A pre-event meeting is required for any event that includes road closures or Village traffic control. At a minimum, the permit applicant's point of contact must be present. Vendors may need to be present, based on type of event and type of vendors. This meeting shall occur at least two weeks prior to the event.

Attachments:

1. Special Event Permit Application Form
2. Special Event Permit Application Checklist of Required Materials

# Special Event Permit Application Form

---

**APPLICANT INFORMATION**

Applicant Contact Name

Event Organizer Name (if different than applicant)

Company/Organization

Applicant Address

Telephone & Fax

E-mail

---

**EVENT INFORMATION**

Name of Event

Address/Location of Event

Date(s) and Time of Event

Estimated Event Attendance

Is Event Open to the Public?

Yes \_\_\_\_\_

No \_\_\_\_\_

**Event Type** (check all that apply)

Indoor

Walk/Run/Bike

Outdoor

Outdoor Concert

**Event will include** (check all that apply)

Alcohol

Portable Toilets

Carnival Rides and/or Inflatables

Raffle

Use of Public Streets, Sidewalks or Other Public Property

Fireworks

---

**EVENT DAY CONTACT INFORMATION**

Event Day On-site Person In Charge (must be available for the duration of the event)

Cell Phone Number

Address

E-mail

# Special Event Permit Application Form

Village of Lemont

---

## APPLICATION FEES

### Application Fee

All Events = \$25

### Additional Fees, as applicable

Liquor = \$25

Raffle = \$5

Tent = \$80 (for tents in excess of 120 sf)

Saturday Inspection Fee = \$35

Expedited Review Fee = \$25 (required if complete event application is not received at least 30 days prior to the event date, regardless of not for profit status)

Fees are non-refundable.

---

## REQUIRED DOCUMENTS

See attached *Special Event Permit Application Checklist of Required Materials*, for items that must accompany this application.

---

## REQUESTED INSPECTIONS

Please indicate the requested date and time for each inspection, as applicable. The Building Department will confirm the time and date of each required inspection at least three days prior to the event.

Amusement/Carnival Rides: \_\_\_\_\_

Date / Time

Tents: \_\_\_\_\_

Date / Time

Electrical/Generators: \_\_\_\_\_

Date / Time

Food & Beverage: \_\_\_\_\_

Date / Time

---

## AFFIRMATION

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. I permit Village representatives to make all reasonable inspections and investigations of the subject property during the period of processing of this application. I understand that the submitted fee is non-refundable. I understand that I will be invoiced for reimbursement of any Village police or public works staff time, including overtime. I understand payment must be made within 30 days of billing from the Village and failure to pay within 30 days shall result in a late charge of \$25.00. I understand the Village will assess all public property prior to the event and that I am responsible for any damage that occurs during the event. I understand that if event damage occurs and is not repaired to the Village's standard, the Village will make any necessary repairs and bill me for the repair work. I understand that any damage to public property may endanger any future event requests by me or my organization organization.

---

Signature of Applicant

Date

---

State

County

---

## FOR OFFICE USE ONLY

Application received on: \_\_\_\_\_

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

Application deemed complete on: \_\_\_\_\_

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

Fee Amount Due: \_\_\_\_\_

Fee Amount Enclosed: \_\_\_\_\_

# Special Event Permit Application Checklist of Required Materials

## Materials Required at Submittal of Application

A complete application for a special event permit must include all of the following items, as applicable. Any application that does not include all of the applicable items will not be considered complete. The Planning & Economic Development Department **will not** further review any special event application until a complete application has been submitted.

- \_\_\_\_\_ **Application Form.** One original copy of the attached *Rezoning Application Form*, signed by the applicant.
  
- \_\_\_\_\_ **Application Fee.** A non-refundable fee in the appropriate amount.
  
- \_\_\_\_\_ **Owner Authorization.** An original letter of authorization from the owner(s) of the property where the special event is to occur, authorizing the use of the property for the event.
  
- \_\_\_\_\_ **Event Description.** A description of the event, including the date(s), times, activities, number of volunteers, etc. Event organizers must plan to provide enough on-site volunteers or staff to adequately support the event. Please contact the Lemont Police Department at (630) 257-2229 if you have questions about adequately staffing your event. The event description should also include a written explanation of any requested Village services (e.g. setting up street barricades, traffic control, etc.), any requested use of Village materials (trash cans, traffic cones, etc.), and whether any street closures are anticipated as part of the event.
  
- \_\_\_\_\_ **Site Plan.** A detailed site plan depicting the location of all event components and/or a map of the event route to be traveled. The plan shall be at an appropriate size to be easily legible, however may not be less than 8 ½" by 11". The plan should include the location and dimensions of the following items, as applicable.
  - a) All event activities (i.e. stage(s) or musical entertainment, amusement attractions, tent(s), inflatables, etc.).
  - b) All electrical connections and generators.
  - c) Barricades. Events that take place on public streets, parking lots, or sidewalks (such as parades, walks or races) or events which will serve alcoholic beverages will be required to barricade portions of the event area for safety and security.
  - d) Areas for the sale and consumption of alcoholic beverages.
  - e) Restrooms and handwashing stations. Events longer than two (2) hours in duration must provide restroom facilities. Event organizers should provide patrons access to permanent restrooms and/or portable restrooms with handwashing stations. Generally, it is recommended that event organizers plan for one (1) restroom and handwashing station for every fifty (50) patrons anticipated during the peak hours of the event.



- f) All streets, intersections, or parking lots which will be utilized during the event. Any proposed closure of Village streets, sidewalks or Village-owned parking lots for an event must be properly identified. Any parking reconfiguration and/or temporary signage that may be necessary to redirect parking or traffic as a result of any proposed street and/or parking lot closure must also be properly noted.

\_\_\_\_\_ **Parking & Traffic Control Plan.** A written description of expected traffic impacts and proposed parking accommodations. If traffic control is requested, a map of the traffic control points is required. A map depicting the location of the event and the event parking should be provided, if not included as part of the event site plan.

\_\_\_\_\_ **Tents & Temporary Structures Plan.** For events including tents or temporary structures in excess of 120 square feet in any area intended for the gathering of 10 or more persons, the following information shall be submitted.

- a) Site plan indicating the location and size of any tent(s), including occupant load and location of entry and egress.
- b) Name, address, phone and e-mail of tent contractor. Tent contractor must be licensed with the Village of Lemont. A list of licensed contractors can be obtained by contacting the Village of Lemont Building Department at (630) 257-1580.
- c) A Certificate of Flame Resistance.

Tent fabric must be a) approved non-combustible material or b) flame resistant material or c) material treated in an approved manner rendering the material flame resistant. A label should be permanently attached to the tent indicating its fire rating. The Certificate of Flame Resistance should match the fire rating label attached to the tent. Such certificate(s) should also be affixed to the tent at the event.

An inspection is required upon installation of the tent or temporary structure. A proposed time for inspection should be included on the initial permit application form. Saturday inspections will incur a \$35 inspection fee, regardless of not-for-profit status. Failure to request an inspection will result in a fine according to Village of Lemont Code Section 15.00.090(B)(2) (w) /Penalty Section 15.00.160(A).

Code Requirements: Exit access travel distance shall not exceed 100 feet. Installation shall comply with National Fire Protection Association (NFPA) Standard 102.

Propane & Other Cooking Devices: Gasoline, compressed gas, charcoal or other cooking devices or open flames shall not be permitted inside of tent.

All tents with cooking devices or propane tank shall have a minimum of one fire extinguisher with a minimum rating of 4A60BC. This appliance shall be readily visible, accessible, and hung properly.

Propane tanks-compressed gas cylinders shall be chained or secured in an upright position at all times whether full or empty. Cylinders should be positioned so the pressure relief device points away from areas where people may gather or where there is a source of ignition. Point the pressure relief device away from the tent. Propane tanks should be protected from any source of heat within 6 feet. Bulk storage of cylinders shall not be within any other related activity.

---

**Amusement, Carnival, or Fair Rides/Attractions & Inflatables.** A description of any amusement, carnival, or fair rides/attractions and/or any inflatables is required. The location of all such attractions must be noted on the event site plan. All carnival rides or inflatables of any sort must have a valid State inspection sticker affixed to them and require inspection prior to use by the public. The permit application form must note the requested time for all necessary inspections. Saturday inspections will incur a \$35 inspection fee.

---

**Certificate of Liability Insurance.** A Certificate of Liability Insurance is required when:

- a) The event is utilizing any Village property, i.e. public streets, parking lots, etc.; or
- b) The event is to be held on a property not owned by the organization or business organizing the event, but by a third party. A Certificate of Insurance must be submitted at the time of application naming both the property owner and the Village of Lemont as additional insured for the day(s) of the event; or
- c) The event includes the serving of alcohol (see Alcohol License & Insurance section below).

The Village of Lemont reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by the Village upon review of the proposed event.

---

**Alcohol License & Insurance.** If alcohol will be served at the event, Village and state approvals are required. To receive a Village Special Event Liquor License for alcohol service at a special event, the event organizer must be (1) a Non-Profit Organization or (2) a retailer already holding a valid Village liquor license that wishes to serve alcohol outdoors and/or off-site from their business location. The Special Event Liquor License cost is \$25. The event description and site plan should include all details regarding the proposed alcohol sales or service. In addition, an original Certificate of Liquor Liability (dram shop) Insurance naming the Village of Lemont as an additional insured for the day(s) of the event must be submitted for any and all functions serving alcoholic beverages.

Once the special event permit is issued by the Village, including the approval for the serving of alcohol, a state license is required by the Illinois Liquor Commission for service of alcohol. It is the responsibility of the applicant to obtain their State liquor license once their local license has been issued. The applicant or organization, dependent on whether a non-profit organization or a business holding a valid Village liquor license, needs to submit either: (a) Application for State of Illinois Special Event Retailer's Liquor License (Not for Profit); or (b) Application for Special Use Liquor License (Business already holding a valid Village liquor license), along with the applicable fee payable to the Illinois Liquor Commission dependent on application type. This must be submitted along with a copy of the local Special Event Liquor License, a copy of the Certificate of Liquor Liability (Dram Shop) Insurance and mailed or delivered in person to the Illinois Liquor Commission, 100 W. Randolph Street, Suite 7-801, Chicago, IL 60601. Note: 14 day advance notice is required by the Illinois Liquor Commission or a late fee is charged.

---

**Food and Beverage Service.** Applications must include a written description of any proposed food, drink, or alcoholic beverage preparation or sales. Describe how and where food will be prepared and served. An inspection is required for any food or beverage service offered to the public during an event. A proposed time for inspection should be included on the initial permit application form. Saturday inspections will incur a \$35 inspection fee, regardless of not-for-profit status. For a copy of the Standards for Food Service used by Village and County Health Department inspectors, please contact the Planning & Economic Development Department at (630) 243-2700.

---

**Outdoor Electrical & Generators.** For any temporary outdoor electrical service or any generators for an event, an electrical wiring inspection is required. The permit application form must note the requested time for all necessary inspections. Saturday inspections will incur a \$35 inspection fee. Outdoor temporary electrical service and generators will be inspected for compliance with the following requirements.

- a) Temporary electrical wiring shall be protected in all pedestrian and vehicle areas.
- b) Extension cords shall be of a minimum use and be properly rated for its intended use.
- c) GFI outlets and cords are required.
- d) All generators shall be properly grounded and protected from unauthorized access. Fueling of this equipment shall be conducted before the event is open to the general public. Refueling process shall be supervised with an appropriate portable fire extinguisher readily available.

---

**Sound Control Plan.** A sound control plan is required for all functions that include sound amplification (live music, PA system, etc.) for any loudspeaker or amplifier connected with any radio, microphone or similar equipment. The plan should include the hours during which music will be played, the location and direction of any proposed amplifiers, and any measures to be taken to minimize the impact on adjacent properties. The Village of Lemont reserves the right to discontinue the use of any amplified sound if deemed a nuisance by the Lemont Police Department.

---

**Lighting Plan.** A lighting plan is required for all events that include additional outdoor lighting. The plan should include the type of lights to be used, their locations, power source, and any measures to protect adjacent properties from light spillover, if applicable.

---

**Promotional Signs and/or Banners.** A temporary sign plan is required for any signage used to promote a special event. The sign plan shall include the proposed size, location, and material of all proposed signs. The plan shall also include the proposed dates that the signs will be displayed. Any signage or other attention getting devices must be in accordance with Ch. 17.11 of Lemont's Unified Development Ordinance as it relates to temporary signage.

---

**Post Event Clean-Up Plan.** For events that are to take place on public property (i.e. streets, parking lots, etc.), the event organizer must submit a post event clean-up plan. This plan should describe how the disposal of garbage and recycling accumulation from the event will be addressed. Event organizers may use existing Village garbage receptacles located at the proposed event site. The plan should also include whether any additional Village garbage receptacles are requested for the event.

Event organizers will be responsible for ensuring proper disposal of refuse. Plastic bags should be used to line the garbage receptacles, and the event organizers should empty the receptacles as necessary throughout the event. If an additional pickup by the Village's refuse and recycling contractor is needed to remove event refuse, that fee will be billed to the event organizer. Additionally, the event organizer will be billed for any costs the Public Works Department incurs in removing any garbage or debris from public property. Failure to remove trash will result in future denial of requests made by the event organizer.